



**GVG ORGANISING COMMITTEE 2016
ADGENDA**

Held in Greenwich Hub Hall, lower 46 Greenwich Road, Greenwich
On Wednesday – 14th September, 2016. at 7.00pm

Item	Discussion/Resolution						
1.	Welcome to Revue Captains OC vacancies & welcome new committee members OC Risk officer – nominations (see notes)						
2.	Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 1/8/16						
3.	Action from previous minutes Progress of Tshirt orders (FE) Tent equipment (particularly Anarchists, Tribe & Heroes) Letter to Bunnings & Viva (LS & PW) contact to school, GSC, fitness revelation						
4.	Grounds & Equipment Status of BCO (SS)						
5.	Finance						CS ongoing 5min
	Budget/ Cashflow Forecast						
6.	Events						MM ongoing 5min
	Status of events organization Review of site maps Progress of Canoe relay Final event review						
							discussion 15min
6.	Handbook re-write						SS ongoing 5min
	Input on rewrite						
7.	Recruitment						AMS
	Unaccompanied minors - Terms and conditions update						
		budget	29 th May	19 th July	1 st Aug	23 rd Aug	14 th Sept
	Anarchists	420	148	179	185	210	
	Builders	200	36	119	152	163	
	Commerce	195	95	143	161	168	
	Engineers	140	67	114	143	155	
	Governators	90	29	90	115	137	
	Heroes	160	73	115	146	197	
	Natives	150	71	110	121	126	
	Tribe	160	68	94	108	118	
		1515	587	967	1131	1282	
8.	Revue						RH 30min
	<ul style="list-style-type: none"> • Confirm / discuss proposed Revue Brief including: <ul style="list-style-type: none"> ○ Confirm definition of Revue and criteria for judging ○ Plan for judging and award presentation – judges / chairman / process for calculation / Award Announcement process / wrap-up for the night 						

GVGOC Agenda 14th September 2016

	<ul style="list-style-type: none"> o The need for a black background for the stage background o Confirming that there will be Wednesday / Thursday and Friday night practice nights – with associated costs of labour in particular (\$1,125 per night for labour) o Additional prizes as per 2012 suggestions (trophies - organisation) o Revue Start Time? Relative to GVG program o Rehearsal draw for teams – 30 minutes each on either Wed / Thurs / Fri nights o Confirm security of equipment and insurances? o Revue Program handout? o Pack-up? When? (Sunday or Monday) Equipment left while the Saturday / Sunday event is playing? <ul style="list-style-type: none"> • Interfaces with others: <ul style="list-style-type: none"> o Communications / briefings with Team captains and Revue leaders, so there can be no misunderstandings (October? / content) o Confirm power supply / requirements (RH to check with MicroHire) o Videoing o Stage Manager – options o Judges – see above o MC • Financial / Budget • Risk • Crowd related items • Other 			
9.	Finance	CS	ongoing	5min
10.	Revue order draw			
11.	THE WORD			
12.	Other Business - Shuttle Bus			
13.	Date of Next Meeting - Tues 18 th wed 19 th Thurs 20 th Oct ? Clean out of Hall Storage Saturday 15 th October			
Close				

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Risk officer

The Risk Review committee, feels each team requires a Safety Officer, to be aware of the risks and be a point of contact for participants in each team if there is any incident, who can then take action as required [and liaise with the OC Risk Officer to -be appointed](#). Captains may have already appointed a person for this role and this is just a formalisation of process.

In addition a [dedicated OC Risk officer](#), is sought for [the two days of the games](#) to specifically be [on call as a point of contact for the teams to ensure the proper procedures are followed in the event of an emergency. alert to the risks involved in the games and their mitigation,](#) ideally that person will have a legal or insurance background, [but failing that attention to detail and a comprehension of project/risk management would be good.](#)

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