

Rotary Club of Melton Mowbray

Santa Fun Run Team Meeting 2013

Minutes of Meeting – 24th October 2013

Venue – Sysonby Knoll Hotel

Time – 6.30pm

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

Apologies: Bill Glancy & John Dehnel

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.

8) **Special Information :-**

Santa Fun Run Poster to have entry form printed on reverse.

Leaflet dropped to be A5 size.

Distribution date to be 1st October.

Melton Lights - 29th November.

Victoria Fare - 1st December.

Craft Fare - 23rd November

Twin Lakes - 2nd November

Thorpe Arnold Bonfire Night 5th November

AOB

- 1) **Send minutes via PDF.**
- 2) **Swift Fox cabs - £100 sponsorship.**
- 3) **Dog show – To be managed and sponsorship by Pets at Home.**
- 4) **Twitter site revamped.**
- 5) **Risk assessment completed.**
- 6) **27 Number registrations to date.**
- 7) **Julia has made various contacts with different groups and hoping for a good response.**
- 8) **Start & Finish banner – Geoff to check location whereabouts.**
- 9) **10 number sets of 3 road signs to be printing in A3 size by Ron and given to Geoff. (Ron & Eric to agree signage) Geoff to provide sign boards and install to all major road incoming route's to Melton Mowbray. Note – Double sided at Leicester Road Industrial Estate and Twin Lakes/A 607 area. (MELTON SANTA FUN RUN) (8th DECEMBER 11:00am) (MELTON COUNTRY PARK)**
- 10) **Additional mini events to be arranged - John.**
- 11) **It was thought that it would be a good idea if a video could be recorded at this year's event – Bill to arrange.**
- 12) **In addition to the video it was agreed to arrange a photographer – Julia.**
- 13) **Collection of money via buckets etc. – Bill to arrange. We also need to apply for a licence to collect monies in this way – Eric to arrange.**
- 14) **Fund raising guru Marion Munrow – Julia, On-going.**
- 15) **Starter on the day – Julia, On-going.**

Next Meeting:

Venue: Sysonby Knoll Hotel
Date: Thursday 14th November 2013
Time: 6:30pm

There being no further business Ron thanked everyone for getting involved and also thanked the Sysonby Knoll for hosting the meeting and for excellent hospitality.