MEETING RECORD

Subject:	East Ward Events and Promotions Committee – Minutes of Meeting	Page 1 of 4	
File No:	COR2015/372		
Document Ref:	D17/37307		
Date and Venue:	15 th March 2017 Meeting Room, Level 1A, 1 Pope Street, Top Ryde		
Time:	6.00pm Started at: 6.15pm Closed at: 7.20pm		
Chair:	Councillor Jane Stott		
Meeting Support (MS):	port (MS): Linda Smith – EA to the Mayor and Councillors		
Staff Convenor:	Michelle Carter - Acting Senior Coordinator Events		
Circulation:			

City of Ryde

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 (by phone hook up)	Community Representative	
х		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
Michelle Carter	Acting Senior Coordinator Events	City of Ryde
Linda Smith	EA to the Mayor and Councillors	City of Ryde

De	tails	Action	Responsibility and Date
1.	Introduction and Apologies The attendees and apologies are as noted above.	Noted.	
2.	Confirmation of Previous Minutes The Minutes from the Meetings held on 22 nd February 2017 were confirmed and endorsed.	Noted.	

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tails		Action	Responsibi
Busine	ss Arising		
Cork Ar	nd Fork Event		
Liquor l			
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-	Ross has completed the application and it has been lodged. The application will now be advertised for 14 days following which it will be evaluated.		
-	The committee's sincere thanks to Ross for his work with the application was noted		
Transpo	ort to the site		
-	Public buses run to and from the event site each hour on Sundays.	Transport and parking	
-	Ferries arrive each half hour.	to be standing items on	
-	Street parking is available and some disabled parking can be made available.	this agenda	
_	It will also be possible to create a drop off zone with marshalling which can		
	be used by patrons and suppliers		
-	The provision of parking on the grassed area to be investigated.		
-	No parking signs to be erected in front of the park and on the side roads Possibility of using Scout Hall parking to be investigated		
Sponso	rship Package		
-	The sponsorship package has been finalised and distributed to committee	Noted	
	members and placed on Council's website		
-	Bresic Whitney and Rhapsody Dance studio may provide sponsorship		
-	It was noted that stall holders can also be sponsors Without sponsorship, not all items quoted in the budget will be funded		
Price of	tickets etc		
-	The cost of providing glasses for tastings is approx. \$2.70 per glass.	Noted	
-	It is proposed to provide a stemless, branded glass and tickets to provide		
	1 glass or wine and 1 tasting for \$20.00		
-	Additional books of tickets will be available at \$15.00		
Seating	etc		
-	Café tables, crates, haybales or similar will be provided		
-	A small stage and pa system will be provided	Noted	
-	St John ambulance attendance, security staff and parking attendants will		
-	be provided A water station will be set up		
-	Council will provide sealed bags and ice and a container to stall holders		
-	If extra sponsorship is sourced, a jumping castle and face painting can be		
	provided		
Marketi	ng		
-	Banners will be erected at the site and in surrounding locations		
-	Advertising on facebook, website, local media, etc will be undertaken	Noted	
-	Most advertising will commence in May Street banners will be erected on major roads and fence banners at		
	locations such as Ryde Aquatic Centre will be erected		
-	The event will be advertised in the City News, enewsletter distribution list		
-	Attempts will be made to advertise in Good Food Guide and What's on in		
	SMH The event will also be advertised through school newsletters and "Pvde		
-	The event will also be advertised through school newsletters and "Ryde Mums" if possible		
-	Instagram and staged photos to be arranged		
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Details

	Responsibility
Action	and Date

		Action	and Date
	 Stallholders Attendance of the Shucktruck has been confirmed Other food trucks approached include: coffee kombi, waffle van, organic street food, Vietnamese street food. Zeus restaurant to be approached re a pop up stall Local businesses to be approached in the first instance to seek their participation With regard to produce stores, suppliers who provide a variety of goods to be approached in the first instance. Cheeses, jams, chutneys, giftware all suggested Approach to be made to Mercato e Cucina at Gladesville re providing a hamper Look into possibility of having Putney Chutney take part The Sailing Club will open its clubhouse on the day of the event to provide promotion for itself and to create a more inviting appearance for the event. 	Noted	
4.	General Business Terms of Reference for this committee Liz spoke about the terms of reference for this committee. She advised that the committee is now supported by the Events Team at Council not City Activation as previously provided for. It was agreed by the committee that the staff convenor for this committee will be a member from the events team. Night Time Economy A report on this matter will be submitted to the next meeting of Council's Works Committee	Noted	
	The report will investigate the provision of "Vivid" type lighting as part of the push to create nighttime activation of local areas. Liz will provide an update to this committee about future plans for East Ward town centres. <u>Change to start time of this committee</u> A request was made that future meetings commence at 6.15pm. This was agreed to.	Update to be provided by Lis Future meetings to commence at 6.15pm	
5.	Confirmation of Next Meeting: DATE: MONDAY 10 th April 2017 (note change of day) TIME: 6.15pm VENUE: Meeting Room Level 1A, 1 Pope Street, Ryde	Noted.	