



# Relay For Life

## GEELONG COMMITTEE

The Cancer Council Victoria  
1 Rathdowne Street Carlton  
Victoria 3053 Australia  
Telephone 61 3 9635 5000  
Facsimile 61 3 9635 5270  
enquiries@cancervic.org.au

### **AGENDA FOR THE FIFTH MEETING**

**Wednesday 12<sup>th</sup> November, 2008**

**Deakin University, Waterfront Campus, room d2.202**

**7:30pm**

### **WELCOME**

### **APOLOGIES**

### **MATTERS FROM THE CHAIR**

#### **Rotary Raffle**

- Richie Smyth, Corio Rotary – raffle for car combining with other events – 1500 tickets, \$2 each
- Have said yes, but wanted to run it past the committee first.
- Do we want to cover the 20% balance in ticket revenue for the teams selling the tickets so that all sales contribute to their fundraising amounts?

#### **Team information meeting**

- Items to present?
- Natalie has some information about the team feedback and how we can use the CCV resources to tap into previous participants, etc to invite to an information meeting.

#### **Launch recap/debrief**

### **BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING**

### **GENERAL BUSINESS**

### **COMMITTEE REPORTS**

Presenting reports – to make sure we cover any action needed and to help keep the meeting on time, please present your report in terms of:

- Summary of activity
- Key issues
- Decisions or help needed from the committee

Treasurer (John)

Secretary (***POSITION TO BE FILLED***)

Relay For Life Volunteer  
Committee Correspondence

**1300 65 65 85**  
[www.relayforlife.org.au](http://www.relayforlife.org.au)



# Relay For Life

## GEELONG COMMITTEE

The Cancer Council Victoria  
1 Rathdowne Street Carlton  
Victoria 3053 Australia  
Telephone 61 3 9635 5000  
Facsimile 61 3 9635 5270  
enquiries@cancervic.org.au

Facilities (Stephen)  
Recruitment/Registration (Anne)  
Team Liaison (Laura)  
Public Relations (Olivia)  
Ceremonies (Barb)  
Entertainment (Sam)  
Catering/Vendors (Dianne)  
Children's entertainment (Belynda)

### REPORT FROM CCV

### OTHER BUSINESS

### NEXT MEETING

10<sup>th</sup> December, 2008 – 6:30pm before Team Information Meeting.

Venue to be confirmed

Would dinner before hand at 5:30pm be a possibility? A sort of Christmas break up for the committee.

### ACTION LIST

- Team Captain debrief sheets to Jim. **Action: Christopher (from 23/7/08 meeting)**
- Need to get in contact with Nagesh, Kaz and Belynda to see if they are joining us on the committee this year. **Action: Christopher (from 23/7/08 meeting)**
- ~~Amounts of \$400, \$400 and \$200 were banked into our account. Need to locate where these came from. **Action: Everyone (from 23/7/08 meeting)**~~
- Still waiting for some money to come in from Vendors. **Action: Dianne and Rob P. Jim to call Lions club (possible \$5000 to come) (from 23/7/08 meeting)**
- Thank you letters still to be sent out. **Action: Christopher and Rob P (from 23/7/08 meeting)**
- ~~Any sponsor, business or person that donates time, resources or energy to the event, needs to be recorded. There is a template for this that is attached to the minutes for the 23/7/08 meeting. **Action: All to fill in template where appropriate and return to secretary (from 23/7/08 meeting)**~~
- Team Information Meeting (TIM) dates still to be set. Also release dates for newsletters. **Action: Christopher and Laura (from 23/7/08 meeting)**
- Launch date, venue and structure to be organised. Aiming for early October with the possibility of the 10th of October to fit in with our 10th birthday theme. **Action: Laura,**

Relay For Life Volunteer  
Committee Correspondence  
1300 65 65 85  
www.relayforlife.org.au



# Relay For Life

## GEELONG COMMITTEE

The Cancer Council Victoria  
1 Rathdowne Street Carlton  
Victoria 3053 Australia  
Telephone 61 3 9635 5000  
Facsimile 61 3 9635 5270  
enquiries@cancervic.org.au

**Christopher and Olivia with input from anyone else who would like to help (from 23/7/08 meeting)**

Looking for ideas for the 10<sup>th</sup> Relay and how we can make it special. **Action: Everybody (from 23/7/08 meeting)**

~~Geelong Lyric Theatre Society cheaper tickets for production of Oliver. For every ticket the team sells \$5 will be credited to their team.~~ **Action: Laura to organise (from 23/7/08 meeting)**

~~Possibility of Launch to be held in the foyer before show as opening night is the 10th of October. Need to discuss with the theatre company.~~ **Action: Laura (from 23/7/08 meeting)**

Jim to contact Steve McWilliam about "Relay FM" at the event. **Action: Jim (from 23/7/08)**

Newsletter schedule to be set. **Action: Laura and Christopher (from 23/7/08)**

Deakin University as venue **Action: Christopher to look at organising a 5-year deal with Deakin (from 10/9/08)**

2008 event totals **Action: Christopher to email the latest total to Jim to put add to his records (from 10/9/08)**

Registered teams and their intended number of participants **Action: Laura to set up a spreadsheet of team numbers (from 10/9/08)**

Newsletter recipients **Action: Laura to update contact list of the committee including email addresses. (from 10/9/08)**

The venue needs to be decided **Action: Barb to contact Glenda Arenson 0411 438 507 about getting the room at the Geelong Football Club (from 10/9/08)**

Life Activities Club **Action: Laura to email Cancer Council (from 10/9/08)**

Stand in Market Square around Gala Day time **Action: Laura to investigate further (from 10/9/08)**

Our gear at Beckley part, storage elsewhere, perhaps at Deakin University somewhere **Action: Jim to investigate (from 10/9/08)**

~~Treasurer's contact with Rob Petrie~~ **Action: Christopher to e-mail John Rob's e-mail address (from 10/9/08)**

Need a safety officer **Action: everyone to think of one (from 10/9/08)**

Need to update frequently asked questions **Action: Christopher to email Jim the frequently asked questions (from 10/9/08)**

Amy's Angels are not putting in a 2009 team, in view of the input of a team of this calibre perhaps some recognition is required **Action: Jim to email Laura documents about teams participation and money raised for the 10th year awards and recognition (from 10/9/08)**

Notify Beckley Park of change of venue **Action: Christopher to contact Beckley Park (from 10/9/08)**

Relay For Life Volunteer  
Committee Correspondence

**1300 65 65 85**  
[www.relayforlife.org.au](http://www.relayforlife.org.au)



# Relay For Life

The Cancer Council Victoria  
1 Rathdowne Street Carlton  
Victoria 3053 Australia  
Telephone 61 3 9635 5000  
Facsimile 61 3 9635 5270  
enquiries@cancervic.org.au

## GEELONG COMMITTEE

Need to contact media to attend the launch **Action: Laura to give Olivia the contact details of Greg McKinley from Pulse. Also contacts for Geelong Business News and The Geelong Times (from 10/9/08)**

It has been noted that they already knew of the change of venue for 2009 **Action: Christopher to send letters to formally thank all relevant parties (from 8/10/08)**

Budget distributed to all to review and provide comment by next meeting. **Action: ALL to double check estimated cost for 2009 column and report at next meeting. (from 8/10/08)**

There were concerns with lack of RSVPs at the meeting; this usually isn't an indicator of a poor turn out in the past though. **Action: Christopher to call Laura re: sending invites and map for venue. (from 8/10/08)**

~~Sue De Gilio confirmed as patron for 2009 event. **Action: Christopher to confirm with Sue de Gilio being at the launch. (from 8/10/08)**~~

Olivia requires new stats of the Geelong event for the launch running sheet. **Action: Christopher to send Olivia Jim's stats. Action: Christopher to send Olivia new biography for running sheet. (from 8/10/08)**

**Action: Christopher to get box of chocolates (5) for thank-you gifts. (from 8/10/08)**

**Action: Christopher to put a slideshow of all 10 years of photos (from 8/10/08)**

**Action: Christopher to bring laptop and Gordy Klatt DVD mark II (the Australian 10th anniversary edition) (from 8/10/08)**

Bank statements to be delivered to CCV office. **Action: John to change address of statements to CCV office. (from 8/10/08)**

Is there any requirement for a larger marquee for committee/candle sales, etc. **Action: ALL to respond by next committee meeting. (from 8/10/08)**

Relay For Life Volunteer  
Committee Correspondence

**1300 65 65 85**  
[www.relayforlife.org.au](http://www.relayforlife.org.au)