



**GVG ORGANISING COMMITTEE 2016
Minutes**

Held in Greenwich Hub Hall, lower 46 Greenwich Road, Greenwich
On Thursday – 19 July, 2016. at 7.02 pm – 8.30 pm

In attendance: Sandy Calder, Craig Stafford, Lynne Spencer, Anne-Marie Sirca, Mark Merrick, Stephen Shepherd, Denis Karp (Anarchists); Chris Rossiter, Midi Stormont (Engineers); John Erasmus & Zena White (Governators); Ben Wilson (Heroes); Leanne Keene, Michael Ryland, Peter Richards (Natives); Denise Terry (Tribe); Ray Karslake (Commerce) Kirsty Oliver, Erin Cini

Apologies : Penny Williams, Dennis Karp, Pam Palmer, Fiona Ell, Jane Marquard, Richard Hawkins, Michael Armati, Peter Walton, Anna-Lise Sewell,

Item	Discussion/Resolution																																								
1.	<p>OC vacancies</p> <p>Welcome Brendan Morse as Treasurer and Erin Cini as Social Media</p> <p>Team Status: expected members (to be updated each meeting)</p> <table border="1" data-bbox="261 869 932 1238"> <thead> <tr> <th></th> <th>budget</th> <th>29thMay</th> <th>19th July</th> </tr> </thead> <tbody> <tr> <td>Anarchists</td> <td>420</td> <td>148</td> <td>179</td> </tr> <tr> <td>Builders</td> <td>200</td> <td>36</td> <td>119</td> </tr> <tr> <td>Commerce</td> <td>195</td> <td>95</td> <td>143</td> </tr> <tr> <td>Engineers</td> <td>140</td> <td>67</td> <td>114</td> </tr> <tr> <td>Governators</td> <td>90</td> <td>29</td> <td>90</td> </tr> <tr> <td>Heroes</td> <td>160</td> <td>73</td> <td>115</td> </tr> <tr> <td>Natives</td> <td>150</td> <td>71</td> <td>110</td> </tr> <tr> <td>Tribe</td> <td>160</td> <td>68</td> <td>94</td> </tr> <tr> <td></td> <td>1515</td> <td>587</td> <td>967</td> </tr> </tbody> </table>		budget	29 th May	19 th July	Anarchists	420	148	179	Builders	200	36	119	Commerce	195	95	143	Engineers	140	67	114	Governators	90	29	90	Heroes	160	73	115	Natives	150	71	110	Tribe	160	68	94		1515	587	967
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2.	<p>Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 22/3/16 Proposed seconded – Thank You</p>																																								
3.	<p>Action from previous minutes (all to be addressed during this meeting)</p>																																								
4.	<p>Events MM ongoing 15min</p> <p>When corresponding with Mark please about GVG please use events@gvg.org.au</p> <p>Clarification of Canoe relay Requirements for license:</p> <ol style="list-style-type: none"> 1. a letter of authorisation from Lane Cove Council 2. letter of authorisation from Organising Committee 3. A Risk Register 4. An Operational Plan 5. Waiver Form signed by all participants 6. If limiting race to Bay St, The Flying Squadron authorization <p>Equipment required - canoes plus Support Vehicle and Safety Personnel may be required by all teams (not only Tribe)</p> <p>New event format: the event be limited to over 15/16 yr old and up to 60yr old. and the event be shortened to Gore Creek start and return at Bay St. including a mud run component (if necessary)</p> <p>action: Michael Armati, & Mark Merrick to help Tribe with licensing and devising new event description</p>																																								

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	<p>Lynne Spencer to send letter to council requesting authorisation as both the local council and the trustee of the land /water the event will take place over.</p> <p>Handbook re-write SS distributed the first draft of the handbook today – could OC and captains please look over the draft and return comments to Stephen, in an email, referencing the page number and the event etc, ASAP, so next draft can be ready for meeting 1/8</p> <p>Final parts to be completed OC supervisors, to be allocated by MM Time table Grounds plan – SS to inquire if he has contacts with CAD experience</p> <p>Thanks to Julie McGibbin</p>
5.	<p>Registration progress report - See above AMS SCRuM 10 min The website requires photos to stay interesting, please forward to AMS or EC</p> <p>Recruitment report KO/RB It appears the full page in the GCA newsletter and the Village observer have generated nothing. Other avenues to try: Hospital/ tennis club/ playgroups/ dance/ scouts/ sailing clubs/ GSC / IGA pamphlet drop Much talk about trying to get to 20-30 year olds it was agreed a letterbox drop in October/ November.</p> <p>Social Media Report EC Fortnightly plan being circulated by Erin, she finds she gets better response from personal interest and will start interviewing OC members and those behind the Games eg: Mandy Harrison and Tom Lawson. Like the website she needs photos</p>
6.	<p>Try booking issue When AMS tried to get funds released from trybooking it was discovered there was a clause in their terms and conditions that they generally only released funds after the event was held (mostly due to Credit Card regulations). CS undertook a process of liaison with Trybooking, both familiarising them with us as their client and examining them as the collector of our funds. They have now released our funds, and CS is in continued dialogue with them over cancellation insurance and/or a form of cancellation guarantee.</p>
7.	<p>Finance CS Current cash balance \$10K + \$49K from Trybooking = \$59 K + 4K with Trybooking</p> <p>Budget The budget is based on 1200 participants Expenses have dropped 6.5K from running & Cycling Expenses have risen generally 9K plus incremental increases as we progress eg: 2K cancellation insurance? 2.5K tent upgrade to pavilions.</p>
8.	Revue (no report) September Meeting
9.	<p>Grounds & Equipment Tennis Ball appeal 825 additional tennis balls required local appeal to be held</p>
10.	<p>Additional fundraising opportunities– Election day cake stall and sausage sizzle, Heroes and Governors</p>

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	<p>Huge success, 65 email address for follow up & \$1300 profit with support from IGA If election coincides with 2020 games this should be considered as a games wide promotion. It was a great community day.</p> <p>Greenwich Cake stalls or Bunnings sausage sizzle / cake stall contact Lynne for follow up</p>
11.	<p>Risk Review & Guidance Letter to Team Captains Risk Evaluation and Mitigation Specific risks identified both physical and financial; and mitigation strategies documented, collated by BM DT asked for risk evaluation with regard to Canoe relay</p> <p>Action: (SC) Continuous review</p>
12.	Work through recommendations in GVGOC 2012 Final Report
13.	<p>Other Business Approaches from Fitness Revelation and Yogabowl, LS to go back to them asking them for specific proposals</p>
14.	Date of Next Meeting - Monday 1st August (Grounds & Equipment)
Close	

date	who	what	
Tuesday 19.7.16	OC	general	
Monday 1.8.16	OC	Equipment events & General	
Week beginning 12 th sept	OC	Revue Review & General	Word Release
Monday 19.9.16	Risk	Risk Matrix review	
Week beginning 17 th or 24 th Oct	OC		
Week beginning 7 th Nov	OC		
Week beginning 21 st Nov	OC		
Week beginning 28 th Nov	OC & Risk	GAMES WEEK	Final Risk review Wrist band distribution
Sometime in Dec		Review	
Sometime in Feb		Feedback and wrap up	

Any feedback on these dates ? including non-availability blackout dates etc. do you feel extra meetings are required?