



# Mid South Coast Zone

Peter Cotter – Zone Co-ordinator

Ph / Fax : (02) 4443 4988

Email : doctorwho@optusnet.com.au

Secretary – Stacey Scott

33 Flinders Avenue KIAMA DOWNS, 2533

## Minutes Of Meeting To Discuss Preparations For Region 5 2006

**Date:** Wednesday 8 February 2006

**Venue:** Bruce Smith's Home

**Present:** Bruce Smith      Craig Scott      Janet Poppett      Paul Joines  
Jane Smith      Peter Cotter      Stacey Scott      Scott Chapman  
Heather Jimenez      Col Anderson      Nicole Booth      Stephen Cooke  
Tony Hush

**Apologies:** Rob Russell      Jeff Visser

**Absent:** Nil

Meeting opened 7:05pm

### **Amendments To Previous Minutes**

Nil

### **Correspondence In**

T-Shirt orders from various Centres  
Western Plains Athletes not attending  
Eastern Riverina Athletes not attending  
Mid South Coast Athletes not attending  
Cleanaway  
E-mail HART Sport T-Shirt delivery

### **Correspondence Out**

Nil

### **Business Arising**

Nil

### **Administration**

Nil

### **Treasurer's Report**

As per previous Zone meeting.

## General Business

1. Mayor of Shoalhaven and Joanna Gash have accepted our invitation to the Opening Ceremony and both have provide an Opening Message for the Program.  
*Completed*
2. Nowra Town Band has agreed to provide marching music at the Opening Ceremony.  
*Completed*
3. Serenity and Simon Pavitt have agreed to sing the National Anthem at the Opening Ceremony.  
*Completed*
4. Medal presentations will be made to Under 8 athletes only. "We Are The Champions" by Queen will be played during medal presentations. A copy of this song has been sourced. Carolyn Visser will organise the medal presentations. Jeff Visser has agreed to organise a CD Player.  
*Completed*
5. Six (6) Portable toilets have been hired for the weekend from Meghaven Hire. Pump out has been arranged for late Saturday. Toilets must be inspected regularly and kept clean. Responsibility for toilets during the weekend will be shared between Albion Park (Saturday) and Lake Illawarra (Sunday).  
*Completed*
6. Two (2) BBQ's will be required. Both will be set up adjacent to the Canteen. Shoalhaven Centre has agreed to run the BBQ's. Tickets and price lists (Steak Sandwich \$3.50, Sausage Sandwich \$1.50, Bacon & Egg Sandwich \$3.00, Rissolle Sandwich \$2.50, Chicken Kebab \$2.50, Egg \$1.00) need to be prepared. R Russell has agreed to pick up eggs. Basin will get Bread, Bread Rolls, Onions and sauces. Drinks (\$2.00) will also be sold from the BBQ area. Adequate refrigeration is required at the BBQ area so Basin's large freezer, currently located in the Equipment Shed, will be used. A generator will be available for use at the BBQ.  
*Attention Shoalhaven Centre*
7. Parking will be available across the road from the field. The Rural Fire Service has been approached to provide parking attendants. Parking charge will be a voluntary gold coin donation. Parking passes have been issued for Officials. They have been posted to Zone Co-Ordinators and were given to Mid South Coast Zone Centre representatives at this meeting for distribution. Drop off adjacent to the ground will be permitted but vehicles must then park accordingly.  
*Completed*

8. The Zone Championships "dress rehearsal" for the manner in which the Carnival Computer System will be managed at the Regional Championships was successful. Several spare printers have been acquired as a precaution. Suitable tables and chairs will be required for the Computers and data entry personnel.  
*Attention C Scott*
9. All Centres have submitted advertising/sponsorship details for inclusion in the program in soft copy.  
*Complete*
10. A designated Official's area will be available behind the Canteen. This area will provide sign-on and simple dining facilities. Sign-On sheets (2 Off) and "Working With Children" forms will be available.  
*Completed*
11. A designated Information tent will be provided. The IMB tent has been acquired. A table will also be required.  
*Completed*
12. The "master" Program has been completed and will be copied by Peter Cotter in Joanna Gash's office on Friday 10 February. A "Working Bee" has been organised at Sanctuary Point Oval to collate and staple the Programs commencing at 9:00am. Centres are asked to provide volunteers to assist with this task. Milton Ulladulla will handle Programme sales.  
*Attention All*
13. T-Shirts will be delivered to Stacey Scott's on Friday 10 February. Kiama Centre has volunteered to procure, pack and distribute the Shirts.  
*Attention Kiama Centre, All*
14. The Red Cross will provide First Aid .  
*Completed*
15. Photos In A Flash (Kel Bradstock) will be attending.  
*Completed*
16. St Georges Basin will manage the Canteen.  
*Completed*
17. Garbage collection has been organised with Clearaway.  
*Completed*
18. Track Marshalling will take place in the Equipment Shed. A marquee will be erected for Field Marshalling adjacent to the Equipment Shed.  
*Completed*

19. A spectator viewing area will be provided adjacent to the Long Jump/100m straight area. This will be similar to that available at Orange. Bunting will be required to bound this area.  
*Completed*
20. "Jackie" from Dapto Little A's has agreed to handle the announcing duties.  
*Completed*
21. Security has been arranged for Friday and Saturday nights.  
*Completed*
22. Mr Icee has been booked.  
*Completed*
23. The ground has been surveyed.  
*Completed*
24. Video recording equipment has been organised. Scaffold must be erected adjacent to the Finish Line to mount the video camera on. Bruce Smith agreed to source a 240V generator. Albion Park, Kiama and Lake Illawarra were asked to provide Camera Operators. Tests will be performed on Friday 17<sup>th</sup> February to ensure adequate video coverage is provided.  
*Attention C Scott, All*
25. LAANSW will supply three (3) watches for timing first place. St Georges Basin will supply remaining watches.  
*Completed*
26. Milton Ulladulla will handle morning Tea and Official's lunches. Morning Tea is to be served no later than 10:30am and will consist of Cold Drink and a muffin. Lunch will be served at 12:30pm and will consist of a Popper, Sandwich and a piece of fruit.  
*Completed*
27. Jane Smith will co-ordinate VIP's, lunches, etc.  
*Completed*
28. The mobile coffee vendor "Mugs Away" has agreed to attend the Carnival.  
*Completed*
29. Event results will be posted on the Southern wall of the Amenities Block (Behind the Canteen)  
*Completed*
30. No engraver will be attending.  
*Completed*
31. Two tone blue ribbons will be on sale for attaching to medals. Five Hundred (500) ribbons have been ordered. These will be sold from the T-Shirt/Program stalls.

*Completed*

32. Approach Dairy Farmers to provide flavoured milk?

*Completed*

33. Athletes Foot will be in attendance.

*Completed*

34. Bay and Basin Radio have agreed to attend and broadcast from the field during the weekend.

*Completed*

35. The sale of cakes, muffins, etc. was eliminated due to concern about possible health risks associated with selling these items without labels listing ingredients. Fruit Salad was suggested but also eliminated due to preparation/storage issues.

*Completed*

36. Bakeries local to St Georges Basin are to be contacted to supply bread. The local IGA may help out due to their sponsorship of LAANSW.

*Completed*

37. Sanctuary Point Butcher to be approached regarding the supply of meat.

*Completed*

38. The site inspection at Sanctuary Point Oval was held on Saturday 7<sup>th</sup> January 2006 commencing at 10:37am and concluding at 11:41am.

*Completed*

39. Equipment Officers are A Mellier and G Poppett.

*Completed*

40. Zone Co-ordinators have decided that a March Past will be held.

*Completed*

41. Two (2) raffles will be run over the weekend. One (1) on Saturday and one (1) on Sunday. Tickets will be \$1.00 each. It will be drawn at lunchtime on Sunday. Each Centre will donate a prize valued at a minimum of \$50.00. Shoalhaven Council has donated the major prize. Kiama Centre has volunteered to run the raffle.

*Attention All, Kiama Centre*

42. All monies collected are to be transported to the Country Club for security reasons. Shoalhaven will provide the BBQ float. Kiama will provide the T-Shirt float. The Zone will provide the floats for Ribbons, the Raffle and Programs.

*Attention All*

43. The following signs will need to be prepared and laminated: Ribbons, Information, Programmes, T-Shirts, Officials Sign-On, Parking, BBQ, BBQ And Drinks Only.

*Attention S Scott*

44. A minimum of nine (9) tables will be required. T-Shirts (2), Information (1), BBQ (3), Lunches (1), Computers (2), Recorders (1).

*Attention P Cotter, B Smith*

45. At the completion of the each day of the Regional Championships are members of the Zone interested in attending a Zone BBQ?

*Attention All*

46. A list has been compiled detailing what Centres/individuals are responsible for. This can be found attached to these minutes.

*Attention All*

Meeting closed 1:53pm

**Next meeting will be held on Wednesday 8<sup>th</sup> February at Bruce Smith's home (110 Warren Avenue North Nowra) commencing at 7:00pm**

**Craig Scott**

11/01/06

D:\Zone\Regional 2006\20051207 Region 5 2006.doc

Copy To:      Leesa Hutchison - Secretary Albion Park (E-mail)  
                 Janet Poppett - Secretary Kiama (E-mail)  
                 Nicole Booth - Secretary Lake Illawarra (Post)  
                 Jane Smith - Secretary Milton Ulladulla (E-mail)  
                 Geoff Crook - Secretary Shoalhaven (E-mail)  
                 Nicole Dunkley - Secretary St Georges Basin (E-mail)  
                 Peter Cotter (E-mail)  
                 Stacey Scott  
                 Bruce Smith (E-mail)  
                 Scott Chapman (E-mail)  
                 Craig Scott  
                 Howard McGarry (E-mail)  
                 Rob Russell (E-mail)  
                 Paul Joines (E-mail)  
                 Stephen Cooke (E-mail)  
                 Heather Jimenez (E-mail)  
                 Debbie Kelly (E-mail)  
                 Jeff Visser (E-mail)  
                 Deb Parker (E-mail)

## Tasks Allotted To Centres/Individuals At Region 5 2006

Task	Centre/Individual(s)	Comments
Under 8 Medal Presentations	Carolyn Visser	Queen's "We Are The Champions" to be played.
Toilet Duty	Shared	Roster prepared.
BBQ	Shoalhaven	
Computer System	Craig Scott, Jeff Visser	
Programme Sales	Milton Ulladulla	
T- Shirt Sales	Kiama	
Canteen	Shared	St Georges Basin will manage the Canteen but a roster of volunteers will man it.
Garbage Collection	Clearaway	
Video	Peter Broadhead	More operators required.
VIP Co-Ordinator	Jane Smith	
Official's Lunches	Milton Ulladulla	
Equipment Officer(s)	Basin, Gary Poppett	
Raffle	Kiama	Prizes are required. (Minimum \$50.00 value)