

**Minutes
Lithgow Flash® Gift Committee Meeting
Monday 23 January 2012**

ITEM: 1 PRESENT AND APOLOGIES

Present: Cr Neville Castle, Cr Wayne McAndrew, Mr. Ken English (NSW Athletics), Mrs Fiona Van Velden (Centennial Coal), Mr. Ray Stoneley and Sean Greenhill (Mountain Sports/ Lithgow Triathlon).

Apologies: Cr Ray Thompson, Mr. Danny Whitty, Mrs. Michelle Blackley Charlie Healey (Lithgow Little A's), (Delta Electricity)

Officers: Mrs. Alley Shelton, M's Kellie Barrow, Mr. Robert Park

Declaration of Interests:

NIL

**ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS
MEETING HELD ON 1 DECEMBER 2011**

The minutes were endorsed by three (3) members of the Committee being Cr Neville Castle, Ray Stoneley and Mrs Fiona Van Velden.

RECOMMENDATION

THAT the Minutes of the meeting of Thursday 1 December 2011 be taken as read and confirmed.

MOVED: Cr Wayne McAndrew **SECONDED:** Mr. Ray Stoneley
Carried

ITEM: 3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

ITEM : 4 REPORT FROM NSW ATHLETIC LEAGUE

SUMMARY

Mr. Ken English (General Manager NSW Athletic League) provided a report on the current registration for the 2012 Lithgow Flash® Gift Carnival and an update on the athletic clinics.

COMMENTARY

Mr. Ken English reported that registration for the Lithgow Flash® Gift Carnival is low at the moment but does expect more registrations to come in over the following weeks leading up to the event.

Mr. Ken English said he will contact coaches and senior athletes who will be attending on the day to see if they would be available to participate in clinics for the younger runners on the day. Mr. Ken English will enquire if there would be a fee for their services.

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RECOMMENDATION TO COUNCIL

THAT Council notes that Mr. Ken English will report back at the next committee meeting on the registration numbers for the 2012 Lithgow Flash Carnival and progress on the support for the athletic clinics.

MOVED: Cr Neville Castle **SECONDED:** Cr Wayne McAndrew
Carried

ITEM: 5 ATHLETICS SCHEDULE

SUMMARY

Mr Ken English (General Manager NSW Athletic League) presented the schedule for the athletics events for approval by the committee.

COMMENTARY

Draft Athletics Events		Junior Events
11.00am		50m events
11.30am		70m events
12.00pm		100m events preliminary times for junior handicap
12.00pm	vice – Novice– Vets Handicap 120m Heats	
12.20 pm	Sprint Handicap 70m Heats	
12.30pm		400m events
1.00pm		200m events
1.15 pm	LITHGOW FLASH® GIFT for women120 Heats	
1.30pm		1500m events
1.45pm	LITHGOW GIFT® for men 120 Heats	
2.00pm		Heats Junior handicap
2.30pm	ZIG ZAG Mile – all off scratch 1600 m	
2.45pm	Sprint Handicap 70 m Semis	
3.00pm		800m events
3.10pm	LITHGOW FLASH®GIFT for men semis	
3.30pm	LITHGOW FLASH® GIFT for women semis	
3.50pm	Open 300m Handicap300 m	
4.00pm	5 K Valley Challenge	
4.10pm	JUNIOR ATHLETES HANDICAP FINALS 100 m	
4.45pm	Novice – Vets Handicap	
4.55pm	LITHGOW FLASH® GIFT for men	
4.55pm	LITHGOW CELEBRITY SPRINT	

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5.10pm	LITHGOW FLASH® GIFT for women	
5.25pm	Sprint Handicap 70 m	
5.35pm	Open 300m Handicap	
5.45pm	Open Invitational Back Markers Handicap 120 m	

The schedule for the 2012 Lithgow Flash® Gift Carnival was approved by the Committee.

RECOMMENDATION TO COUNCIL

THAT Council notes the information provided regarding the Event Schedule.

MOVED: Mrs Fiona Van Velden **SECONDED:** Cr Wayne McAndrew
Carried

ITEM: 6 REPORT FROM LITTLE A's

SUMMARY

This report will be carried over to the next meeting.

COMMENTARY

Mr Eric Arnold was an apology for the meeting and the report will be tabled and discussed at the next meeting by Mr. Eric Arnold.

RECOMMENDATION TO COUNCIL

THAT Council notes this item will be reported at the next meeting.

MOVED: Mrs Fiona Van Velden **SECONDED:** Cr Wayne McAndrew
Carried

**ITEM: 7 MEMORANDUM OF UNDERSTANDING BETWEEN
STAKEHOLDERS**

SUMMARY

A draft Memorandum of Understanding is to be approved to clarify the commitment of each stakeholder to the event.

COMMENTARY

The Memorandum of Understanding between all key stakeholders was emailed on 6 December to the major stakeholders for their comments and recommendations. The MOU should be implemented for the 2013 Lithgow Flash® Carnival directly after the 2012 Carnival with committee's approval.

RECOMMENDATION TO COUNCIL

THAT Council notes the amended MOU will be developed with the input from the stakeholders and will be implemented for the 2013 Lithgow Flash® Gift Carnival

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MOVED: Mrs Fiona Van Velden **SECONDED:** Cr Wayne McAndrew
Carried

ITEM: 8 LITHGOW TRIATHLON UPDATE

SUMMARY

Mountain Sports provided the committee with an update on the Lithgow Triathlon.

COMMENTARY

Mountain Sports submitted the Traffic Management Plan to the Traffic Local Area Committee meeting on Thursday 19 January 2012 which was approved. The Traffic Management Plan included the closure of the road leading to the Lithgow Waste Facilities up until approximately 10.30 am on Sunday 26 February 2012. A notice of the road closure and late opening of the Waste Facilities will be posted in the Council Column after approval from Council. Part of the running leg will take place on the trotting track in the Tony Luchetti Showground before finishing at the Swimming Pool.

Mr. Sean Greenhill reported that registrations will strengthen two weeks out from the event.

Mr. Sean Greenhill reported that Triathlon NSW has agreed to sanction the event which is extremely positive for the event for state wide promotion of the event.

RECOMMENDATION TO COUNCIL

THAT Council notes a notice of the road closure and late opening of the Waste Facilities will be posted in the Council Column after approval from Council.

MOVED: Mr. Ray Stoneley **SECONDED:** Cr Neville Castle
Carried

ITEM: 9 SPONSORSHIP UPDATE

SUMMARY

The updated sponsorship for the Lithgow Flash® Carnival was presented at meeting

COMMENTARY

The Lithgow Flash® Carnival has a new major sponsor with Lithgow McDonalds coming on as a Bronze Sponsor (\$6,000). Although gaining an additional major sponsor, the overall sponsorship level is down from last year with some sponsors not committing to the 2012 event. The Lithgow Visitors Information Centre will continue to seek sponsors for the event with more business coming back to work over the next few weeks.

Confirmed Sponsors as of 18 January 2012

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Centennial Coal	\$ 11,000.00
Lithgow City Council	\$ 10,000.00
Destination NSW (to be used for Marketing Purposes only)	\$10,000.00
McDonalds	\$ 5,454.54
Maritime Mining Power Credit Union	\$ 2,200.00
Henry's Plant and Equipment	\$ 1,363.64
Workies Club	\$ 909.10
Coates Hire	\$ 545.45
Jones Bros	\$ 136.36
Total	\$ 41,609.09

RECOMMENDATION TO COUNCIL

THAT Council notes the information provided regarding sponsorship of the 2012 event.

MOVED: Mrs Fiona Van Velden **SECONDED:** Cr Neville Castle
Carried

ITEM: 10 BUDGET

SUMMARY

The report below, presented at the meeting, gives a summary of expenditure to stage the Lithgow Flash® Carnival

COMMENTARY

<u>Fees and Charges</u>	<u>Company</u>	<u>Amount</u>
Showground hire fee		\$ 1,445.00
Ballroom hire fee		\$ 135.00
Jim Monaghan Oval		\$ 200.00
Bonds for Showground Hire		\$ 960.00
Fees & Charges for the Outdoor Staff		\$ 7,500.00
Sandy	Tourism	
Flight		\$ 295.70
Car Hire		\$ 119.63
Accommodation		\$ 320.00
<u>Product/Service</u>	<u>Organisation</u>	<u>Amount</u>
First Aid	St Johns	\$ 411.30

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VIP Catering	Catering	
Stickers x 50	58george	\$ 123.00
Program	CW Printing	\$ 960.00
Banner	58george	\$ 671.00
5 M Banner x three	Banner Shop	\$ 727.00
Graphic artwork banner	CW Printing	\$ 132.00
Sports Voucher	Sports power	\$ 100.00
Trophies	David Sproule	\$ 2,203.95
<u>Prize Money</u>	W,LFG	\$ 11,000.00
	m,LFG	\$ 10,000.00
	Open 70m	\$ 1,000.00
	Open Handicap	\$ 2,000.00
	Mixed open	\$ 3,000.00
	Open novice-vets	\$ 1,000.00
	ZIG ZAG	\$ 2,000.00
	Valley Challenge	\$ 2,000.00
<u>Marketing</u>		
<u>TV</u>	Sothern Cross TEN	\$3,003.30
-	ONE HD	\$331.10
-	Add Production	\$385.00
<u>Print/Signage</u>		
News paper add	Mercury	\$378.94
BM Gazette Wed 15th		\$1,091.40
Western Advocate Thursday 16th	1/2 page with 1/2 page advertorial	\$1,060.33
Western Advocate Thursday 23rd	1/4 page ad \$449.99	\$449.99
Posters-500	CW Printing	\$319.00
DL flyers--2500	CW Printing	\$396.00
Advertising	IMAG	\$400.00
Graphic artwork News paper add	Red Moon Advertising	\$260.00
Graphic artwork DL flyer	CW Printing	\$110.00
Graphic artwork Poster	CW Printing	\$110.00
<u>Radio</u>	2lt/Move FM	\$660.00
	Star	\$1,100.00
<u>P&L</u>	Income/ Sponsorship	\$ 41,609.09
-	*Other Income	\$ 8,607.76
	Marketing	\$ 9,527.06
	Prize Money	\$ 32,000.00
	Expenses	\$ 15,878.25
		<u>-\$ 7,188.46</u>

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The budget is currently -\$7,188.46 so some cost saving measures will need to take place where possible. Prize money for some of the events have been reduced from the above report with the Mixed open now being \$1,500, Zig Zag Mile now \$1,000 and the Valley Challenge now \$1,000 Further cost saving measures will need to take place if the sponsorship level does not increase significantly.

RECOMMENDATION TO COUNCIL

THAT Council: notes the expenditure report and that Council will be later updated with more information regarding sponsorship and cost saving measures.

MOVED: Cr Neville Castle
Carried

SECONDED: Cr Wayne McAndrew

ITEM: 11 GENERAL BUSINESS

Nil

**Next Meeting of the Lithgow Flash Gift Committee to be held
on Thursday 9 February 2012 at 4.00pm in the Lithgow City
Council Committee Room.**