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| RSubject: | East Ward Events and Promotions Committee – Minutes of Meeting | Page 1 of 4 |
| File No: | COR2015/372 | |
| Document Ref: | D16/169951 | |
| Date and Venue: | 14 December 2016 | Meeting Room, Level 1A, 1 Pope Street, Top Ryde |
| Time: | 6.30pm | Started at: 6.35pm Closed at: 7.30pm |
| Chair: | Councillor Jane Stott | |
| Meeting Support (MS): | Amanda Janvrin, Senior Coordinator – Governance | |
| Staff Convenor: | Michael Daly, Senior Coordinator – Events | |
| Circulation: | Draft Minutes circulated to Staff Convenor (Michael Daly) on 19 December 2016 | |

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 | |
| x | | Peter Grayson | Community Representative | |
| | x | Don McKinnon | Community Representative | |

Additional Attendees

| Name | Position Title | Organisation |
|-----------------|--|--------------|
| Liz Berger | Acting Manager – Communications, Customer Service and Events | City of Ryde |
| Michael Daly | Senior Coordinator – Events | City of Ryde |
| Michelle Carter | Acting Team Leader – Event Development | City of Ryde |
| Amanda Janvrin | Senior Coordinator – Governance | City of Ryde |

Details

| | Action | Responsibility and Date |
|--|--------|-------------------------|
| 1. Introduction and Apologies The attendees and apologies are as noted above. | Noted. | |
| 2. Confirmation of Previous Minutes and Attendance The Minutes from the Meeting held on 13 April 2016 were confirmed and endorsed. | Noted. | |

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| <p>3. Business Arising</p> <p>Ms Liz Berger provided the Committee members with an update regarding the resolution from the Mayoral Minute considered at the Council Meeting on 25 October 2016. Ms Berger confirmed that Council resolved to allocate a budget of \$12,000 (inclusive of all staff resources and support services such as traffic management, advertising, printing etc.) to support the “Cork & Fork” event. Ms Berger advised that this money provides the Committee with the ability to plan for the event.</p> <p>Mr Michael Daly provided the Committee with a breakdown of the \$12,000 budget (see notes under Budget).</p> <p><u>Date of Event</u></p> <p>Ms Michelle Carter advised that there has been some discussion regarding holding the event in March / April 2017. The two potential dates for the event are Sunday, 5 March 2017 or Sunday, 12 March 2017. These dates are ideal for holding an outdoor event as it is still warm and also daylight savings does not conclude until the beginning of April 2017.</p> <p>The time for the event is proposed for between 12 noon to 4.00pm, with the location being Kissing Point Park. Ms Carter confirmed that the Park is currently available for both potential dates.</p> <p>Ms Berger advised that as the event will be a licenced event, toilets will be required and this cost could either be funded from the cash grant or possible sponsorship.</p> <p>Ms Berger confirmed that she would like to send her notes to Suzanne Grindal to revisit completing the park application form with the support of the events team to complete it.</p> <p>Ms Berger advised that Ross Anderson recently did the Putney Twilight Markets and has experience in completing the liquor licencing application. Hopefully the Committee can revisit Mr Anderson to complete the liquor licencing application.</p> <p>Ms Carter advised that with respect to food, Council staff can put a list together of suitable food trucks and present that to the committee via email for feedback.</p> <p>With regards to the sale of wine, it was suggested the customers could purchase a glass of wine to drink at the event and purchase a bottle to take away only. Mr Daly indicated that wine tastings could also be conducted. Customers would purchase vouchers so that no cash was required with stallholders.</p> <p>Ms Berger confirmed that these ideas would need to be run by Mr Anderson with regards to the liquor licence. Staff will also need to check if the Park is an alcohol free zone or if there are any restrictions.</p> <p>Ms Berger advised that fencing is something that needs to be factored into the budget and the site plan would have to be revised to create a natural barrier. Council staff to undertake a site inspection and put forward a proposed revised site map to committee members.</p> | <p>Noted.</p> <p>Noted.</p> <p>Council staff to email all Committee members seeking their feedback regarding the potential dates for the event.</p> <p>Council staff to make temporary bookings at Kissing Point Park for both potential dates.</p> <p>Notes to be sent to Suzanne Grindal on the park application form.</p> <p>A list of suitable food trucks to be presented to the Committee via email for feedback.</p> <p>Ideas of wine tastings and vouchers needs to be run by Mr Anderson to see if it complies with the liquor licence.</p> <p>Staff need to check of the Park is an alcohol free zone or has any restrictions.</p> <p>Council staff to undertake a site inspection and put forward a proposed revised site map to Committee members.</p> | <p>Michelle Carter</p> <p>Michelle Carter</p> <p>Liz Berger</p> <p>Michelle Carter</p> <p>Michael Daly</p> <p>Michael Daly</p> <p>Michael Daly/Michelle Carter</p> |

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| <p><u>Entertainment</u></p> <p>The Committee agreed that music is needed at the event.</p> <p>Ms Berger confirmed that she will send another email to Andrew Robson (musician) to establish if he is interested in participating in the event.</p> <p>Councillor Stott advised that the Wally Temple Trio is a good, easy listening jazz band that may be interested in attending the event.</p> <p>Council staff to email Committee members to establish if they have any ideas with respect to entertainment.</p> <p>Peter Grayson suggested that we could possibly get some dancers from Rhapsody Dance Studio to perform at the event.</p> <p><u>Budget</u></p> <p>Mr Michael Daly provided the Committee with a breakdown of what the \$12,000 included as follows:-</p> <ul style="list-style-type: none"> • \$5,000 – Staff Overtime • \$2,500 – Traffic Plans, Controllers and Security • \$3,500 – Cash Grant (to be discussed between Committee members as to how and what the cash grant is allocated to)\ • \$800 – Electrician • \$200 – Flyers <p>Mr Daly also advised that there is in-kind support being provided by the Committee.</p> <p><u>Sponsorship</u></p> <p>The sponsorship package was distributed by Ms Berger to Committee members, noting that this document needs some updating.</p> <p>Ms Carter confirmed that she will distribute this document to some sponsors and partners for current events to establish if they would be interested in sponsoring this event.</p> <p><u>Stallholders</u></p> <p>The Committee agreed that there was a need to create a form for stallholders.</p> <p>The Events team to provide an updated stallholder form including the date (once approved by the Committee).</p> | <p>Another email to be sent to Andrew Robson to establish if he is interested in participating in the event.</p> <p>An email also to be sent to the Committee to establish if they have any ideas regarding entertainment.</p> <p>Noted.</p> <p>Ms Carter to distribute sponsorship package to some sponsors and partners for current events to determine interest in this event.</p> <p>The Events team to provide updated stallholder forms with the date once approved by the Committee.</p> | <p>Liz Berger</p> <p>Liz Berger</p> <p>Michelle Carter</p> <p>Michelle Carter</p> |

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| <p><u>Marketing of the Event</u></p> <p>Mr Daly advised that the following was in-kind support that Council could provide with respect to the event:-</p> <ul style="list-style-type: none"> • Sponsorship Agreements • Stallholder Forms • Media Support • Waste Provision • Booking the Venues • Provision of store items • Management of the Budget • Deck chairs and shade sails <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"> • Design work including sponsorship package • Social media • Council webpage • 25 street banners (including production and installation). <p>Ms Berger confirmed that the banner design for the smart poles is now paramount and advised that Council staff will update the designs and send two design proposals to Committee members to choose their preference.</p> <p>Ms Carter confirmed that the street banners can be erected after the Lunar New Year banners come down on 11 February 2017.</p> <p><u>Facilitation of the Event</u></p> <p>Due to the short timeframe, it was agreed that a task list outlining the responsibilities of the Committee was to be drawn up by Mr Daly and sent to the Committee.</p> <p>Council staff will redo a budget (including some potential revenue) for the next meeting.</p> <p>The Artwork needs to be finalised by the Committee by the next meeting (if not done via email prior).</p> | <p>Noted.</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>A task list to be drawn up and sent to the Committee.</p> <p>An updated budget (including some potential revenue) to be completed for next Committee meeting.</p> <p>Finalisation of the Artwork by next Committee meeting (if not done prior via email).</p> | <p></p> <p>Liz Berger</p> <p>Michael Daly</p> <p>Michael Daly</p> <p>Liz Berger</p> |
| <p>4. General Business</p> <p>No General Business Items were raised.</p> | <p>Noted.</p> | <p></p> |
| <p>5. Confirmation of Next Meeting:</p> <p>DATE: Wednesday, 11 January 2017 TIME: 6.00pm VENUE: Meeting Room Level 1A, 1 Pope Street, Ryde</p> | <p>Noted.</p> | <p></p> |