

Subject:	East Ward Events and Promotions Committee – Minutes of Meeting Page 1 of 4			
File No:	COR2015/372			
Document Ref:	D17/45258			
Date and Venue:	10 <sup>th</sup> April 2017 Meeting Room, Level 1A Pope Street, Top Ryde			
Time:	6.00pm	Started at: 6.15pm	Closed at: 7.00pm	
Chair:	Councillor Jane Stott			
Meeting Support (MS):	Linda Smith – EA to the Mayor and Councillors			
Staff Convenor:	Michelle Carter - Acting Senior Coordinator Events			
Circulation:				

#### **Committee Role:**

### The primary role of the East Ward Events and Promotions Advisory Committee is:

- To promote and sponsor entertainment in East Ward.
- To promote and sponsor new activities / initiatives which enhance the profile of the East Ward.

**Committee Members as per the Terms of Reference** 

Present	Apology	Name	Position Title	Organisation
Х		Councillor Jane Stott	Chairperson	City of Ryde
		Councillor Roy Maggio	Council Representative	City of Ryde
Х		Ross Anderson	Community Representative	
		Sandra Donovan	Community Representative	
	х	Peter Grayson	Community Representative	
		Don McKinnon	Community Representative	

### **Additional Attendees**

Name	Position Title	Organisation
Liz Berger	Acting Manager – Communications, Customer Service and Events	City of Ryde
Nakita Mitchell	Events Administration Officer	City of Ryde
Linda Smith	EA to the Mayor and Councillors	City of Ryde

Details

Action Responsibility and Date

1. Introduction and Apologies
The attendees and apologies are as noted above.
Michelle Carter of Council was noted as an apology

2. Confirmation of Previous Minutes
The Minutes from the Meetings held on 15<sup>th</sup> March 2017 were confirmed and endorsed.

Noted.



Subject: East Ward Events and Promotions Advisory Committee - Draft Minutes of Meeting Page 2 of 3 Date: 10<sup>th</sup> April 2017 Details Responsibility Action and Date **Business Arising** Cork And Fork Event Update re Liquor Licence The liquor licence has been approved and the committee's sincere thanks Noted to Ross for his work with the application was noted Copies of the licence will need to be displayed around the site on the day. Notices regarding the sale of liquor to people under 18 must be displayed An invoice will be forwarded to Council by Ross re the lodgement fees. Transport to the site The park near the site of the event will be booked and made available for Transport and parking parking on the day. to be standing items on this agenda Sponsorship Package Bresic Whitney and Rhapsody Dance will both provide sponsorship in the sum of \$500.00 each. The NDT will be providing assistance with promotion of the event. Councillor Stott is hopeful of securing a major sponsor soon. Noted Price of tickets etc The cost of providing glasses for tastings is approx. \$2.70 per glass. Liz to email the final It is proposed that for \$20.00 patrons receive a stemless, branded glass design to the committee and tickets to provide 2 glasses of wine or a glass, 1 glass of wine and 3 once sponsorship details are known. tastings. Additional books of tickets will be available at \$15.00 The rebate for stall holders will be \$1.00 Marketing Noted The final design for banners will be confirmed by Thursday. Staff to check on wifi The design will be sent to the committee for its review and comment. paypass system for Banners to be erected from early May in surrounding and prominent eftpos locations. The logo will also be used on the glasses to be provided on the day and the tickets. Advertising on facebook, website, local media, etc will be undertaken Most advertising will commence in May Sydney Ferries will also be approached with regard to advertising on ferries and wharves. A "save the date notice" will be issued in the April Council newsletter. A letter box distribution has also been arranged. Top Ryde City to be approached re ads on digital screen. Stallholders Numerous food trucks are now confirmed and payment has been received. Noted

# General Business

 Council will soon consider reports on the Night Time Economy and the Light Up Ryde event held at Sagar Place.

Some businesses are still to be approached but this will be done soon.

Noted

# **MEETING RECORD**



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De	Details Action		Responsibility and Date
5.	Confirmation of Next Meeting:		
	DATE: MONDAY 15 <sup>th</sup> May 2017 TIME: 6.15pm VENUE: Meeting Room Level 1A, 1 Pope Street, Ryde	Noted.	