Subject:	Centenary of ANZAC and Commemoration of World Page 1 of 6 War 1 Committee meeting		
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:			

City of Ryde

Participants

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

MEETING RECORD

Subject:	Centenary of ANZAC and Commemoration of WW1 Committee – Draft Minutes	Page 2 of 4
	of Meeting 7 th September 2017	

City of Ryde

Details		Action	Responsibility and Date
1.	Present and Apologies: As above.	Noted.	
2.	Confirmation of Previous Minutes The Minutes of the meeting of 3 rd August 2017 were confirmed.	Noted.	
3.	 Business Arising <u>ANZAC Park plaques update and ANZAC ceremony 2017</u> The quotes obtained for the sandstone plinths to house the plaques are very high. The direct cost if the raw material is purchased from Gosford Quarries still far exceeds available budget. It is hoped to have the plaques installed in ANZAC Park by ANZAC Day 2018 but for this deadline to be met, a decision regarding the plinths must be made soon. Staff will continue to investigate options for funding. The matter to be further discussed at the November meeting 	Staff to continue to investigate funding sources. The matter to be referred for further update at the November meeting.	
	 North Ryde School of Arts – Board of Honour restoration Liz advised that the board has been fully restored and that the names will soon be provided. It is hoped the project will be complete by Remembrance Day 2017. The cost has been more than originally estimated. 	Staff to contact Council's building team re possible reinforcement of the wall where the Honour Boards will be placed.	

MEETING RECORD

City of Ryde

Subject: Centenary of ANZAC and Commemoration of WW1 Committee – Draft Minutes Page 3 of 4 of Meeting 7 th September 2017			
Details		Action	Responsibility and Date
• <u>Touc</u> ł	Investigation will be undertaken regarding any necessary reinforcing of the wall where the plaques will be placed. nscreen Michelle reported that there were 11 users of the touchscreen since August with 30 page views.	Noted	
<u>keme</u>	The service will be held on Saturday 11 th November 2017 at 10.30am for 10.45am start.	Staff to liaise with schools	
•	The service will be held in Memorial Park Meadowbank.	Bernie Cox to contact the principal at Meadowbank Public School and Greg Burke of St Annes Church.	
•	The service will be promoted via social media, invitation and press coverage.	Salvation Army to be approached re coffee van and Ken Paton of Meadowbank Scouts re sausage	
•	There will be a link from Council's banner page to the Ryde District Historical Society page.	sizzle. Betty Willis to provide contact	
•	Meadowbank School will be assisting with the service and Bernie will contact the Headmistress.	details for invitee. Letterbox drop to be arranged for local unit blocks.	
•	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 28 th 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		

MEETING RECORD



Subject: Centenary of ANZAC and Commemoration of WW1 Committee – Draft Minutes Page 4 of 4 of Meeting 7 th September 2017 Page 4 of 4	
--	--

Details		Action	Responsibility and Date
	 sizzle 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. 		
4	 New Business Poppy brooch workshop 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. Honour Board event 	The information was noted.	
	A media opportunity will be arranged to mark the erection of the Honour Boards at Council.	The information was noted.	
5.	Next meeting: The next meeting will be held on 2 nd November 2017 at the Pope Street Meeting Rooms	Noted.	