

Minutes

1. Welcome and Attendance

Attendees	Dan Redman (DR), Katie Lewis (KL), Joe Cory (JC), Tony Gleeson (TG), Tim Bailey (TB), Steven Raidis (SR), George Kidman (GK), Olivia Nunn (ON),
Apologies	Pete Balnaves (PB), Christine Lambert (CL), Heidi Eldridge (HE), Luke Trotter (LT), Sara Fletcher (SF)
Minutes Recorded by	Katie Lewis (KL)

Post Meeting Note (PMN)

2. Racing Club Update

- Avoid using a heavy machine as many irrigation lines and this was an issue in the stables. No issues associated with the forklift that Grand Events used and to increase this usage in 2020.
- Noted ease of working with Belinda Holland and for TG to relay this to the Penola Racing Club.
- Invoices processed all except security and toilets.
- Racing Club toilet signage to be in place for blockages.
- Toilets were raised as an item for review in 2020 as Cup Marquee rarely utilises acknowledging that Coopers Marquee do access these.
- Numbers were down and total attendance in order of 1,000.

3. Super Sweep

- Noted the nuance with the accounting resulting in a reduced result.
- Seating plan outside marquee on entry from 9:00am with sweep ticket table resourced by Cup Committee for pre marquee opening sales.
- Invite Patrons to welcome guests and assist with locating seats from the seating plan.
- Sweep worked well and committed for 2020, \$10 per ticket. Note to keep prizes under \$5k and include a reference sheet citing the float money.

4. Budget and Sponsors

- Sponsorship document to remain unamended for 2020.
- Thank you letter to be hand written and sent with two t-shirts in March
- Discussed the need to arrange a meeting with Presenting Partner 36° South about 2020.

5. T-Shirts

- Cost was \$49 + GST and selling \$69 + GST
- Only one sold in 2019. Sending two to each sponsor.
- Noted that this was included in the post event news article.

6. Catering

- Overall the client service provision by Blanco is exceptional and given the ease of business and provision to date Committee agree to continue to work with Blanco given the size of attendance.
- Breakfast was delayed by an electrical fault – note feedback to date has not expressed dissatisfaction with timing. Noted overall the line up for food was very streamlined and

it appeared to be much quicker than 2018. Again no concerns raised in survey feedback.

- Blanco noted that the inclusion of lighting worked well.
- Changes proposed for Blanco debrief are as follows:
 - Breakfast requires a different bread (sourdough seemed stale)
 - Main requires more colour and propose scotch fillet beef roughly 1.5cm thickness and chicken with red wine jus and a pumpkin salad and cauliflower/green salad with chat potatoes
 - Afternoon tea – treats no change.
- Suggestions for consideration: Tamara Sealy, Limoncello Van expressed interest in participating and raised whether other caterers such as Kirby Shearing may be considered. Review further at next meeting.

7. Imperials Auction

- Accent Wine Packaging imperial wooden boxes were well received and official thank you to be provided given the short turnaround. All happy to maintain in 2020.
- The email received from TK Furniture was read to the Cup Committee and noted no response was received in regard to offer to meet. No further action required.
- Label size needs to be reflective of the imperial. MCC to be briefed.
- Auction requires a new auctioneer. Options to be explored and tabled at the next meeting. Sam O'Connor – Mount Gambier auctioneer raised as an option.

8. Wine & Bar

- Approximately 1120 / 1150 bottles consumed. Overall the ordering was commensurate with consumption.
- Bar is to be kept as per 2019 configuration with 500ml water bottles in eskies throughout the marquee for ease of access and reducing the need to keep cool at the bar.
- Ice order to increase to 200 bags
- 4 eskies were made available from Christine – Thank you Prince of Wales voucher \$100 to be arranged. Confirm if we can borrow again in 2020.
- 2 x eskies 120 litres from www.techniice.com to be sourced and allocated to 2019 P&L.
- 2 coolrooms - CV Coolroom worked really well and Uneed returned as per arrangements.
- Updated branded aprons quote to be brought back to the next Committee Meeting for 2020.
- JC to confirm with Hollick re: use of bar.
- Noted while the water was perceived to be of poor quality; the alkaline nature is actually good for you "A party for your insides!"

9. Ticketing

- 531 Members sold to 29 member organisations, 98 public tickets and 91 were sponsors, cup committee, patrons and invited guests.
- Keep ticket price the same in 2020
 - PUBLIC \$210 - SPONSORS REDUCED RATE \$195 - MEMBERS \$175
 - Noted that each ticket in addition to food and wine costs has race entry has the following costs: \$12, book \$4 and wrist band \$0.05.
- No change to ticketing portal at this stage.

10. Decorations

- Cup Committee generally happy with decorations and this was supported by the survey feedback. Noted one member considered the paper table runners and plastic chairs to be substandard. For an event of this scale it is important to consider the items, comfort and practicality for price commitment.
- It was noted that Jane is happy to be involved on 16 January 2020 for one more year. Cup Committee agreed to increase the fee from \$200 to \$500 and a total of \$1000 for two.
- Decorators payment has been made and invoices received for cup P&L allocation.

11. Tent/Furniture

- Grand Events (formerly Warrnambool Party Hire) installed and packed down the marquee. Furniture and equipment was required to be erected by the Cup Committee due to the air conditioning not being supplied as scheduled. Noted that the pegs were inadvertently taken back to Warrnambool. PB arranged pegs. Grand Events contacted the office on 25 January to debrief noted tablecloths to be left in a tub next year not in bags and they will send through a quote further to our request including air conditioning provision. Noted in meeting that if possible it is preference of racecourse to delay the erection of tent to week of Cup due to grass watering.
- Cup Committee noted that the TAB marquee is to be a 3m x 2m not 3m x 3m enabling direct match to the bar.
- The change to the air conditioning delivery timeframe impacted on the level of work required by the Cup Committee and this was further compromised on Monday when Cup Committee could not fulfil the schedule that had been communicated. Noting some members had competing priorities. Cup Committee expressed concern that the GOM Participants did not pack down items that could have been addressed post Saturday. It was noted that there were four Cup and GOM participants that were involved this year.
- Noted that for Cup Committee's health and safety that the outsourcing of airconditioning is explored with Grand Events to enable all infrastructure to be installed and packed down. Quote to be sourced for the next meeting.
- Overall aim is to minimise the physical pre and post cup efforts of the Cup Committee.

12. Outside of Tent

- Consider picket fence at entry.
- Toilets TBC
- Coffee van location to be considered – potential to include at the front of the marquee as a welcoming initiative.

13. Photos

- Photos and video provided by Astyn – all were happy with the content and we should consider locking Astyn in for 2020.

14. MC

- Survey feedback on MC was excellent and Cup Committee expressed some concerns that some references were inappropriate and treading a fine line given the current climate. MC to be thanked and note the above feedback.
- It is time to explore MC options. Options to be tabled at next meeting.
- Merrick Watts raised as a potential especially if GOM Comedy in Coonawarra proceeds.

15. Marketing and Promotions

- Not discussed in detail. All happy with the initiatives noting however the AR may not have had as much traction on the day. However the opportunity remains to share the tags in bottle shops.

16. Transport

- Buses – Survey and written feedback seeks a review of buses and noted that on the day the timing of arrival was better however there were some concerns the night prior to the cup as our Bus provider was anxious and seemed unaware of the plans in place.
- Bully's bus quote to be sought. Along with any other options. Table at next meeting.

17. Pack Down

- As per above, Cup Committee deem greater involvement in packdown by GOM participants. This will be explored in March when that event is reviewed.
- It was noted that those allocated to roles could not participate on Monday resulting in less

resources and there were only a limited number of Cup Committee present resulting in increased workload for those there.

18. General Business

- Launch dates TBC for maximum attendance and promotion purposes.
- Music well received.
- Sound worked well.
- Waste by Veolia – worked exceptionally well and thanked on Friday.
- Risk assessment review went well on site and same process to occur in 2020.

19. Cup Committee

- Resignations received from:
 - Dan Redman provided his resignation and Mikey Redman is proposed.
- Joe Cory provided his resignation and Jenn Hubert is proposed with support by Hannah.
- Proposed new members were accepted by the Cup Committee.
- Tim Bailey advised 2020 is his last year as Chair.
- Cup Committee to consider who will step into the Chair role in 2021.
- Pete Balnaves may also be stepping down from the Committee - TBC.

Next Meeting – Friday 19th April 4:30pm to 5:30pm Venue TBC