



**GVG ORGANISING COMMITTEE 2016  
MINUTES**

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

In attendance: Sandy Calder, Lynne Spencer, Mark Merrick, Michael Armati, Anna-Lise Sewell, Richard Hawkins, Erin Cini, RM, Midi Stormont, Sharon Morse (Engineers); Christine Bennett, Jessica Bennett (Heroes); Denise Terry, Regan Bull (Tribe); Peter Richards (Natives); Jon Tindall (Builders); Penny Williams (anarchists); Peter Mackey, Nicky Nicholas (commerce); John Erasmus (Governators)

Apologies: Dennis Karp, Pam Palmer, Jane Marquard, Anna-Marie Sirca, Fiona Ell, Kirsty Oliver, Peter Walton, Chris Rossiter, Briony Black, Craig Stafford, Brendan Morse, Leanne Keene, Michael Ryland, Sally Lancaster

Item	Discussion/Resolution
<p><b>1.</b></p>	<p>Welcome to Revue Captains OC vacancies &amp; welcome new committee members OC Risk officer – nominations</p> <p>The Risk Review committee, feels <b>each team requires a Safety Officer</b>, 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.</p> <p>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. 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. JT to endeavor to recruit a risk officer</p>
<p><b>2.</b></p>	<p>Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 24/8/16 proposed PR seconded MA</p>
<p><b>3.</b></p>	<p>Action from previous minutes Progress of Tshirt orders (FE) Supplier has set aside stock based on 1<sup>st</sup> sept orders Could captains please chase up tshirt orders for order on 30<sup>th</sup> September.</p> <p>Tent equipment (particularly Heroes) please contact LS asap</p> <p>Letter to Bunnings &amp; Viva sent over the last 3 weeks</p>
<p><b>4.</b></p>	<p>Grounds &amp; Equipment Status of BCO <span style="float:right">SS</span> Oval fertilized in contact with Brian Dempsey (Civic Services Co-ordinator LCC) The campervans are back in the BCO carpark, if you see them you can contact Civic Services who will contact the rangers to move them on, on 9911 3553</p>
<p><b>5.</b></p>	<p>Finance <span style="float:right">CS</span> <span style="float:right">ongoing 5min</span> Current financial position has 73K in the bank 12K with try booking; 6k will be distributed to teams at the end of September this leaves 79K of which costs currently account for 78K</p> <p>1 - T-shirts – <b>could Captains get messages out to encourage t-shirt orders this month</b>, ie before the price rise that kicks in on 1 October taking cost per shirt up from \$18 to \$22. This might help with getting t-shirt orders closer to registration numbers</p> <p>2 - While revenues continue to look strong, we need to remain vigilant on costs (the \$4k cost associated with taking payments online via Trybooking is taking its toll) - any new spending not already budgeted will need very careful evaluation</p>

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	3 - We remain in a position to send out the \$550 contribution per team this month, so <b>could team captains please send the necessary bank details to the <a href="mailto:treasurer@gvg.org.au">treasurer@gvg.org.au</a> email address</b>											
6.	<p>Events <span style="float: right;">MM</span> <span style="float: right;">ongoing 5min</span></p> <p>Status of events organization</p> <ul style="list-style-type: none"> <li>- Ground marking to be sent to Brian Dempsey / Peter Peterson of LCC</li> <li>- MM to organize a meeting with event leaders to physically run through each event @ BCO</li> </ul> <p>Progress of Canoe relay RMS rejected the license again this time applied as Lane Cove Council.</p> <p>PW raised the issue of substituting Girls for boys in the U12 age group. Generally, the committee were against the idea of general substitutions to the matrix and the age substitution criteria should alleviate particular problems. There was also concern over the meaning of zero in an age group, some teams have been interpreting this as there are to be no competitors of this age group rather than there need not be any competitors of this age group.</p> <p>Clarification of the Age Matrix rules are: With the exception of Golf in which there are no gender or substitution restrictions all events to be 50% male and 50% female competitors – the allocation for each age group is to be split evenly between male and female, i.e. if the matrix indicates 2 competitors from a given age group, one must be male and one female.</p> <p>Age criteria is based on the age of the individual on 2nd December 2016.</p> <p>The Age Matrix</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>&lt;8</td> <td>9 - 10</td> <td>11 – 12</td> <td>13 - 15</td> <td>16 - 19</td> <td>20 - 39</td> <td>40 - 49</td> <td>50 - 59</td> <td>60+</td> </tr> </table> <p><i>There can be no Substitution over the 20-39 age-group, (eg 40 year old substituting for a 16-19 year old) and competitors in the 20-39 age group cannot cross out of their age group.</i></p> <p><i>Team members aged 16-19 may be substituted up one level into the 20-39 age group, and those younger than 16-19 may be substituted up two levels. E.g. a 17 year old can be substituted into the 20-39 age group; a 12 year old may be substituted into 16-19 age group but not into 20-39 age group.</i></p> <p><i>Team members aged 40-49 may be substituted down one level and those older than 40-49 may be substituted down two levels. E.g. a 60+ may be substituted into the 40-49 age group, but not the 20-39 group.</i></p> <p>MM suggested that he could review matrixes in November to look for substitutions.</p>	<8	9 - 10	11 – 12	13 - 15	16 - 19	20 - 39	40 - 49	50 - 59	60+		
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6.	<p>Handbook re-write <span style="float: right;">SS</span> <span style="float: right;">ongoing 5min</span></p> <p>Version 1.10 of the hand book is on the website (as agreed new versions will be released via <a href="http://gvg.org.au">gvg.org.au</a>)</p> <p>The OC acknowledge and express their gratitude for the huge amount of work done by Stephen Shepherd, Julie McGibbon and Mark Merrick to date and also thank Lara Calder for her drafting services.</p>											
7.	<p>Recruitment &amp; Social Media <span style="float: right;">EC</span></p> <p><b>Please “like”</b> Facebook and Instagram posts as the algorithm makes more popular posts most visible</p> <p><b>Please return to Erin your “Athletes of Greenwich” questionnaires ASAP</b></p>											

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	budget	29 <sup>th</sup> May	19 <sup>th</sup> July	1 <sup>st</sup> Aug	23 <sup>rd</sup> Aug	14 <sup>th</sup> Sept	
Anarchists	420	148	179	185	210	215	
Builders	200	36	119	152	163	179	
Commerce	195	95	143	161	168	196	
Engineers	140	67	114	143	155	169	
Governators	90	29	90	115	137	150	
Heroes	160	73	115	146	197	202	
Natives	150	71	110	121	126	134	
Tribe	160	68	94	108	118	122	
	1515	587	967	1131	1282	1370	
Tshirts						1063	
caps						598	

<b>8.</b>	<p>Revue</p> <ul style="list-style-type: none"> <li>Confirm / discuss proposed Revue Brief including:</li> </ul> <p>Confirm definition of Revue  <i>light theatrical entertainment consisting of a series of short sketches, songs, and dances, typically dealing satirically with topical issues. Items are to be short (no longer than 10 minutes).</i></p> <p>Each team will nominate a Judge  The nominated Judge is not required to be a member of your Team  Judging per revue performance will be by 7 of the 8 Judges.  No team judge may enter a score for his/her team's performance.</p> <p>Equipment Provided  Staging, Audio and Lighting  A covered stage with lighting is provided. The stage is 9m wide by 7.2m deep. It is 0.9m above ground level with 4 sets of stairs The marquee cover will be 10m x 9m and there will be a separate 3m x 3m tent for sound mixing / control and lighting control.  8 Cable Microphones and stands are available, with 4 radio microphones with hand held and Madonna options  Lighting is 8 Par 64s 1000w Floods aimed at the stage with whites and colours, to allow basic stage colour and moods  8 programmable Spots are available; they can be aimed at fixed, to-be-determined points, on the stage, set for each team  Computerised central and dimmer system  Dimmer facilities are available</p> <p>The Stage Manager to direct the "bump in and out" process between acts and to liaise between each team and the technical staff operating the light and sound equipment.  The Stage Manager will run the rehearsals.  Each team needs to submit a written summary of the technical aspects of their performance by the time of the rehearsal.</p> <p>It was agreed there was a need for a black background for the stage background, despite the flaring that occurs when the reviews are recorded.</p> <p>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)</p> <p>Confirming there will be Additional prizes as per 2012 suggestions, but these will be at the judges discretion</p> <p>Revue Start Time – 7.15pm ends close to 10.15pm judge's announcements at 10.30pm  Rehearsal draw for teams – 30 minutes each on either Wed / Thurs / Fri nights</p>	RH	30min
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See table below. If teams find their rehearsal times are not suitable they should organise with another team to swap but please advise Richard Hawkins and Lynne Spencer when this is organised (so they don't provide incorrect information)

A Revue Program will be developed and loaded to the website. Revue captains are to send a 50 word synopsis to Richard Hawkins [richardhawkins1@optusnet.com.au](mailto:richardhawkins1@optusnet.com.au) by Monday 7<sup>th</sup> November.

Confirm security of equipment and insurances  
Current quote for security guards is \$2800, this does not include Wednesday night @\$400 but does include Sunday night @\$440  
Scouts have confirmed they will camp at BCO on Thursday & Friday nights

Insurance is included in the hiring quote  
Pack-up? When? (Sunday or Monday) Equipment left while the Saturday / Sunday event is playing?

There will be Communications / briefings with Team captains and Revue leaders, so there can be no misunderstandings in early November and a run through of the stage equipment will be conducted on the Wednesday prior to the event (30<sup>th</sup> Nov expected time 5.30 pm)

Confirm power supply / requirements (RH to check with MicroHire)  
2 x 3 Phase x 62A each + 10A GPOs from Voula's Place (Kiosk) – no access to the power pole

Videeing – RH to approach a volunteer to conduct this task

Stage Manager – At this stage unless another volunteer presents Richard Hawkins will take this role.  
MC's Damien Boyd and Simon McDonald have accepted the role of MC again for the 2016 Revue.


Other  
No chairs in front of lighting/ sound tower, only blankets. Chairs can be set up behind. If possible an aisle to be left. & food vendor queues to be separated form sitting areas.

9.

10.

## Revue order draw

TEAM	order	Aprox time	Rehearsal day	Revue Captain
Anarchists	2	7.40	Wednesday 7pm	Tony Mills
Builders	5	8.40	Thursday 7pm	
Commerce	6	9.00	Thursday 8pm	Jess Toomey & Nicky Nicholas
Engineers	3	8.00	Wednesday 8pm	Sharon Morse
Governators	8	9.40	Friday 7pm	Nicole MacAlpine <a href="mailto:Nicole.L.MacAlpine@det.nsw.edu.au">Nicole.L.MacAlpine@det.nsw.edu.au</a>
Heroes	7	9.20	Friday 8pm	Jessica Bennett
Natives	4	8.20	Thursday 6pm	Sally Lancaster
Tribe	1	7.20	Wednesday 6pm	Sophie Ross

11.	<p><b>THE WORD</b></p> 
12.	<p><b>Other Business</b></p> <p>Shuttle Bus The Riverview bus will not be available as the games are on while schools are still operating. The OC suggested many avenues for a bus which ALS will follow up. These include: Greenwich Hospital, Waterbrook, Gore Hill industrial park, Fox sports, Viva Energy &amp; Lane Cove Council associated services, all felt it would be a shame to lose this facility</p> <p>BBQ The GPS P&amp;C have advised they can't find sufficient volunteers to man the BBQ for the entire weekend. ALS will investigate further options.</p> <p>A GVG feedback survey has been developed by Chris Rossiter. The link will be sent out to all participants after the games. The name of the "event feedback form" in the handbook and the website will be changed to "GVG feedback form"</p>
13.	<p><b>Date of Next Meeting - Wednesday 19<sup>th</sup> October</b></p> <p><b>Clean out of Hall Storage Saturday 15<sup>th</sup> October</b></p>
Close	9.10 pm