

<b>Subject:</b>	East Ward Events and Promotions Committee – Minutes of Meeting	Page 1 of 4
<b>File No:</b>	COR2015/372	
<b>Document Ref:</b>	D17/3878	
<b>Date and Venue:</b>	11 January 2017	Meeting Room, Level 1A, 1 Pope Street, Top Ryde
<b>Time:</b>	6.00pm	Started at: 6.00pm      Closed at: 7.10pm
<b>Chair:</b>	Councillor Jane Stott	
<b>Meeting Support (MS):</b>	Linda Smith – EA to the Mayor and Councillors	
<b>Staff Convenor:</b>	Michelle Carter – Acting Team Leader – Event Development	
<b>Circulation:</b>	Draft Minutes circulated to Staff Convenor on 12 <sup>th</sup> January 2017	

**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
x		Councillor Jane Stott	Chairperson	City of Ryde
	x	Councillor Roy Maggio	Council Representative	City of Ryde
	x	Ross Anderson	Community Representative	
	x	Susanne Grindal	Community Representative	
	x	Sandra Donovan	Community Representative	
		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
Michelle Carter	Acting Team Leader – Event Development	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
<b>1. Introduction and Apologies</b>			
The attendees and apologies were as noted above.		Noted.	
<b>2. Confirmation of Previous Minutes and Attendance</b>			
The Minutes from the Meeting held on 14 December were noted by those present. As only staff were present at the January meeting, the Minutes and attendance from December will require confirmation and endorsement by the Committee at its next meeting.		Noted.	

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Details	Action	Responsibility and Date
<p><b>3. Business Arising</b></p> <p>Liz advised that she had spoken with Ross Anderson by phone regarding many of the matters discussed at the December meeting.</p> <p>No other Committee Member has provided specific advice regarding the matters listed on the agenda. As a result, those present worked through each item in terms of the minutes below.</p> <p><u>Date of Event</u></p> <p>The dates originally proposed were Sunday 5<sup>th</sup> March 2017 or 12<sup>th</sup> March 2017. Susanne has advised that she is not available on 5<sup>th</sup> March.</p> <p>Ross advised that March is not suitable for most wine suppliers and that May would be a better time for the event.</p> <p>As the park is used by the Sailing Club on Saturdays, the following Sunday dates were considered.</p> <ul style="list-style-type: none"> <li>- 7<sup>th</sup> May – Food and wine event in Hunters Hill</li> <li>- 28<sup>th</sup> May – Food and wine event at Manly and possibly Concord Sailing Club Presentation Day</li> <li>- 4<sup>th</sup> June – if 28<sup>th</sup> May unavailable due to Presentation Day</li> </ul> <p>The time for the event is proposed for between 12 noon to 4.00pm, with the location being Kissing Point Park. If the event is to be held in June it may be necessary to commence the event at 11am.</p> <p>Ms Carter advised that with Council staff will continue to source gourmet food truck suppliers upon confirmation of the date of the event.</p> <p>Ross has suggested that 3 – 4 wine suppliers be invited to attend with an additional 16 stalls providing food.</p> <p>It is now suggested that a total of 12 – 15 stall holders be engaged in total.</p> <p>A coupon system for purchasing wine for consumption at the event is to be implemented.</p> <p>A decision is required as to the type of liquor licence to be sought.</p> <p>Fencing will be required at the venue and a site visit by staff would indicate that if crowd control fencing is used the cost will be approx. \$1,000.00.</p> <p>If mesh fencing is erected, the cost will be in the vicinity of \$5,500.00.</p> <p>It was also noted that there is no shade in the area proposed for the event.</p>	<p>Noted.</p> <p>Council staff to confirm date of Sailing Presentation Day and then contact Ross in the first instance before emailing all Committee members regarding the date for the event.</p> <p>Council staff to make a booking at Kissing Point Park for the selected date.</p> <p>Council staff to complete the park application form.</p> <p>A list of suitable food trucks to be presented to the Committee via email for feedback.</p> <p>Clr Stott to approach the wine suppliers that she has contact details for.</p> <p>Council to contact Office of Liquor and Gaming</p> <p>Fencing quote to be confirmed</p>	<p>Michelle Carter</p> <p>Michelle Carter</p> <p>Michelle Carter</p> <p>Michelle Carter</p> <p>Clr Stott</p> <p>Michelle Carter</p> <p>Michelle Carter</p>

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Details	Action	Responsibility and Date
<p><u>Entertainment</u></p> <p>The Committee agreed that easy listening/ jazz music is the type of entertainment suitable for the event.</p> <p>Ms Berger to contact Andrew Robson (musician) to establish if he is interested in participating in the event.</p> <p>Councillor Stott confirmed that the Wally Temple Trio is a good, easy listening jazz band that may be interested in attending the event.</p>	<p>Liz to contact Andrew Robson to establish if he is interested in participating in the event.</p> <p>Staff/committee to also contact other musicians</p>	<p>Liz Berger</p> <p>Liz Berger</p>
<p><u>Budget</u></p> <p>In addition to the previous budget – reproduced below, there is a need to set aside funds for security guards, fencing, music, provision of alcohol licence etc.</p> <ul style="list-style-type: none"> <li>• \$5,000 – Staff Overtime</li> <li>• \$2,500 – Traffic Plans, Controllers and Security</li> <li>• \$3,500 – Cash Grant (to be discussed between Committee members as to how and what the cash grant is allocated to)</li> <li>• \$800 – Electrician</li> <li>• \$200 – Flyers</li> </ul> <p>The in-kind support being provided by the Committee and Council will also still be provided.</p>	<p>Noted.</p> <p>More detailed budget to be provided to committee by staff</p>	<p>Michelle Carter</p>
<p><u>Sponsorship</u></p> <p>The Sponsorship Package has been sent to the Committee for comment. It was noted it may be possible to rename the levels of sponsorship to reflect the “wine” emphasis of the event. Suggested levels of sponsorship are Magnum, Gold and Piccolo.</p> <p>The cost of stall hire is approx. \$200.00 and this cost is not included in the lower levels of sponsorship.</p>	<p>Ms Carter to distribute sponsorship package to some sponsors and partners for current events to determine interest in this event.</p>	<p>Michelle Carter</p>
<p><u>Stallholders</u></p> <p>The stall holder form has been completed and issued to the Committee for comment.</p>	<p>Noted</p>	<p>Michelle Carter</p>

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Details	Action	Responsibility and Date
<p><u>Design and marketing</u></p> <p>Ms Berger advised the following with regards to design and marketing:-</p> <ul style="list-style-type: none"> <li>• Design work including sponsorship package</li> <li>• Social media</li> <li>• Council webpage</li> <li>• 25 street banners (including production and installation).</li> </ul> <p>Ms Berger advised that the advertising design may be amended to include a reference to the waterside setting of the event if the committee agrees. Advertising will also refer to the gourmet pop up nature of the event.</p> <p><u>Facilitation of the Event</u></p> <p>A dedicated email address (gmail) has been established for the event. The password is to be issued to all committee members.</p> <p>Staff to reissue an email to all committee members outlining the planning and actions taken to date and seeking their advice and assistance as relevant – including preference for the date of the event.</p> <p>It was noted that upon confirmation of the date, the stall holder form can be issued and smart pole design finalised.</p> <p>If the committee agrees to incorporate a reference to “by the water”, the banner designs will be ordered with a three colour pass.</p> <p>The updated budget is also to be sent to all committee members.</p>	<p>Liz to update design and logo etc.</p> <p>Council staff to update the banner designs for the smart poles and send the two designs to Committee members to choose their preference.</p> <p>Documentation to be compiled by staff and issued to all committee members.</p>	<p>Liz Berger</p> <p>Michelle Carter</p>
<p><b>4. General Business</b></p> <p>No General Business Items were raised.</p>	Noted.	
<p><b>5. Confirmation of Next Meeting:</b></p> <p>DATE: Wednesday 8 Feb 2017  TIME: 6.00pm  VENUE: Council Chambers 1 Pope Street, Ryde</p>	Noted.	