



**GVG ORGANISING COMMITTEE 2016
MINUTES**

Held in Greenwich Hub Hall, lower 46 Greenwich Road, Greenwich
On Wednesday – 24th August, 2016. at 7.10pm

In attendance: Sandy Calder, Craig Stafford, Lynne Spencer, Anne-Marie Sirca, Mark Merrick, Stephen Shepherd, Peter Walton, Chris Rossiter (Engineers); Ben Wilson, James Hall (Heroes); Denise Terry, Bede Thompson (Tribe); Leanne Keene, Peter Richards (Natives); Fiona Ell (Builders); Mark Faigen, Tony King (anarchists); Ray Karslake (commerce)

Apologies: Dennis Karp, Penny Williams, Pam Palmer, Jane Marquard, Anna-Lise Sewell, Erin Cini, Richard Hawkins, Michael Ryland

Item	Discussion/Resolution																														
<p>1.</p>	<p>OC vacancies & welcome new committee members Thank you to Anthony Foley for taking on the role of Legal consultant while Michael Ryland is on extended leave. Could the captains see if they could find someone in their ranks that would be prepared to act as the 'Risk Officer' for the OC in the lead up to and during the games. The is a small Risk Subcommittee, convened by the Chairman, which has been compiling a report identifying the risks involved in the games and looking at mitigation strategies. Contact SC LS or BM for further information.</p>																														
<p>2.</p>	<p>Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 1/8/16</p>																														
<p>3.</p>	<p>Action from previous minutes Charging stations (BB) cost \$695 or \$5 per charge, nice to have, may look at closer to games Booster station (MM) Letter to Bunnings (LS & PW) contact to school, GSC, fitness revelation Tennis balls from Tennis World (AMS) Thank you 1200 tennis balls received</p>																														
<p>4.</p>	<p>Grounds & Equipment Change to tents additional costs PW Tent 6x10 - \$ 690 Pavilion 6x9 - \$ 994 Pavilion 8x9 - \$1325 (extra cost to team)</p> <table border="1" data-bbox="260 1487 1422 1928"> <thead> <tr> <th>From cliff face wall Facing from the car park Left to Right</th> <th>Tent size</th> <th>Standard contents</th> </tr> </thead> <tbody> <tr> <td>Governators</td> <td>Large 8 x 9</td> <td>110 chairs, 6 tables, BBQ</td> </tr> <tr> <td>Heroes</td> <td>Large 8 x 9</td> <td>130 chairs, tables TBC,</td> </tr> <tr> <td>Tribe</td> <td>Small 6 x 9</td> <td>110 chairs, tables TBC, BBQ</td> </tr> <tr> <td>Natives</td> <td>Small 6 x 9</td> <td>110 chairs, 6 tables,</td> </tr> <tr> <td>Anarchists</td> <td>Large 8 x 9</td> <td>180 chairs, tables TBC</td> </tr> <tr> <td>Commerce</td> <td>Large 8 x 9</td> <td>130 chairs, 6 tables, BBQ</td> </tr> <tr> <td>Builders</td> <td>Large 8 x 9</td> <td>110 chairs, 6 tables, BBQ</td> </tr> <tr> <td>Engineers</td> <td>Large 8 x 9</td> <td>110 chairs, 6 tables, BBQ</td> </tr> <tr> <td>OC</td> <td></td> <td>10 chairs, 8 tables</td> </tr> </tbody> </table> <p>Builders and Engineers wanted it noted that they would like the opportunity to move back to a carpark facing position in 2020</p> <p>Tent equipment required LS Chairs 1000 seems about right Tables 6 per team agreed + 8 for OC:</p>	From cliff face wall Facing from the car park Left to Right	Tent size	Standard contents	Governators	Large 8 x 9	110 chairs, 6 tables, BBQ	Heroes	Large 8 x 9	130 chairs, tables TBC,	Tribe	Small 6 x 9	110 chairs, tables TBC, BBQ	Natives	Small 6 x 9	110 chairs, 6 tables,	Anarchists	Large 8 x 9	180 chairs, tables TBC	Commerce	Large 8 x 9	130 chairs, 6 tables, BBQ	Builders	Large 8 x 9	110 chairs, 6 tables, BBQ	Engineers	Large 8 x 9	110 chairs, 6 tables, BBQ	OC		10 chairs, 8 tables
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	<p>Anarchists, Tribe & Heroes to get back to LS to confirm table type and number Team captains please ensure above summary of GVG provided equipment is correct BBQ only 5 required (Anarchists, Heroes & Natives don't need)</p> <p>BCO grounds maintenance update SS Bryan Dempsey at council is in charge, work will commence next week, Areas that have not resprouted will be relayed in late September.</p> <p>SS to follow up</p> <p>Catering space requirements, Bus update ALS Offer will go out to the 3 Greenwich cafes late this week and will then await their input. Bus awaiting confirmation Handbook update required</p> <p>Equipment storage / use of Kiosk @ BCO LS Sports club are OK for GVG to use change shed and kiosk, may need to use space under preschool. Sports club have also requested we coordinate our requests for equipment, to help them as they are in the process of ordering 2017 equipment. PW / LS to send email.</p>
5.	<p>Finance CS ongoing 5min</p> <p>Budget/ Cash flow Forecast</p> <p>We have achieved the recruitment base case of 1280, and so are now aiming for 1400 competitors and 1300 T-shirts. T-shirts are a significant part of budget revenue and currently there is a 25% differential between budget and orders. CS confirmed affordability of the pavilions but we are now on careful cost watch, since even if we achieve 1400 registrations and 1300 t-shirts, we will just break even. Team captains, EC & BW (social media and marketing) please encourage participants to order T-shirts especially as we are approaching low price order cutoff date 30th September</p> <p>Cap profit proceeds and Captains allowance of \$550 each to be distributed in September (less larger tent expense)</p>
6.	<p>Events MM ongoing 15min</p> <p>Progress of Canoe relay Tribe (DT) have submitted an initial application for an Aquatic license, and have been declined on an administrative issue, they have now resubmitted. This process has been complex and difficult. Tribe have also had a trial run of the course and would like to highlight how different 2016 will be to previous years. The race will only take between 45 to 60 minutes to complete.</p> <p>Event Schedule OC adjudicators have been changed to satisfaction of all at the meeting.</p> <p>Lane Draws Could team captains please get back to MM with the events they feel are important to have redrawn for lanes and heats. MM to re draw lanes and heats team captains please contact Mark with your agreement to this plan</p> <p>Captains: MM sent out a site map, with mark ups for each event, please review, Thank you to Lara Calder for her work</p>
6.	<p>Handbook re-write SS ongoing 5min</p> <p>Version 8 of the handbook was distributed for inspection and review in the late afternoon of 24th August, it is expected from here on that the handbook will be sent to AMS for uploading to the website to ensure that is the most up to date version and should be Captain's and team's reference point.</p> <p>Feedback forms & incident reports will be loaded to the website Chris Rossiter has offered to formulate and conduct a Survey of participants after the games – Thank you</p>

	Sponsorship - Viva Energy(shell) & Greenwich Pharmacy LMS to send letter requesting financial or other support					
7.	Recruitment	AMS				
	Unaccompanied minors - Terms and conditions update, Anthony Foley to be consulted by AMS that an additional form of release needs to be signed by guardian adults for unaccompanied children.					
	Extended Family					
	AMS sent out a note to captains to be alert to this abuse of family registrations. Fees have been kept specifically low and the budget is under strain.					
	Tailoring of matrix to competitors					
	Discussed however questions arise of; when is the cut off, and what if some teams have the participants and others don't, and then it takes away the incentive to recruit widely throughout the community. It was agreed that the playing up or down of people through the age bands was the mechanism designed to provide flexibility for the captains in the finding the right team members for each event. And agreed that the +60 age band and lowest age bands in the competitor Matrix would be reviewed in November.					
	Recruitment of teenagers					
	Recruitment team have prepared flyer to be distributed to teenagers specifically through the sports club year books and at to the older girls at the Greenwich Dance Recital					
		budget	29 th May	19 th July	1 st Aug	23 rd aug
	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.	GCA & other community organisations					
	The GVG is happy for the GCA to have a recruitment table at the games. An invitation will be made to other community groups to join them GSportsC, GTennisC, GFlyingS, Cubs/Scouts, GHub, GSailingC, Library, and Baths .					
9.	Other Business					
	Working Bee to clear out under the hall, GMCCA to provide skip for 15th October.					
10.	Date of Next Meeting to focus on Revue would Captains like to invite their Review co-ordinators?					
	Wednesday 14.9.16					
Close	9.45					