



Mid South Coast Zone

Peter Cotter – Zone Co-ordinator

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Secretary – Stacey Scott

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Minutes Of Meeting To Discuss Preparations For Region 5 2006

Date: Wednesday 1 June 2006

Venue: McDonald's South Nowra

Present:	Peter Cotter	Bruce Smith	Stacey Scott	Debbie Kelly
	Janet Poppett	Craig Scott	Howard McGarry	Nicole Booth
	Jane Smith	Rob Russell	Geoff Crook	Paul Joines
	Jackie DeVries	Stephen Cooke		

Apologies: Nil

Meeting opened 8:25pm

Previous Minutes

Nil

Amendments To Previous Minutes

Nil

Correspondence In

Nil

Correspondence Out

Nil

Business Arising

Nil

Administration

1. The following people were nominated for, and subsequently accepted, positions on the Regional Committee:

Treasurer: Bruce Smith

Secretary: Craig Scott

Treasurer's Report

Nil

General Business

1. Mayor of Shoalhaven is to be invited to the Opening Ceremony and asked to provide an Opening Message for the Program.
Attention Basin Centre
2. Cresswell is to be approached to provide marching music at the Opening Ceremony.
Attention Basin Centre
3. Sirenics is to be approached to sing the National Anthem at the Opening Ceremony.
Attention P Cotter
4. Medal presentations will be made to Under 8 athletes only. "We are the champions" by Queen will be played during medal presentations.
Attention Basin Centre
5. Toilets will need to be hired for the weekend. Initial investigations have revealed that the cost involved will be in the vicinity of \$1000. Toilets will need to be inspected regularly and kept clean
Attention P Cotter
6. A minimum of two (2) BBQ's will be required. Tickets (Steak Sandwich, Sausage Sandwich, etc.) need to be prepared. Will a single Centre or volunteers from all Centres run the BBQ's?
Attention All
7. Parking will be available across the road from the field. The Rural Fire Service is to be approached to provide parking attendants. Parking charge will be a voluntary gold coin donation.
Attention Basin Centre
8. All necessary computer hardware has been acquired. See the separate document "Proposal For The Management Of The LAANSW Carnival System" for details. The only outstanding issue is the connection of the CAT5 cable in the Recorders Shed and subsequent testing of the network.
Attention P Cotter, C Scott
9. Sponsorship should be actively sought throughout the Zone particularly for inclusion in the Programme. Several sponsors have already expressed an interest and will be pursued.
Attention All
10. A designated Official's area is to be available. This area should provide sign-on and dining facilities. "Working With Children" forms must be available.
Attention P Cotter

11. A designated Information tent is to be provided.
Attention Basin Centre
12. Production of the Programme, incorporating coloured paper, has been quoted at \$2,500.00. Shoalhaven City Council is to be approached to assist with this cost. Each Centre will have one (1) page of advertising at their disposal in the Programme.
Attention P Cotter, All
13. HART Sport is to be approached to provide a T-shirt design.
Attention S Scott
14. The Red Cross will provide First Aid.
Attention Basin Centre
15. Action Photos will be on site for the weekend.
Attention Basin Centre
16. A Canteen Manager will be required. Will a single Centre or volunteers from all Centres run the Canteen?
Attention All
17. Garbage collection must be organised. Jamie Nichols (Basin) may be able to assist.
Attention Basin Centre
18. Track Marshalling will take place in the Equipment Shed. A marquee will be erected for Field Marshalling.
Attention All
19. Investigate the possibility of providing a spectator viewing area adjacent to the Long Jump/100m area similar to that available at Orange.
Attention All
20. An announcer will be required. "Jacqui" from Dapto Little A's may be a suitable candidate.
Attention P Cotter
21. Security must be arranged for Saturday and Sunday nights. Cost will be in the vicinity of \$500.00.
Attention Basin Centre
22. Mr Icee has been booked.
Attention All
23. The ground must be surveyed. The initial quote came in at \$2,500.00.
Attention P Cotter

24. Video recording equipment will be required at the Finishing Line.

Attention N Booth

25. How many Multi Timers do we need?

Attention All

26. How will Official's lunches be handled?

Attention All

27. Is a VIP Co-ordinator required?

Attention All

28. Should we invite a mobile coffee vendor?

Attention All

29. Where will event results be posted during the weekend?

Attention All

30. An engraver needs to be booked.

Attention Basin Centre

31. Are we going to provide ribbons for medals?

Attention All

32. Approach Dairy Farmers to provide flavoured milk.

Attention P Cotter

33. Do we want to invite Rebel Sport or Athletes Foot?

Attention All

34. Invite Bay and Basin radio to broadcast from the field during the weekend.

Attention Basin Centre

35. Centres to ask parents/guardians to cook cakes, etc. to be sold in the Canteen.

Attention All

36. Baker's Delight to be approached to donate bread in return for advertising in the Programme. Basin, Kiama, Lake Illawarra and Shoalhaven to speak to the Baker's Delight in their area.

Attention All

Meeting closed 9:35pm

Next meeting will be held on Wednesday 3rd August 2005 at McDonald's South Nowra commencing at 7:00pm

Craig Scott

20/07/05

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