

Rotary Club of Melton Mowbray

Santa Fun Run Team Meeting 2013

Minutes of Meeting – 14th November 2013

Venue – Ron's House

Time – 6.00pm

Team – Ron Edwards (Team Leader) Julia Hinds, John Dehnel, Bill Hill, Eric Hall, Bill Clancy, and Geoff Goodwin.

Apologies: Bill Clancy, John Dehnel, Bill Hill, Eric Hall and Julia Hinds

Minute Approval: Yes

Matters Arising: None

Event Location: Melton Country Park

Date & Time: Melton Country Park @ 11:00am Sunday 8th December 2013

The following assignments were allocated to each team member.

- 1) Team leader of event and MC on the day – **Ron**
Action -

- 2) PR co-ordination, print and digital marketing & Dog show co-ordinator –
Julia and Bill Clancy.
Action -

- 3) IT, registration format, internet and arrange St. John Ambulance – **John**
Action -

- 4) **Geoff** – Minutes, Event Manual, Health & Safety, Risk Assessment & Method Statement, Rotary Insurance, start & finish banner, tape to funnel runners at the finish, road & event signs.
Action -

- 5) Attractions planning, car parking, marshal co-ordinator, Start & Finish times on the day and medal distribution – **Bill Hill.**
Action -

- 6) Sponsorship co-ordinator and event starter – **Ron**
Action –

- 7) **Eric Hall** - Leaflet distribution co-ordinator for shop front advertising, banners etc and sponsorship board on the day.
Action – Prepare leaflet and poster design ready for distribution.

Based on various emails received from the team, it is assumed all team members are ready and clearly understand what they have committed to do on Sunday 8th December 2013, hopefully to create a smooth and enjoyable Santa Fun Run 2013.

To make sure every things in place and ready to go go. Can all team members attend a final meeting please.

Next Meeting:

Venue: Melton Park Café
Date: Saturday 7th December 2013
Time: 10:00am

There being no further business Ron thanked me for being under the influence of some quite nice red wine and thanked himself and wife, Jo-Anne for hosting the meeting and for excellent hospitality – hick!