



**GVG ORGANISING COMMITTEE 2016
Minutes**

Held in Greenwich Hub Hall, lower 46 Greenwich Road, Greenwich
On Tuesday – 22 March, 2016. at 7.05pm – 9.50pm

In attendance: Sandy Calder, Craig Stafford, Lynne Spencer, Anna-Lise Sewell, Anne-Marie Sirca, Kirsty Oliver, Mark Merrick, Stephen Shepherd, Richard Hawkins, Fiona Ell, Peter Walton, Jon Tindall & Nick Tindall (builders), Tony King (Anarchists); Chris Rossiter & Midi Stormont (Engineers); John Erasmus (Governators); Briony Black (Heroes); Michael Ryland (Natives); Bede Thompson (Tribe); Ray Karlake & Peter Mackey (Commerce)

Apologies BenWilson, Dennis Karp, Michael Armarti Regan Bull, Pam Palmer

Item	Discussion/Resolution
1.	<p>OC vacancies & welcome new committee members & team captains Welcome New Governators Captain - John Erasmus Message of support for the OC received from Jack Ford</p> <p>Action: Vacant OC positions: please see if you have someone or a group of people who could take on either of these roles</p> <p>registrar - in 2016 all registrations will be submitted online via trybooking.com. This role would suit someone with an admin background and basic Excel skills who is also happy to answer a few emails/phone calls and manage some exceptions, if needed. The Registrar will liaise with the Recruitment Team and Team Captains to send them periodical registration information/progress updates. The online registration system will be setup ready to go for you, with full training and ongoing support provided.</p> <p>social media - This is a fun role for anyone who uses social media and can post updates relating to GVG OC key communications messages and activities, as well as moderate replies/responses. This role could be filled with someone interested in marketing/PR/communications, or just a keen social media user with a sense of humour and fun. 2016GVG accounts have been setup for Facebook, Instagram & Twitter. Full support from the SCRuM committee will be provided.</p>
2.	<p>Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 16/2/16 Proposed Midi Stormont seconded Chris Rossiter – Thank You</p>
3.	<p>Action from previous minutes (all to be addressed during this meeting) OC Vacancies / Events / Meeting with LCC / best guess existing team demographics/ Recommendations 2012</p>
4.	<p>Presentation of Registration system SCRuM - Social Media Communications Recruiting und Marketing Recruitment email : recruitme@vgv.com.au Kirsty Oliver and Regan Bull Posters are designed and ready for distribution on May 1st - Thank you to Eloise Williams for the poster design Recruitment will fill in the smallest teams first then address demographic gaps in other teams Action: Team Captains to stay in touch with recruiters</p> <p>Marketing plan prepared by Ben Wilson (attached) presented and to be adopted by GVG OC 2016 May Registrations open, then Message of the month to be conveyed by Web site, social media, Facebook, Twitter, Instagram. Jon Stormont to be webmaster. Team & OC email addresses can be set up</p> <p>Registration presented by Anne Marie Sirca (summary attached) Trybooking is the system to be used picked based on Flexibility, Cost, based in Australia Participants can pick their teams or elect any team pay and purchase t-shirts up front</p>

GVGOC Minutes of Meeting 28 January 2016

	<p>Small amount of other data is collected Family definitions developed by Chris Rossiter to help explain registration choices Trybooking to stay open to Saturday 3rd December</p> <p>Terms and Conditions of Registration being reviewed by Michael Ryland Waivers and Terms and conditions must be accepted for registration to be valid, Still investigating if Paper copy of waiver must also be signed if so this could be done when wrist bands are distributed in December.</p>
5.	<p>Insurance, Risk Waivers & privacy & LCC Liaison Sub Committee headed by Craig Stafford looking at Risk</p> <ul style="list-style-type: none"> i Review council cover ii Identify risks not covered by LCC cover (weather, physical, medical, Financial, Management, Drugs/alcohol) iii Prepare report including risks identified in handbook iv Prepare formal response strategy (action plan, Communications, contacts) v Review WH&S risk flow back to the committee <p>ideas: team safety wardens, captains to communicate with teams, Signs: for response procedures and Photos will be taken and may be used</p>
6.	<p>Events Mark Merrick (Matrix attached) events gone through New events Slow bicycle relay, Walking race, Running, Boules, Paperplane event 6 a side football and further extension of Friday night rejected, Eggs considered and use of real eggs to be continued at this stage.</p>
7.	<p>team allocation of events – generally as per 2012</p>
8.	<p>Events Handbook re-write - Stephen Shepherd, Julie McGibbon assisting</p> <ul style="list-style-type: none"> i general update and incorporation of event feedback (COMPLETE) ii Agree best practice event template with Mark Merrick and send together with last year's instructions and feedback to people responsible for each event (April – May) iii Review and incorporate updated event information into the template and send updated handbook with any residual questions to OC for feedback (June) iv Publish & Circulate to teams (July)
9.	<p>Finance Treasurer Craig Stafford Budget/Cashflow Forecast required by mid April to meet registrations open date of 1st May 80% of budget made up of events costs, stage hire, tent costs Action: MM, PW & RH to get initial quotes/ calculations to CS by 14th April</p> <p>Team additional fundraising / costs (carried over)</p>
10.	<p>Sponsors / Fundraising Cake Stalls, Garage Sale etc (carried over)</p>
11.	<p>Work through recommendations in GVGOC 2012 Final Report Action: (LS)First pass status to be forwarded before next meeting</p>
12.	<p>Other Business Word for the Review will be released by President August 2016</p>
13.	<p>Date of Next Meeting - Thursday 28th April</p>
Close	