

<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>	D17/37307	
<b>Date and Venue:</b>	15 <sup>th</sup> March 2017	Meeting Room, Level 1A, 1 Pope Street, Top Ryde
<b>Time:</b>	6.00pm	Started at: 6.15pm      Closed at: 7.20pm
<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 Senior Coordinator Events	
<b>Circulation:</b>		

**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
		Councillor Roy Maggio	Council Representative	City of Ryde
x		Ross Anderson (by phone hook up)	Community Representative	
x		Sandra Donovan	Community Representative	
x		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

**Details****Action      Responsibility and Date**

<b>1. Introduction and Apologies</b>		
The attendees and apologies are as noted above.	Noted.	
<b>2. Confirmation of Previous Minutes</b>		
The Minutes from the Meetings held on 22 <sup>nd</sup> February 2017 were confirmed and endorsed.	Noted.	

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**Date:** 8<sup>th</sup> February 2017

Details	Action	Responsibility and Date
<p><b>3. Business Arising</b></p> <p><u>Cork And Fork Event</u></p> <p>Liquor Licence</p> <ul style="list-style-type: none"> <li>- Ross has completed the application and it has been lodged.</li> <li>- The application will now be advertised for 14 days following which it will be evaluated.</li> <li>- The committee's sincere thanks to Ross for his work with the application was noted</li> </ul> <p>Transport to the site</p> <ul style="list-style-type: none"> <li>- Public buses run to and from the event site each hour on Sundays.</li> <li>- Ferries arrive each half hour.</li> <li>- Street parking is available and some disabled parking can be made available.</li> <li>- It will also be possible to create a drop off zone with marshalling which can be used by patrons and suppliers</li> <li>- The provision of parking on the grassed area to be investigated.</li> <li>- No parking signs to be erected in front of the park and on the side roads</li> <li>- Possibility of using Scout Hall parking to be investigated</li> </ul> <p>Sponsorship Package</p> <ul style="list-style-type: none"> <li>- The sponsorship package has been finalised and distributed to committee members and placed on Council's website</li> <li>- Bresic Whitney and Rhapsody Dance studio may provide sponsorship</li> <li>- It was noted that stall holders can also be sponsors</li> <li>- Without sponsorship, not all items quoted in the budget will be funded</li> </ul> <p>Price of tickets etc</p> <ul style="list-style-type: none"> <li>- The cost of providing glasses for tastings is approx. \$2.70 per glass.</li> <li>- It is proposed to provide a stemless, branded glass and tickets to provide 1 glass or wine and 1 tasting for \$20.00</li> <li>- Additional books of tickets will be available at \$15.00</li> </ul> <p>Seating etc</p> <ul style="list-style-type: none"> <li>- Café tables, crates, haybales or similar will be provided</li> <li>- A small stage and pa system will be provided</li> <li>- St John ambulance attendance, security staff and parking attendants will be provided</li> <li>- A water station will be set up</li> <li>- Council will provide sealed bags and ice and a container to stall holders</li> <li>- If extra sponsorship is sourced, a jumping castle and face painting can be provided</li> </ul> <p>Marketing</p> <ul style="list-style-type: none"> <li>- Banners will be erected at the site and in surrounding locations</li> <li>- Advertising on facebook, website, local media, etc will be undertaken</li> <li>- Most advertising will commence in May</li> <li>- Street banners will be erected on major roads and fence banners at locations such as Ryde Aquatic Centre will be erected</li> <li>- The event will be advertised in the City News, enewsletter distribution list</li> <li>- Attempts will be made to advertise in Good Food Guide and What's on in SMH</li> <li>- The event will also be advertised through school newsletters and "Ryde Mums" if possible</li> <li>- Instagram and staged photos to be arranged</li> </ul>	<p>Transport and parking to be standing items on this agenda</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	

