



Relay for Life – GEELONG COMMITTEE

MINUTES OF THE NINTH Meeting

WEDNESDAY 25th FEBRUARY 2009
DEAKIN UNIVERSITY WATERFRONT CAMPUS
ROOM D2.202

The meeting commenced at 7.30pm

PRESENT

Christopher McAvaney (Chair), Laura Dillon, Stephen Levy, Barbara Ward, Luke Ward, John Macarol, Anne Miller, Dianne Riches, Natalie Livsey, Anne Brocklebank, Mark Heenan, Joanne Wilson, Olivia Bartram, Sam Santospirito.

APOLOGIES

Jim Anderson.

WELCOME AND MATTERS FROM THE CHAIR

Christopher welcomed those present and thanked them for their attendance.

- Team Information Meeting (TIM) report from 11th February – Lisa did a great job of talking re team leader experience. Thank-you to be organised
(Action: Annie B)
- Ambassadors breakfast cancelled
 - note to communicate with Peter Loney earlier next year for 2010 Event
 - take the chance to revise roles of Ambassadors for 2010, be clearer about what we would like them to do at and for the Event
- FM Radio frequency 104.7FM – organised but just waiting to hear back from Jim & Greg McHenry re who will organise content, music filler etc
- Suppliers – i.e. any person or business who supplies services and/or cash for the Event must be listed via Word doc Template 33 to John
(Action: All)
- Program content – model on Ballarat and Bendigo versions i.e. double sided A4 colour leaflet, any submissions to Annie B. Mark mentioned possibility of Officeworks discounted printing, to follow up.
(Action: Annie B/Mark)
- Children's Activities – Joanne making good progress on these
- Invitations to be sent to COGG councillors, MP's
(Action: Christopher)
- Ambassadors and their employ at event – discussed above
- CCV Director David Hill may or may not be able to speak at the launch
- Communications protocol – Committee Members to exercise care when representing CCV to external parties
- Post-event tasks, dates for team captain debrief and committee debrief;
 - Team captain debrief – to be held on Wednesday 22nd April, suggest 6 for 6.30pm at the Gordon Art Gallery again. Natalie suggested having thank you certificates out by this date if possible. Need; slideshow, feedback pro forma for this
(Action: Annie B)

- Committee debrief – to be held on Friday 8th May say 7.00pm, suggestions for venue (need private meeting area if possible) to Secretary. Natalie suggested using Key Committee Learnings pro forma for this debrief.
(Action: All)

BUSINESS ARISING FROM THE MINUTES OF THE EIGHTH MEETING

Updates on all relevant “action” items from the minutes of the 11th February meeting.

- Barb – see report below re singer
- Dianne – no reply re massage. Suggest using students and gold coin donation.
(Action: Dianne)
- Stephen – Ian Holten can’t do skin cancer checks but instead Anthony McDonald is prepared to give seminars, say 2 and 4pm on the 14th March. Christopher to forward e-mail info to Natalie.
(Action: Christopher)
- Mark – most thank you certificates sent, a few addresses still unknown
- Barb - see report below re airbrushing
- Jim – helicopter rides – still outstanding
(Action: Jim)
- Natalie – updated CCV facts to Christopher – completed
- Jim – to update website info/advice and RFL Geelong history/stats - outstanding
(Action: Jim)
- Christopher – newsletters on website to be checked by Laura
(Action: Laura)
- Sam – radio link via Pulse – Greg McHenry has found a program manager – meeting to be arranged on 2/3 March at Pulse with Laura & Sam
(Action: Sam)
- Stephen – Barwon Water logo – completed
- Stephen – Committee Tent – underway
- Stephen – Volunteers – underway – reminder to forward info re volunteers to Nagesh
- Barb – see report below re morning tea
- Luke – Dazzling Dan booked out – Joanne organising alternative

GENERAL BUSINESS

- Relay Idol – online registration which e-mails to Luke directly name of act etc.
- Christopher will organise streaming of Event via webcam.
- Sample Team Questionnaire – changes include ratio of 1/5 minors, Laura removed q5/6, Natalie suggest an extra question, “Describe your best fundraiser?”
- Sites – special consideration for some (incl Bellarine S.C., Ford, Contours). Ford to bring 2 new model cars – so double tent site, suggest south side near KD Stewart.
- Ford have offered OH&S person this year
- Natalie raised point of companies etc not pushing sales on Event attendees
- Christopher mentioned CCV merchandise (sunnies hats etc) – Could Viv Pascoe at Amcal be able to help here?
(Action: Laura)

COMMITTEE REPORTS

- Treasurer (John) – additional \$340 or so to add to balance. Discussion of \$1700 Music Workshop invoice – whether to go via CCV for GST purposes.
(Action: Natalie/John)
- Secretary (Annie B) – to organise leaflet in next week
(Action: Annie B)

- Facilities (Stephen)
 - concern re dry conditions & hard ground at Deakin for Event, advise attendees to have adequate footwear via newsletter
- (Action: Christopher)**
 - in contact with Wayne Stevens who would like experience with RFL
 - walkie-talkies (pick up on day) via Jim Fuller – need cheque for \$250
 - let Stephen know if anyone needs tables/chairs
- (Action: All)**
 - mobile toilets water OK
 - but may be a problem with Barwon Water tapping into local Deakin source for the hydration station
- (Action: Stephen)**
 - Deakin security need invoice
 - “110 Map” of Event location needed, approx 89 teams
- (Action: Christopher)**
- Recruitment/Registration (Anne M) – no report
- Team Liaison (Laura) – to send newsletter shortly incl 1/5 ratio etc – needed info re entertainment from Barb, & carers/survivors info
- (Action: Laura/Barb)**
- Public Relations (Olivia) – will focus on Carers/Survivors closer to Event
- Ceremonies (Barb) - not Cheryl or Nadine, new singer proposed = Peter Brocklehurst (The Singing Cobbler). Suggest promote via News before Event
- (Action: Barb/Olivia)**
 - temporary tattoos – where/when?
- (Action: Di/Joanne/Stephen)**
 - aerobics – haven’t heard back
 - harp for Candlelight ceremony to follow up
- (Action: Barb)**
 - Father Foley/Roxanne/Dale Jennings all OK
 - hold dawn church service in Reflection Garden?
 - morning tea costing no go via Deakin (Alliance), suggest investigate Barb’s church catering
- (Action: Barb)**
- Entertainment (Sam) – aerobics – maybe try Contours?
- (Action: Sam)**
- Catering/Vendors (Dianne) – all going well except sandwich bar, Anne M to try to source the one at Water Expo, or try CWA, or Barb’s church catering.
- (Action: Anne M/Di)**
- Children’s Activities (Joanne) - animal farm a \$ issue, no go for Event
 - Jance; let Stephen know requirements for marquee/tables/chairs
 - e-mail list of activities to Annie B
 - Movie marathon to be run on stage by St Bernard’s as KD Stewart no go
 - Use 500 free photocopies for colouring-in comp?
 - Query using Sid the Seagull (CCV mascot) as costume is very hot (thermally)
- (Actions: Joanne)**
- Mission Delivery (vacant); suggest use signs to cover this at Event
- (Action: Christopher)**

REPORT FROM CCV

- 88 teams
- order shirts by a week before event please
- CCV new website by end of March which will allow paperless pre-Event registration for 2010 & better access to team listings for team captains (on-the-day Event registrations will still fill in a paper form)
- implications for Geelong RFL website to be discussed
- (Action: Christopher/Natalie)**

- Natalie bringing “the drop” to Event – will e-mail all a list for feedback on what is needed
(Action: Natalie/All)

OTHER BUSINESS

- Team Information Meeting – as below – prompting earlier Committee Meeting, with pizza provided from 5pm. Map to be provided for location at Deakin Waurm Ponds.

(Action: Annie B/Christopher)

- if daylight savings permits after Team Information Meeting, tour of nearby Event venue for team leaders by Laura

- Program leaflet printing – print Thurs 12th March at latest

(Action: Annie B/Mark)

- Event Schedule running sheet – to be updated – let Annie B know when you can attend

(Action: All)

- fundraising other than Event – advertised on website

The meeting closed at 9.30pm.

The next meeting will be held at 5.00 for 5.30pm in room jb3.202 at Deakin’s Waurm Ponds Campus on Wednesday 11th March 2009, followed by the Team Information meeting at 7.00pm in nearby room LT1 (ia1.006) – Peter Thwaites Lecture Theatre.