

**HMAS Sydney II 70th Anniversary 19th November 2011
Meeting Minutes - Thursday 28th July 2011**

HMAS Sydney II Service Working Group:

Attendees: Ian Carpenter, Andrea Selvey, Susan Smith, Ross Davies, Joanne Panter, Alan Hughes, Isabelle Scott, Susan Chiera, Emily Sutherland,
Trish Palmonari, Gary Hill, Ian Blayney

Chair: Ross Davies

Item	Discussion	Who	Action
Welcome	Welcome to new team members and general overview of the event	Ross Davies	
RSVP/Invitations	Update on RSVPs <i>Trish explains that VVIP's have not confirmed their acceptance to date and that they do not generally make appointments for November until August. By the end of August we should have some idea of who is coming.</i>	Trish Palmonari/Emily Sutherland	Follow up end of August by LOC
Master of Ceremonies	Recommendations of Master of Ceremonies for the event. Letter received by Ian Carpenter from the Rotary Club of Geraldton asking for Commodore Bob Trotter to be considered for the role. <i>Trish explains that the Master of Ceremonies for the 2008 event was the ABC's Geoff Hutchinson. This year the Mayor has been contacted by the Rotary Club of Geraldton asking if Bob Trotter may be considered for the role. Ross feels that Bob would be suitable. Ross further explains Bob Trotter is part of the founding Sydney foundation and Trish further explains his involvements with the Navy. Trish spoke to Bob Trotter who confirmed he has done a lot of public speaking and has acted as a MC before. Ross will make some enquiries about Bob's past speaking roles. Ian would like to see someone from the Navy or with a Naval background rather than an ABC type personality. Ross explains there is a speaker in Geraldton who has a Naval background who may be suitable.</i>	Trish Palmonari/Emily Sutherland	LOC to follow up Grant Woodhams availability. Ross Davies to inquire about Bob Trotter as MC.

Royal Australian Navy Support	<p>Tabled – Letter from the Chief of Navy Vice Admiral R J Griggs</p> <ul style="list-style-type: none"> - Naval Band Support and Vocalist - Catafalque Party - No Navy Fleet Unit <p><i>Trish explains the Chief of Navy will attend the event and make a key note address, the Chief of Navy's office has also committed the Navy Band and Vocalist and catafalque party. Unfortunately no navy fleet unit available.</i></p>	Trish Palmonari/Emily Sutherland	
Army Band Offer	<p>An offer has been made by the Army Band to participate in the Service.</p> <p><i>Ross explains that the Army Band would compliment the City Band as the City Band was quite low on numbers. Trish and Emily will liaise with the bands to arrange this.</i></p>	Ross Davies	LOC to correspond with Grant Stinson on the collaboration between the bands.
Operational Checklist	<p>Review the Operational Checklist</p> <p><i>Trish reviews the operational checklist and where the City of Greater Geraldton is at with their internal operations.</i></p>	ALL	
City of Greater Geraldton Website listing and web registration page	<p>Information of the event to be included on the City of Greater Geraldton website and to include a registration for delegates wishing to attend the event.</p> <p><i>Sue explains the website registration page should be in place early August. Trish explains that the registration is to allocate seats at the service for the family members and elderly residents. Ross will also place a link to the registration page on the RSL website.</i></p>	Susan Chiera	<p>Sur to follow up with the tech team.</p> <p>Ross to help set up link between City of Greater Geraldton website and RSL websites.</p>
WA Museum Seminar Series	<p>Around the time of the Service, the WA Museum Geraldton is hosting a seminar series sponsored by the City of Greater Geraldton.</p> <p><i>Trish explains the WA Museum Geraldton is hosting seminars to coincide with the event. The City has agreed to waiver the fees associated with the venue for</i></p>	Trish Palmonari/Emily Sutherland	

	<i>the seminar and to include the seminars in promotion where possible.</i>		
Budget	<p>Review of the budget with changes included from confirmed external funding sources Lottery West and Regional Events Scheme.</p> <p><i>Trish talks through the budget and explains the funding from LotteryWest and Regional Events Scheme. The expenses have come down significantly. Andrea suggests we approach Geraldton Newspapers and see if they can offer some in kind promotion in the form of a feature or wrap around edition.</i></p>	Trish Palmonari/ Emily Sutherland	LOC to follow up with Guardian with regards to a wrap around feature.
LOC office relocation	<p>Contract conditions included an onsite office at the City of Greater Geraldton for LOC to operate from one day per week. Office to be identified and LOC to commence working from there week beginning 15th August 2011.</p> <p>Ian queries the budget item for new flags and it is agreed that flags should be sourced elsewhere if needed.</p> <p><i>Ian suggests his old office in the Edward Rd facility as it is currently available and Andrea explains Paul Sheriff will assist with setting up a phone line and answering service. Chantelle will arrange for passes for Emily and Trish.</i></p>	Trish Palmonari	LOC to follow set up in Edward Road Office.
Meeting Schedule	<p>A meeting schedule has been set up in the run up to the event</p> <p><i>Notifications will be sent out for the proposed schedule.</i></p>	Trish Palmonari/Emily Sutherland	Notification to be sent via the diary.
Round Table	<p>Questions from the floor</p> <p><i>Andrea refers to email by Peter Robinson requesting permission for laying the new plaques and if it would be appropriate to lay these at the event. The group advises they do not think this would be appropriate and should take place separately. The council will take this recommendation on board and then respond to the request accordingly.</i></p> <p><i>Ian queries the protocol of the guests not being able to leave the event until the Governor General does. It is suggested that if the Governor General is to attend we ask her office if it is possible for the guests to have the option of leaving prior</i></p>	ALL	Andrea to communicate group recommendation back to council and then back to Peter Robinson.

	<p><i>to the GG.</i></p> <p><i>The Air Commander will be invited with the next round of invitations.</i></p> <p><i>The committee would like to see the school students involved with the service again in reading out the names of the deceased sailors during the wreath laying service.</i></p> <p><i>Ross suggests the Air and Army Cadets are contacted to see if they would like to take place in the service. This will be done through the Geraldton branch.</i></p> <p><i>Ian B suggests Grant Woodhams might be a suitable MC due to his experience with public speaking. Ross mentions Bob Hall as a possible MC.</i></p> <p><i>Ian C suggests that due to the significance of the event we may need someone local with a high profile – such as Grant Woodhams.</i></p> <p><i>The group will contact Grant Woodhams to see if he is interested in acting as the Master of Ceremonies.</i></p> <p><i>Joanne questions the budget for the Mayors reception following the service. Trish will supply Joanne with the costs for catering for the reception after the 2008 event.</i></p> <p><i>Alan recommends one extra disabled toilets and perhaps two less portable toilets.</i></p> <p><i>Next Meeting Thursday August 25th</i></p> <p><i>Meeting Closed 11.55am</i></p>		<p>Air Commander invite to be sent by LOC</p> <p>Army and Air cadets to be followed up by LOC.</p> <p>Joanne Panter to review Mayor's budget for a line for the Mayor's VIP event.</p> <p>LOC to change number of disabled toilets to two and reduce other to 10.</p>
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Supporting documentation will be tabled at the Meeting
Working Budget
Letter from Vice Admiral R J Griggs
Letter from the Rotary Club of Geraldton
Meeting Schedule