



**GVG ORGANISING COMMITTEE 2016
Minutes**

Held in Greenwich Hub Hall, lower 46 Greenwich Road, Greenwich
On Thursday – 28 April, 2016. at 7.10 pm – 9.50pm

In attendance: Sandy Calder, Craig Stafford, Lynne Spencer, Anna-Lise Sewell, Anne-Marie Sirca, 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); Ben Wilson (Heroes); Leanne Keene (Natives); Denise Hughes (Tribe); Ray Karlake & Peter Mackey (Commerce)

Apologies Peter Walton, Stephen Shepherd, Kirsty Oliver, Regan Bull, Bede Thompson, Briony Black, Michael Ryland

Item	Discussion/Resolution
1.	<p>OC vacancies – Anne Marie Sirca has taken on the position of Registrar and we still require someone to take on the role of Social Media controller</p> <p>Action: Vacant OC positions: please see if you have someone or a group of people who could take on the social media role</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> <p>Team Change of Name Governators are thinking about change of name back to <i>The Governators</i> and change colour to lime green</p> <p>Action: JE to keep committee informed of team's decision</p> <p>Team Status: expected members (to be updated each meeting) Anarchists: 420 (180 competitors) Builders: 200 Commerce: 195 (actual expressions of interest) Engineers: 140 Governators: 90 Heroes: 140 – 180 skew to young Natives: 150 Tribe: 160</p>
2.	Confirmation of Minutes of Previous Meeting of the GVGOC 2016 on 22/3/16 Proposed Mark Merrick seconded Richard Hawkins – Thank You
3.	Action from previous minutes (all to be addressed during this meeting)
4.	Presentation of Registration system SCRuM - Social Media Communications Recruiting and Marketing Recruitment email : recruitme@vgg.com.au report from: Kirsty Oliver and Regan Bull

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	<p>Posters are designed and ready for distribution on May 1st - Thank you to Eloise Williams for the poster design, Expectations are the teams are full, however once registrations open and first T-shirt dead line looms we will know better recruitment will direct newcomers to teams as required. Action: Registrations to be reviewed on 1st June to assess how much promotion is needed</p> <p>Marketing plan prepared by Ben Wilson Team lead communication Youtube/facebook etc... to provide message of the month This month: Registrations are open, why not show your commitment now.</p> <p>Registration presented by Anne Marie Sirca Last minute adjustments to be made for May 1 launch Terms and Conditions of Registration being reviewed by Michael Ryland Thank you Michael for all the work you have put into reviewing and rewriting, final versions to be in place for May 1</p>												
5.	<p>T shirts and Hats - Fiona Ell</p> <table border="1"> <thead> <tr> <th>Order date</th> <th>anticipated delivery</th> <th>t Shirts</th> <th>Hats</th> </tr> </thead> <tbody> <tr> <td>30th sept</td> <td>15th oct</td> <td>\$18</td> <td>\$10</td> </tr> <tr> <td>13th Nov</td> <td>1st dec</td> <td>\$22</td> <td>\$12.50</td> </tr> </tbody> </table> <p>Profit from hats to go to teams Flags to be organized by teams</p>	Order date	anticipated delivery	t Shirts	Hats	30 th sept	15 th oct	\$18	\$10	13 th Nov	1 st dec	\$22	\$12.50
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30 th sept	15 th oct	\$18	\$10										
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6.	<p>Finance Treasurer Craig Stafford Budget presented Thank you PW MM & RH for obtaining quotes Savings are to be investigated eg: pegged tents rather than frames. Pillinger's have been good to deal with, and probably will be principal supplier again. 25% deposit required, but all we lose if cancelled with less than 7days notice.</p> <p>Budget accepted by OC proposed DK seconded RK</p> <p>Registration fees to be tagged at this point as "early bird" this will be reviewed in September. No price rise from 2012 \$150 per family \$70 Adult \$30 child/student \$50 senior</p> <p>New signatories President – Alexander Calder, Deputy President- Michael Armarti, Secretary – Lynne Spencer, Treasurer- Craig Stafford Proposed CR seconded MM</p>												
7.	<p>Events Mark Merrick Team event supervisors to attend meeting 10th May templates to be returned by 27th May</p> <p>Action: MM, updated event time table to be forwarded to AMS to update website</p>												
8.	<p>Revenue Costs: 2012 :11K estimate 2016 20K (17K with all fat removed) we want to be 13-15K differences are better equipment, & staff costs are 40% higher Word for the Revue will be released by President August 2016 so that it is topical Action: LS to start organizing rehearsal spaces</p>												
9.	<p>Events Handbook re-write - Stephen Shepherd, Julie McGibbon assisting i general update and incorporation of event feedback (COMPLETE)</p>												

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	<ul style="list-style-type: none"> 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)
10.	<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
11.	
12.	<p>Work through recommendations in GVGOC 2012 Final Report first pass tabled</p> <p>Action: (LS) Continuous review</p>
13.	Other Business
14.	Date of Next Meeting - Wednesday 1st June
Close	