

**Minutes
Lithgow Flash Gift
Thursday 24 January 2013**

ITEM: 1 PRESENT AND APOLOGIES

Present: Cr Ray Thompson, Cr Wayne McAndrew, Mrs Fiona Van Velden, Mr Ray Stoneley, Mr Sean Greenhill, Mr Danny Witty

Apologies: Mr Ken English (NSWAL) Mrs Michelle Blackley,

Teleconference was held with Mr Ken English NSW Athletics League for Item 10 on the agenda

Officers: Ms Ally Shelton, Ms Kellie Barrow, Mr Robbie Park

Declaration of Interests:

**ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS
MEETING HELD ON 28 NOVEMBER 2012**

The minutes were endorsed by three (3) members of the Committee being. Mr Ken English, Mr Danny Witty, Mr Sean Greenhill

Presented to Council on Monday 17 December 2012

RECOMMENDATION

THAT the minutes of the meeting of 28 November be taken as read and confirmed by Mr Danny Witty, Cr Ray Thompson, Mr Sean Greenhill

MOVED: Mr Sean Greenhill

SECONDED: Cr Ray Thompson

CARRIED

ITEM: 3 BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

ITEM: 4 SPONSORSHIP UP-DATE

SUMMARY

The information was provided with the current sponsorship level for the Lithgow Flash® Carnival.

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COMMENTARY

Sponsors		Inclusive of GST
Centennial Coal		\$ 12,100.00
Lithgow City Council		\$ 15,000.00
Coal Services		\$ 6,000.00
Delta Electricity		\$ 2,750.00
Henry Plant & Equipment Hire		\$ 1,200.00
Regency Jewellers		\$ 150.00
C & W Printing		\$ 150.00
Lithgow Kids Club		\$ 150.00
Mountain High Conveyancing		\$ 150.00
		\$ 37,650.00

* Destination NSW funding of \$10,000 can only be used for marketing the event outside the local region.

RECOMMENDATION TO COUNCIL

THAT Council notes the information provided

MOVED: Mr Danny Whitty

SECONDED: Cr Wayne McAndrew

CARRIED:

ITEM: 5 MARKETING BUDGET

SUMMARY

The marketing budget breakdown provides information on where the allocation of funds is distributed to market the Lithgow Flash® Carnival. Destination NSW Regional Events Flagship Funding provides \$10,000 to market the event outside the region.

COMMENTARY

Table of marketing budget below provides information on the breakdown of marketing expenses.

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Marketing		Inclusive of GST
<u>TV</u>	Sothern Cross TEN	\$ 4,074.40
	Add Production	\$ 462.00
<u>Print/Signage</u>		
Regional News papers	Western Advocate	\$ 1,160.12
	Maitland Mercury	\$ 1,108.73
Posters	CW Printing	\$ 176.00
DL flyers	CW Printing	\$ 528.00
Artwork for print ads	CW Printing	\$ 300.00
Graphic artwork banner	CW Printing	\$ 132.00
<u>Radio</u>	Star FM Central West	\$ 1,100.00
	2LT, Move FM	\$ 726.00
		\$ 9,767.25

RECOMMENDATION TO COUNCIL

THAT Council notes the information provided

MOVED: Mrs Fiona Van Der Velden **SECONDED:** Mr Danny Whitty

CARRIED

ITEM: 6 OPERATIONAL EXPENSES

SUMMARY

The operational expenses table provides information on the breakdown of operation costs to prepare and run the Lithgow Flash® Carnival.

COMMENTARY

The table of operational expenses below provides information on the breakdown of operational expenses.

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Expenses		Inclusive of GST
Watsford Oval		\$ 207.00
Tony Luchetti Sports Ground		\$ 1,290.00
Ground preparation	Operations	
Marque dismantle and Valley Challenge marshals	Operations	\$ 1,000.00
Flight for Sandy		\$ 295.71
Car Hire for Sandy		\$ 300.00
Accommodation for Sandy		\$ 337.00
First Aid	St Johns	\$ 430.00
Program	CW Printing	\$ 308.00
Mesh banner presentation	Banner Shop	\$ 334.92
5 M Banner x three	Banner Shop	\$ 463.17
Finish line strip	Patrick Marketing	\$ 286.00
News paper ad	Lithgow Mercury	\$ 770.00
Sports Voucher	Sports power	\$ 100.00
Valley Challenge Bibs	Industrial printing	\$ 300.00
Trophies	David Sproule	\$ 1,690.00
Commentator	NSW Athletic League	\$ 300.00
Sashes	Stewart Gilman	\$ 390.00
Junior Athletics Clinic	Little Athelics NSW	\$ 700.00
		\$ 9,501.80

Prize Money		
Womens, LFG		\$ 11,000.00
Mens, LFG		\$ 7,000.00
Open 70m		\$ 1,000.00
120m Novice -Vets		\$ 1,000.00
300m Open Handicap		\$ 1,000.00
Womens Back-markers		\$ 1,000.00
Mens Back-markers		\$ 1,000.00
ZIG ZAG		\$ 2,000.00
Valley Challenge		\$ 2,000.00
		\$ 27,000.00
Summary		
Sponsorship		\$ 37,650.00
Ticket entry		
Race entry		\$ 51.00
Remaining 2012		\$ 4,978.00
Expenses		\$ 9,501.80
Prize Money		\$ 27,000.00
		\$ 6,177.20

RECOMMENDATION TO COUNCIL

THAT Council notes the information provided

MOVED: Mr Sean Greenhill

SECONDED: Cr Wayne McAndrew

CARRIED:

ITEM: 7 MEMORANDUM OF UNDERSTANDING

SUMMARY

This Memorandum of Understanding (MOU) is to formalise the voluntary relationship between the Lithgow Flash® Carnival Stakeholders

COMMENTARY

The Memorandum of Understanding was presented at the November Committee meeting and if there are no objections it should be adopted.

MEMORANDUM OF UNDERSTANDING

Between

**Lithgow Flash® Carnival Stakeholders including
Lithgow City Council, Lithgow Little Athletics, NSW Athletic League,
Centennial Coal and other major sponsors for the event.**

Purpose

This Memorandum of Understanding (MOU) is to formalise the voluntary relationship between the Lithgow Flash® Carnival Stakeholders, as listed above.

Objectives

1. To ensure recognition of the significant sporting and public achievements of Marjorie Jackson, *'The Lithgow Flash'*, are celebrated and remembered by future generations.
2. To develop and maintain Lithgow's profile as a sporting town.
3. To cultivate and support young athletes in their athletic pursuits.
4. To support Lithgow Little Athletics Club.
5. To ensure the financial viability of the Lithgow Flash® Carnival.

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6. To ensure that the Lithgow Flash® Carnival sponsors receive good exposure and receive recognition for their support.
7. To develop and maintain the Lithgow Flash® Carnival as a family friendly carnival with a focus on healthy lifestyle and activities.

RECOMMENDATION TO COUNCIL

THAT Council notes the committee draw a formal binding agreement between Lithgow City Council and the athletics organising body be drawn up with terms and conditions to be accepted by both parties for any future Lithgow Flash Carnivals beyond 2013.

MOVED: Mrs Michelle Blackley **SECONDED:** Mrs Fiona Van Der Velden

CARRIED

ITEM : 8 REGIONAL FLAGSHIP FUNDING FROM DESTINATION NSW

SUMMARY

Lithgow Tourism has been successful in their application to Destination NSW annual regional flagship funding program. The funding supports regional events with \$10,000 for marketing of the event.

COMMENTARY

Funding from Destination NSW (\$10,000) must be spent on marketing that will attract spectators and competitors from outside the region.

RECOMMENDATION TO COUNCIL

THAT Council notes the information provided.

MOVED: Mr Sean Greenhill **SECONDED:** Cr Ray Thompson

CARRIED:

ITEM: 9 REPORT FROM LITHGOW LITTLE ATHLETICS

SUMMARY

A report from Little Athletics was presented by Mr Ray Stoneley from Lithgow Little Athletics regarding the schedule of junior events.

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COMMENTARY

Mr Ray Stoneley has completed the junior events entry form and this has been uploaded to the Lithgow Flash Carnival website. The race program will be similar to the 2012 Lithgow Flash Carnival with the Eric Arnold Sprint races held later in the afternoon.

RECOMMENDATION TO COUNCIL

THAT Council: notes the information provided.

MOVED: Mrs Michelle Blackley **SECONDED:** Mrs Fiona Van Der Velden

CARRIED

ITEM: 10 REPORT FROM NSW ATHLETIC LEAGUE

SUMMARY

Mr Ken English (General Manager NSW Athletic League) was an apology at the meeting but was available for a telephone conference call. Mr Ken English submitted a report for the committee and this was presented at the meeting. The report included the registration of athletes for the Lithgow Flash Carnival and what athletes and coaches have shown interest in attending as a speaker at the Sports Awards held on Friday 22 February and if any coaches or athletes would be willing to provide informal coaching to the junior athletes on the Saturday morning of the event.

COMMENTARY

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NSWAL REPORT

CARNIVAL SCHEDULED FOR SATURDAY 23 FEBRUARY 2013
Entries close Friday 1 February 2013.

LITTLE ATHS – Coaching Clinic – Friday evening 22 February 2013.

Roger Fabri, NSWAL Trainer of the Year for 2011-12 and Sprint Trainer of NRL teams (Roosters and Panthers) and high-profile individual sports people (Candice Falzon and Todd Carney) will lead a clinic at the Friday evening LA Meeting. He will be supported by other NSWAL people Phil Weston, Bill Edwards and Ken English plus accompanying athletes who will be competing next day.

We would like to know details regarding numbers (approximately), the location and the degree of formality required for the clinic some time prior.

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Fabri would like petrol, accommodation and meal expense reimbursement; there may also be a small consultancy fee.

All these people will stay in the preferred accommodation of the Lithgow Flash Gift, so as soon as we know which establishment this is, bookings will be made.

FRIDAY NIGHT SPORTSMEN'S DINNER

All the people mentioned for the Clinic plus a number of others will be attending the Sportsmen's Dinner on the Friday evening... probably at least 10 people.

ENTRIES

As the closing date is not until Friday 1 February very few athletes have entered so far which is quiet normal; in fact entries will not be finalised until Wednesday 6 February. All this is normal.

There are 8 entries so far.

I have made enquiries with Melissa Breen and Lauren Boden. As the Lithgow Meet clashes with the Athletics Australia (AA) Graeme Briggs Classic Meet in Hobart on the same day I am guessing that Breen and Boden will fly all expenses paid to compete in Hobart, but I won't know for certain until they get back to me.

Josh Ross told me that he would like to have come to compete but he has unfortunately arranged to be overseas at the time of the Lithgow Meet. Ross is arguably Australia's best ever sprinter, having won 6 Australian National 100m Championships, 2 Stawell Gifts including one from Scratch and the Burnie and (this year) the Bay Sheffield Gifts, both from the Scratch mark... an astonishing record !

PRIZEMONEY

As has been normal practice in my many years of involvement with the NSWAL, I outlined on the NSWAL website (www.nswal.com) that in the event of sponsorship being insufficient to cover prizemoney, some prizemoney may have to be adjusted downwards. It is seldom that local organising committees have all the sponsorship funds required to cover prizemoney and other expenses two months out from an event so the procedure outlined is quite familiar; adjustments downwards do not happen often, but unfortunately they do indeed sometimes occur.

I need to know the final prizemoney by two weeks prior to the event so I can effect the appropriate organisational procedures with the Lithgow City Council.

SPONSORSHIP

I would like to know the main sponsors and their details soon so we can give them exposure on the NSWAL website.

I would also like to know the matches of sponsors and the events they are supporting plus names of additional sponsors who may be contributing support to events.

KEN ENGLISH

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RECOMMENDATION TO COUNCIL

THAT Council notes the committee agreed not to pay for coaches for the coaching clinics was not acceptable for coaches or athletes who would already be attending the carnival. The committee believes that this should be a 'giving back' to the sport and to the sponsors including Lithgow City Council for their support of the event.

That Council notes the committee were concerned that there are three other athletic carnivals being held on the same day as the Lithgow Flash Carnival and this may impact registration numbers high level athletes registering for carnival.

MOVED: Mrs Michelle Blackley **SECONDED:** Mrs Fiona Van Der Velden

CARRIED

ITEM: 11 LITHGOW TRIATHLON UP-DATE

SUMMARY

Mr Sean Greenhill (Mountain Sports) provided the committee with an update on the 2013 Lithgow Triathlon.

COMMENTARY

Mr Sean Greenhill (Mountain Sports) has postponed the Lithgow Triathlon to later in the year due to the clash with other running events on the same day at Orange.

RECOMMENDATION TO COUNCIL

THAT Council: Notes the information provided by Mr Sean Greenhill.

MOVED: Mr Danny Whitty **SECONDED:** Mr Ray Stoneley

CARRIED:

ITEM: 12 GENERAL BUSINESS

Mrs Fiona Van Velden (Centennial Coal) offered the services of trainee surveyors to assist with the surveying of the athletics track in preparation for the 2014 Regional Little Athletics Carnival.

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**A special meeting of the Lithgow Flash Gift Committee will be
on
Wednesday 6 February at 4.00pm in the Hartley Building
meeting room**