

Subject:	Centenary of ANZAC and Commemoration of World War 1 Committee meeting	Page 1 of 6
File No:	COR2013/351/2	
Document Ref:	D17/123074	
Venue:	Pope Street Meeting rooms	
Date:	Thursday, 7 th September 2017	
Time:	5.00pm – 6.00pm Started at: 5.00pm Closed at: 6.15pm	
Chair:	Michelle Carter	
Meeting Support (MS):	Linda Smith – EA to the Mayor and Councillors	
Staff Convenor:	Michelle Carter, Acting Senior Coordinator Events	
Circulation:		

Participants

Present	Apology	Name	Position Title	Organisation
	x	Councillor Jerome Laxale	Chair	City of Ryde
x		Bernard Cox	Community Representative	
		Ayse Dalkic	Community Representative	
x		Robert Gamble	Community Representative	
x		Kim Phillips	Community Representative	
x		Betty Willis	Community Representative	
x		Phillip Ward	Community Representative	
		John Toohey	Community Representative	
		Peter Colthorpe	Community Representative	
x		Michelle Carter	Senior Coordinator Events	City of Ryde
x		Stephanie Foley	Events Administration Officer	City of Ryde
x		Angela Phippen	Local Studies Librarian	City of Ryde

Additional Attendees

Name	Position Title	Organisation
Linda Smith	EA to the Mayor and Councillors	
Liz Berger	Acting Manager - Communications	
Don Bailey	Community member	

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Details	Action	Responsibility and Date
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<ul style="list-style-type: none"> • Investigation will be undertaken regarding any necessary reinforcing of the wall where the plaques will be placed. <p><u>Touchscreen</u></p> <ul style="list-style-type: none"> • Michelle reported that there were 11 users of the touchscreen since August with 30 page views. <p><u>Remembrance Service 2017</u></p> <ul style="list-style-type: none"> • The service will be held on Saturday 11th November 2017 at 10.30am for 10.45am start. • The service will be held in Memorial Park Meadowbank. • The service will be promoted via social media, invitation and press coverage. • There will be a link from Council's banner page to the Ryde District Historical Society page. • Meadowbank School will be assisting with the service and Bernie will contact the Headmistress. • Bernie will also talk with Rev Burke from St Annes re participation in the service. • Staff will contact other local schools re participation, noting the school holiday period which commences 28th September 2017. • Bernie to prepare a draft program and liaise with Michelle. • Catering will be provided after the service – possibly the Salvation Army Coffee Van and Scouts for sausage 	<p>Noted</p> <p>Staff to liaise with schools</p> <p>Bernie Cox to contact the principal at Meadowbank Public School and Greg Burke of St Annes Church.</p> <p>Salvation Army to be approached re coffee van and Ken Paton of Meadowbank Scouts re sausage sizzle.</p> <p>Betty Willis to provide contact details for invitee.</p> <p>Letterbox drop to be arranged for local unit blocks.</p>	
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of Meeting 7th September 2017

Details	Action	Responsibility and Date
<p>sizzle. -</p> <ul style="list-style-type: none"> • Betty Willis to be contacted re the soldiers family to be invited to the service. • The event is to be promoted in the libraries and at the Granny Smith Festival. • A polymesh banner will be erected at the park for advertising. • Kim volunteered to undertake a limited letter box drop of units in the area of the service. 		
<p>4 New Business</p> <p><u>Poppy brooch workshop</u></p> <ul style="list-style-type: none"> • Angela advised she will be conducting a workshop on the weekend before Remembrance Day to knit poppies. • It was decided not to provide the poppies previously created to the Australian War Memorial. <p><u>Honour Board event</u></p> <p>A media opportunity will be arranged to mark the erection of the Honour Boards at Council.</p>	<p>The information was noted.</p> <p>The information was noted.</p>	
<p>5. Next meeting:</p> <p>The next meeting will be held on 2nd November 2017 at the Pope Street Meeting Rooms</p>	<p>Noted.</p>	