



**GVG ORGANISING COMMITTEE 2016
MINUTES**

Held in Greenwich Preschool Hall, upper 46 Greenwich Road, Greenwich
On Thursday – 16th November, 2016. at 7.00pm

In attendance: Sandy Calder, Lynne Spencer, Mark Merrick, Erin Cini, Chris Rossiter, Midi Stormont (Engineers); Ben Wilson, Patricia Quealey (Heroes); Dennise Terry (Tribe); Leanne Keene Peter Richards (Natives); Jon Tindall(Builders); Penny Williams (anarchists); John Erasmus (Governators), Ray Karslake (Commerce), Kirsty Oliver, Michael Armati, Stephen Shepherd, Adam Simpson, Helen Monahan

Apologies: Pam Palmer, Briony Black, Michael Ryland, Richard Hawkins, Anna-Lise Sewell, Craig Stafford

Item	Discussion/Resolution			
1.	OC welcome committee members			
2.	Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 3/11/16			
3.	Action from previous minutes			
	Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 3/11/16			
	Safety Officer nominations:			
	team	Safety officer	phone	email
	Anarchists	Dave Williams	0418289322	Williamsdavid@gmail.com
	Builders			
	Commerce	John Manusu	0407495958	John.manusu@gmail.com
	Engineers	Lisa Doyle(Hodgkinson) Gemma Jenkins	0423260459 0408104008	Hodgee56@gmail.com gemmajenks@yahoo.com.au
	Governators	Jim McClaren	0402356990	
	Heroes	Dr Patricia Quealey Mark Drinkwater	0414436176 0425214511	patricia@pquealey.com.au m_drinky@hotmail.com
	Natives	Ralph Pliner Sybil Pliner	0411 360 218 0414 610 033	ralph.pliner@bakernet.com pliner@bigpond.net.au
	Tribe	Sarah Baldwin (Sat) Clive Billinghamurst (Sun)	0409 349427 0401 405059	sarahebaldwin@optusnet.com.au clive_billinghurst@yahoo.com.au
	. Demographic gaps to recruitme@gvg.org.au			
. And a copy of your competitors in Matrix form to events@gvg.org.au in early November				
4.	Events	MM	20min	
Status of events organization				
A new matrix summary was presented which should be correct.				
Major changes are				
Swimming is 24 participants				
Boules has been changed from 11 to 16 all in the 20-39 age group				
Circle ball updated				
Progress of Canoe relay (meeting 27.11.16 9.30 am BCO)				
2 canoes will be down at BCO from this Saturday please contact Dennise to book training times.				

	<p>Much discussion about oyster shell and carpet and the changeover in the relay, the rules will be updated again. Licence Granted 17.11.16</p> <p>Marshalling MA MM will hold an OC adjudicator meeting in the week before the games On the day the OC A should ensure the event leader is starting to get ready an hour before the event. The OC adjudicator will oversee and the event leader should brief the marshals about what to expect in each event, in terms of behavior and bad behavior. Marshals will have the opportunity to report teams for cheating and /or unsportsman like behavior and deduct points or penalize as necessary.</p> <p>Micro games (details sent out 15.11.16) The Micro games starts at 10am on the Saturday, immediately following the Opening Ceremony and War Cry. It will finish by 11.15 to 11.30;</p> <ul style="list-style-type: none"> • It is for all children aged 6 and under on the day. It does not matter if the 6 year olds are also competing in the main games; • Children should wear their team shirts if they have them, or a T-shirt in the colour of their teams; • It is non-competitive, i.e. no points count to final tally; • There will be running races, fun races and a fun area; • There will be a colouring-in competition using the logo, which will continue all weekend, materials to be provided to all tents; • Prizes for all! Fun and chaos! <p>Handbook re-write SS V1.14 to be released this week There are further changes to the handbook, a summary of the changes will be circulated also. They are refinements to each event such as if a competitor does not show for the tennis ball throw 8 balls will be removed from the teams throwing balls.</p> <p>Matrix exceptions were discussed and approved. Additional exceptions to be presented at the next meeting. They are to be approached with the spirit of reasonableness. I was agreed that the prior disclosure will help team captains and OC be confident that all teams are approaching the events in good faith, and any feelings of disgrunteledness may be headed off before they escalate.</p>
5.	<p>Registration progress report AMS 5 min 1670 Unfortunately, people are still wanting T-shirts, Team captains will have to manage either they will have to borrow old ones or may be BigW or Kmart may have plain shirts available in the correct colour.</p> <p>Recruitment report KO Soft close on all teams, people are still approaching, and while they can be directed to teams where their children will get events there is little chance of fitting the adults in at this stage, however there are many volunteer work roles available throughout the weekend they may be able to fill to be part of the event.</p> <p>Social Media EC 16 sleeps 10 facts about the games count down Info about microgames and revue</p>
6.	Grounds & Equipment

	<p>Condition of BCO The condition of BCO is regrettable Councilors and Craig Dalli to be contacted</p> <p>Equipment Could captains please ask event leaders to make contact with Peter Walton so he knows who they are on the day. Can the games borrow some boules sets – please drop clearly named sets to 16 wallace street</p> <p>Practices Some equipment is down at BCO in the shed, the shed will be unlocked Saturday and Sunday mornings and the locked again at night, generally practices are to finish Sunday the 27th to enable PW to have final stock take of equipment. Contact LS or PW who have keys. LS to contact PW with final list of tent equipment.</p>	SS PW
7.	<p>Finance Budget/ Cash flow Forecast</p> <ul style="list-style-type: none"> • We are in good shape financially • Our revenue total is very positive, regos total \$62k to date net of trybooking and credit card costs, we have t-shirt profits of around \$8.5k (relative to budget of \$7k) supplemented by unbudgeted donations from Viva Energy (\$1500) and FitRev (\$200) • most cost drivers have now been definitively agreed, and all deposits that have been required to date have been paid • all team captains have now received their team contribution less contributions towards upsized tents, and plus profits on caps to the end of October. We will remit any further caps profits to teams next week. Given favourable revenues I have retained at OC level the \$175 of credit card charges that were applied to the caps revenue. Teams, do please track estimated cost of any additional requests being made through the OC, to ensure you are in a position to reimburse. • In total we've paid out \$10k to date, including almost \$6k to teams. The remaining bank balance today is \$83,000 with another \$9,000 sitting with Trybooking. • I expect to be paying approx \$23k for caps and t-shirts in the coming week or two. The majority of our expenditure is in the week leading up to the Games weekend. • I anticipate having at least \$15k left in the bank account at the conclusion of the 2016 Games. • The OC committed to being transparent with Games participants this year regarding main cost drivers (given uncertainty expressed in prior years about where all the money goes), I suggest we should share details of items and costs with team captains (I am happy to compile a summary) and we should also consider putting a summary of the items (though not necessarily \$s) up on the website <p>Idea of OC paying for practice session at pool presented but thought to be too fiddly</p> <p>Insurance A decision was made not to proceed with bad weather cancellation insurance It would take an extreme weather event to call off the games To date not a substantial amount has been paid The amount claimable on the policy would be difficult to determine, and it is not clear the criteria for policy activation. All participants paid on a non-refundable basis</p> <p>T- Shirts T-Shirts have hit the printers and I have seen a sample of the hat embroidery so all is underway.</p> <p>We did have a delay of a day getting numbers, the supplier is preparing me for an optimistic delivery date of Friday 25th, but could slip out as far as Wednesday 30th if there are any hold ups at printers. I have T-shirt managers for all teams except Commerce.</p>	CS 5min
8.	<p>Revue - update Outstanding information:</p>	RH

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	Team	Judge? 14/11	Synopsis? 14/11	Tech Coordinator? 14/11	Technical Outline? 21/11	Comments																																													
	Anarchists	Yes	Yes	No	No	Gary Draffin																																													
	Builders	Yes	Yes	No	No	Cathy Smillie email and Mobile required																																													
	Commerce	No	No	No	No																																														
	Engineers	No	Yes	No	No																																														
	Governators	No	Yes	No	No																																														
	Heroes	Yes	Yes	No	No	Patricia Quealey																																													
	Natives	No	No	No	No	Kathrine Keen																																													
	Tribe	Yes	Yes	No	No	Sher Kearney email and Mobile required																																													
9.	<p>Catering ALS</p> <p>. All 8 caterers are confirmed. Please can I have the car park officer allocated 1 space for each of them. I am finalising setup times with each. About half Fri night and rest early Sat morn.</p> <p>. Erin has organised catering and bus info for social media.</p> <p>. I have emailed insurance certificates to Jon Tindal.</p> <p>. Will be in contact with Peter re marking out catering area at BCO.</p> <p>. We hope teams are promoting the caterers rather than organising their own on Saturday and Sunday day as we have organised the caterers on the basis that they are required and to save teams having to provide food.</p>																																																		
10.	<p>Parking MA</p> <p>Teams will have 2 spots each in St Vincent's Road, contractors and event management cars are the only ones at oval level, permits will be released next meeting upon provision of registration, name and phone number. Phone number to be left on dash board of all cars including contractors. Drop offs and additional catering deliveries can be arranged.</p> <p>The car park adjacent to the oval is being used as a marshalling area for a number of events and will be cleared of parked cars throughout the games.</p> <p>Rubbish</p> <p>It was felt that with 15% more people than originally anticipated the number of rubbish bins should be increased LS to contact council</p> <p>Could teams nominate 3 people to come in on Monday morning to help with the clean up (send names to LS) SC to organize breakfast for volunteers.</p>																																																		
	<p>Risk Management:</p> <p>Review of draft Risk Management Strategy (attached) JT 15min</p> <p>The team Safety Officers (SOs) and the arrangement of a risk-briefing in the week prior to the games.</p> <p>Each team is to nominate 2 Safety Officers (SO). In addition to managing risks from a team's perspective, each SO is required to perform a Risk Marshal role at some stage over the weekend. The following table outlines the proposed roster for Risk Marshals</p> <table border="1"> <thead> <tr> <th>. Day</th> <th>From</th> <th>To</th> <th>Risk Warden A</th> <th>Risk Warden B</th> </tr> </thead> <tbody> <tr> <td>Fri</td> <td>5pm</td> <td>8pm</td> <td>Anarchists</td> <td>Builders</td> </tr> <tr> <td>Sat</td> <td>9am</td> <td>12 midday</td> <td>Builders</td> <td>Natives</td> </tr> <tr> <td>Sat</td> <td>12 midday</td> <td>3pm</td> <td>Commerce</td> <td>Engineers</td> </tr> <tr> <td>Sat</td> <td>3pm</td> <td>6pm</td> <td>Heroes</td> <td>Commerce</td> </tr> <tr> <td>Sat</td> <td>6pm</td> <td>9pm</td> <td>Governators</td> <td>Anarchists</td> </tr> <tr> <td>Sun</td> <td>9am</td> <td>12 midday</td> <td>Engineers</td> <td>Heroes</td> </tr> <tr> <td>Sun</td> <td>12 midday</td> <td>3pm</td> <td>Tribe</td> <td>Governators</td> </tr> <tr> <td>Sun</td> <td>3pm</td> <td>6pm</td> <td>Natives</td> <td>Tribe</td> </tr> </tbody> </table>						. Day	From	To	Risk Warden A	Risk Warden B	Fri	5pm	8pm	Anarchists	Builders	Sat	9am	12 midday	Builders	Natives	Sat	12 midday	3pm	Commerce	Engineers	Sat	3pm	6pm	Heroes	Commerce	Sat	6pm	9pm	Governators	Anarchists	Sun	9am	12 midday	Engineers	Heroes	Sun	12 midday	3pm	Tribe	Governators	Sun	3pm	6pm	Natives	Tribe
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	<p>Risk Marshal will have a prepaid mobile which will be used for emergency procedures and be identified by a high vis vest. Discussion was had around teams being able to share a shift (esp Saturday night) between more than one team member; and if a team nominates more than 2 safety officer it will only lighten the load in their own team they will not be penalized by extra duties.</p> <p>Extensive discussion was then held about how to discourage children from climbing the cliff. Deterrents to be employed include: Signs in tents and at cliff access points Safety officers patrolling All adults to be made aware of their responsibility to actively/strongly/convincingly deterring children from climbing especially teams nearest the cliff. Announcements at the beginning of the games Whistling and megaphone to draw attention Escorting retrieved children back to their tents The cutting of Wristbands (without a wristband you can't compete)</p>	
12.	<p>Welcome / Opening Speech party</p> <p>DT to continue following up leads on person to perform welcome to country. Teams to ensure they have their war cries ready It was agreed to ask Tom Lawson to open the games</p>	SC
13.	Review of Planning Checklist (attached)	LS
14.	Other Business - none	
15.	<p>Date of Next Meeting Tues 29th Nov- Emergency procedures wrist band distributions, parking etc.</p>	
Close	9.35 pm	

MATRIX EXCEPTIONS

Team	Event	Age group	substitute
Commerce	Swimming	F 60+	F 50-59
Engineers	swimming	F 16-19	F turned 20 3months ago
Engineers	swimming	M11-12	M14
Engineers	Tennis Ball Throw	F50-59	F49
Engineers	Medley Relay	F13-15	F19 is recovering from a serious brain tumour but is keen to compete in a couple of GVG events. She and F18 will be competing as a pair in the three-legged race – this will be a strenuous event for F19 and F18 can be with her and help her with instructions.
Heroes	Circle ball	M 60+	M59
Heroes	Basket ball	50 - 59	M48 F47
Heroes	Water Run	50 - 59	M48 F49
Heroes	Swimming	F 50 - 59	F46
Heroes	Canoe	50 - 59	?? , ??
Heroes	Slow Cycle	M 50 - 59	M48
Heroes	Captain Ball	50 - 59	M47 F48 ??
Heroes	Medley relay	50 - 59	M47, ??
Heroes	Goanna Egg Throw	50 - 59	F47, ??
Heroes	3 Legged Race	50 - 59	F47, ??
Governators	None		
Natives	Caber toss	16-19	?? , ?? borrowing may be the answer
Natives	Swimming	F50 -59	??
Natives	Goanna Egg Throw	F60+	?? , ??
Anarchists	none		

Commented [LS1]:

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Builders			
Tribe			