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<b>File No:</b>	COR2013/351/2	
<b>Document Ref:</b>	D16/107917	
<b>Venue:</b>	Civic Centre, Level 5, Room 2	
<b>Date:</b>	Thursday, 11 August 2016	
<b>Time:</b>	5.00pm – 6.00pm    Started at: 5.10pm    Closed at: 5.45pm	
<b>Chair:</b>	Michael Daly, Senior Coordinator – Events	
<b>Meeting Support (MS):</b>	Amanda Janvrin, Senior Coordinator – Governance	
<b>Staff Convenor:</b>	Michelle Carter, Events Officer	
<b>Circulation:</b>	Draft Minutes circulated to Staff Convenor (Michelle Carter) on 11 August 2016	

**Participants**

Present	Apology	Name	Position Title	Organisation
	x	Councillor Jerome Laxale	Chair	City of Ryde
	x	Bernard Cox	Community Representative	
		Ayse Dalkic	Community Representative	
		Robert Gamble	Community Representative	
		Robin McKinnon	Community Representative	
x		Kim Phillips	Community Representative	
	x	Betty Willis	Community Representative	
	x	Gary Mazloumian	Community Representative	
x		Phillip Ward	Community Representative	
		John Toohey	Community Representative	
x		Peter Colthorpe	Community Representative	
x		Michelle Carter	Events Officer	City of Ryde
x		Michael Daly	Senior Coordinator Events	City of Ryde
x		Angela Phippen	Local Studies Librarian	City of Ryde

**Additional Attendees**

Name	Position Title	Organisation
Stephanie Foley	Events Administration Officer	City of Ryde
Amanda Janvrin	Senior Coordinator – Governance	City of Ryde

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Details	Action	Responsibility and Date
1. <b>Present and Apologies:</b> As above.	Noted.	
2. <b>Confirmation of Previous Minutes</b>  The Minutes of the meeting of 14 July 2016 were confirmed.	Noted.	
3. <b>Business Arising</b>  3.1 <b><u>Touch Screen Update</u></b>  Mr Michael Daly distributed some data from the touch screen / website for the last two months (June and July 2016) and advised that from June to July there were 180 sessions, consisting of 173 users, so there were some double ups. Mr Daly confirmed that only 5% of people using the touch screen are returning visitors meaning that 95% are new visitors.  Mr Daly confirmed that it is only early days, so we are unable to see patterns emerging, however the data will continue to be collected every month and this Item will remain as a Standing Item on the Agenda to discuss at all future meetings.  Ms Angela Phippen advised that recently she could not remember the address so she tried to google it and found it extremely difficult to find. Mr Daly and Ms Carter confirmed that they will look into this to see if it is an issue.  Ms Phippen also advised the touch screen located in the Library is constantly on and there was an issue with it recently where the text was reverting and was unreadable. Ms Phippen confirmed that the machine was turned off and back on again and it appears to be working correctly now.	Noted  Noted.  Noted.  Noted.	

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Details	Action	Responsibility and Date
<p>Ms Kim Phillips advised that with regards to the images of Memorials and Honour Boards etc. the images were already in the system so there should be no need to spend three months redoing that work.</p>	Noted.	
<p>Mr Daly and Ms Carter to investigate if the images are still in the back end of the system and if so enable them as they were previously.</p>	Noted – Mr Daly and Ms Carter to investigate if images are still in the system.	
<p>Ms Phillips confirmed that she would be happy to go through the images and caption them.</p>	Noted.	
<p>3.2 <b><u>Park Plaque Update</u></b></p>		
<p>Mr Michael Daly advised that he has met with Council's Landscape Architect and has received some feedback regarding making this a capital works project. Mr Daly confirmed that the Parks area have no projects which would impact on the delivery of this project.</p>	Noted.	
<p>Mr Daly confirmed that he had received some feedback advising that 12 plaques would work better, however we could do the 12 plaques on the outside and the 13<sup>th</sup> plaque in the middle.</p>	Noted.	
<p>Mr Daly advised that he is currently looking at the wording and will send the proposed wording out to Committee members for feedback prior to the next meeting.</p>	Noted – Mr Daly to circulate proposed wording to Committee members for feedback prior to next meeting.	
<p>Mr Daly confirmed that once the wording was confirmed, the project can move into production.</p>	Noted.	

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Details	Action	Responsibility and Date
<p>3.3 <b><u>Debrief: Commemoration Service – Battles of Fromelles and Pozieres and relocation service of Honour Roll at Ryde Library</u></b></p> <p>Committee members confirmed that they thought the Commemoration Service at St Anne’s Church, Ryde on 21 July 2016 was excellent.</p> <p>Ms Angela Phippen advised that she thought the schools that Council worked with did a great job and the relocation of the Memorial Book back to the Library was very successful. Ms Phippen confirmed that the staff are turning the page on the Book every day and noted that when there is an enquiry, there is a searchable list of the Book in the Library. This means that the Book does not have to be removed every time there is an enquiry.</p> <p>Mr Peter Colthorpe confirmed that his only disappointment with the service was the public participation. Mr Colthorpe confirmed that some people did not get the invitations sent out from Council and suggested that Council needs to place a separate advertisement in both the TWT and the NDT and not put these events as part of the Mayor’s Column.</p> <p>Mr Phillip Ward advised that notices were not placed in some school newsletters and noted that next time we could look at circulating details of the event in the local churches.</p> <p>Ms Kim Phillips suggested that events could be promoted through Senior Associations, Progress Associations, Lyons and Rotary etc.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted – Council staff to take suggestion on board.</p> <p>Noted – Council staff to take suggestion on board.</p> <p>Noted – Council staff to take suggestion on board.</p>	

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Details	Action	Responsibility and Date
<p>The Committee the discussed upcoming events. Ms Phillips confirmed that she has previously supplied a list of all events to the Committee back in 2014.</p> <p>Mr Daly and Ms Carter confirmed that they will locate the events list and bring it along to the next Committee Meeting so that future events can be discussed.</p> <p>Mr Colthorpe suggested contacting the local schools to determine if they had any events planned for 2017. Ms Carter confirmed that she could send an email to the schools asking them if they have anything planned for 2017.</p> <p>Ms Carter advised that next service will be Remembrance Day and confirmed that both Council and Mr Bernard Cox hold events for Remembrance Day.</p>	<p>Noted.</p> <p>Noted – Mr Daly and Ms Carter to locate the events list and bring to next Committee meeting for discussion.</p> <p>Noted – Ms Carter to email local schools to see if they have any events planned for 2017.</p> <p>Noted.</p>	
<p>4.</p>	<p><b>New Business</b></p> <p>No new business was discussed.</p>	<p>Noted.</p>
<p>5.</p>	<p><b>Next meeting:</b></p> <p>The next meeting will be held on the 8 September 2016 – proposed to be at Pope Street Meeting Rooms but location will be confirmed when the next Agenda is distributed.</p>	<p>Noted.</p>