



RELAY FOR LIFE – GEELONG COMMITTEE

MINUTES OF THE TENTH MEETING

WEDNESDAY 14TH MARCH 2007
DINING ROOM
BECKLEY PARK

The meeting commenced at 6:20pm.

PRESENT

Andrew Purdy (Chair), Jim Anderson, Leonie Barnett, Sarah Birch, Ian Collings, Amy Coopersmith, Laura Dillon, Belynda Grass, David Greenwood, Stephen Levy, Chris McAvaney, Rob Quarrell, Sam Santospirito, Rob Sutherland, Jan Turner.

APOLOGIES

Nagesh Bellur, Darren Cole, Lyn Fraser, Jill Miller, Kaz Squires.

WELCOME AND MATTERS FROM THE CHAIR

Andrew welcomed those present and thanked them for their attendance.

Andrew proposed that a review meeting be held by the Committee on Wednesday 4th April at 7:30 pm. Venue to be advised. Also, an “after event” party be held on Wednesday 18th April, with details to be discussed at the meeting on 4th April

BUSINESS ARISING FROM THE MINUTES OF THE NINTH MEETING

Updates on all relevant “action” items from the minutes of the 28th February meeting.

- As discussed at the first meeting, a sash will be provided free of charge to each survivor for them to retain and wear each time they participated in a relay. Belynda and Laura have both recently obtained quotes. It was agreed that Laura liaise with Belynda on the matter and together they make a decision which way to proceed. **Action: Laura and Belynda. Done. The sash was presented to the Committee and looks fantastic.**
- Program needs to be drafted. **Action: PR – Sarah and Laura. The program was tabled for checking.**
- There was some discussion about the Spirit of Relay Award, which was introduced in 2006 in recognition of an outstanding contribution to the Geelong Relay for Life. Laura (via the next Newsletter) is to call for nominations from teams, with nominations to be submitted to Laura by Wednesday 14th March. **Done.** The compiled list of nominations is to be discussed by the Committee at the event with the winner to be announced on the Sunday of the event. **Action: Laura. In progress, with the award to be further raised at the Team Captains’ meeting later in the evening.**
- The process to effect the Spirit of Relay Award in future years is to be written for consideration and adoption by the Committee. **Action: Laura. In progress.**
- It was proposed that vehicles requiring “high level” access to Beckley Park (eg committee members, vendors) be issued with a vehicle window sticker. The Committee approved the proposal and noted that sticker production had been determined. It was further agreed that Jim write the process for future years. **Action: Jim. Done. In addition, Jim detailed the parking locations for officials, vendors, entertainers and guests.**

- Jim reported that the tent site allocation is to be done by teams using the website. This information is to be communicated to team Captains accordingly.
Action: Laura. Done, with any “siteless” teams to have their sites allocated at the TCs meeting following the Committee meeting.

GENERAL BUSINESS

Registration update (Laura)

- One hundred and twenty teams have registered and approx \$178K has been received to date.

Committee reports

Recruitment (Laura)

- No report

Facilities (Stephen)

- All under control.
- Rob Sutherland noted that the event safety plan was now on the website and requested that (at the TCs meeting) Team Captains be asked to print off their own copies of the event safety and traffic management plans.

Treasurer (Lyn)

- No report.
- In Lyn’s absence, Andrew reported a balance of \$2214.74. In addition, a cheque for \$956.30 has been received from the gold coin entry to the ANZ Bank Family Fun Day held on New Years Day.
- There was some discussion regarding the budget for the event, with CCV to be asked to effect a transfer of funds as appropriate from CCV to the Committee account.

PR/Media (Sarah)

- Registrations for the Ambassadors’ Breakfast have exceeded 100.
- The Geelong Advertiser and the Geelong Business News will be at the Breakfast and also at the event on the weekend.

Ceremonies (Jan)

- All under control.
- The AMP Foundation has agreed to match funds raised by the event up to a maximum of \$10K.

Entertainment (David/Sam)

- David tabled the final entertainment program for both days of the event.
- There was discussion about certificates of appreciation for entertainers and suppliers, and it was agreed that certificates be distributed to entertainers at the event, with CCV to supply the certificates. **Action: Amy**

Vendors (Jill)

- No report.
- A verbal request from Jill that Corio RC be permitted to set up on Friday afternoon was agreed to.

Children’s Entertainment (Belynda)

- Entertainers now locked in. Volunteers needed throughout the program, particularly during the movie marathon. **Action: Darren**

OTHER BUSINESS

- Thank you letters. Committee members to advise Andrew “who” should receive such letters, and “why”. **Action: All**
- The agenda for the TCs meeting was tabled and discussed.
- The event schedule was tabled.
- Andrew announced that while he wished to remain on the Committee, he indicated his intention to step down from the position of Chairmanager after the wind up to Relay '07. Members were asked to consider “stepping up” to the Chairmanager position.

The meeting closed at 7.25pm.