

# Minutes

## Seniors Reference Group Meeting

1<sup>st</sup> December 2022  
2 – 4pm



camden  
council

## ORDER OF BUSINESS

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## **MEETING COMMENCED AT 2.00PM**

### **PRESENT**

Christine Crooks, Keith Maddock, Val Moskvitch, Maria Campton, Blair Avila, Frere Mauger & Stephanie Georgy

### **ACKNOWLEDGEMENT OF COUNTRY**

Keith read the Acknowledgement of Country.

### **APOLOGIES AND LEAVES OF ABSENCES**

Lisa Grimson, Melody Chime and Cr Peter McLean.

### **DECLARATIONS OF INTEREST**

Nil

### **CONFIRMATION OF MINUTES**

Previous meeting minutes Maria moved the motion to pass and Val seconded the motion.

### **BUSINESS ARISING**

- Action items list for the Valentine's Day Concert, Macarthur Student choir to sign first to be amended in entertainment.

#### **1. REPORT TITLE**

##### **Christmas Concert – Carrington Christmas Lunch**

Group working through last minute plans for Carrington Christmas lunch on the 9<sup>th</sup> Dec 2022.

- Current ticket sales are at 44. Max ticket sales capped at 50, so near to capacity.
- Carrington have made gift bags for each person, they are currently at Carrington. We still need to add a notepad to gift bag refer to action items.
- Mr and Mrs Claus to still go ahead on day, group agreed this was a very important and fun part of the event.
- It was agreed that food would be provided for the performer Annette.
- Confirmed that the Mayor was invited to event.
- There will be an AV Tech on hand at event called Kent. He will call us to confirm that he will be there so AV is all sorted for the event.
- Confirmation of Keith to MC event. MC notes to be completed with help from Lisa.
- It was agreed that we should look to add something fun to goodie bag – TBD (box of chocolate or fruit cake)
- Lucky door prize to be organised. It was agreed that we would go with pudding or small cake. Each guest will get a ticket at the door, and we draw the tickets for the winners.
- Confirmed Ushers: Val and Blair

- Risk assessment to be completed of the venue and event (Parking is ample, disabled access , ramp to toilets which are accessible. Venue is flat no stairs or steps)
- It was agreed that start time for setup would be from 9am.
- 

**Actions Items:**

<b>Task</b>	<b>Responsibility</b>
Contact home quarters to put on hold 50 diaries to have back up if we are unable to get them through Melody.	Maria
Email Melody to follow-up on diaries for goodie bag.	Frere
Follow-up with Mayor PA to confirm attendance on day	Frere
Follow-up media release/ publicity of event	Blair &Frere
Organise lucky door prizes	Maria, Lisa and Frere
MC notes	Keith and Lisa.
Fun item for goodie bag	Blair and Frere
Confirm fee amount to advise Christine – Entertainer	Lisa
Project plan to be sent to Blair	Christine

**Seniors Festival 2023 Planning / Valentines Day**

- The civic centre is booked. The date is confirmed and MC confirmed.
- Current Program as below:
  - 10am  
Introduction, housekeeping, Acknowledgment of Country and Intro to mayor (Keith)
  - 10:10am  
Introduction of Stephen Wheatley who will MC event and introduce the acts.
  - 10:15am  
Junior Choir from Macarthur Anglican School
  - 10:30am  
Annette Van Roden
  - 11:30am  
South Pacific Island Troup
  - 12:10pm  
Lunch – Sandwiches, tea, coffee, water plus heart shaped cake or cookie TBC
  - 1pm  
Tony Martin – Love Songs
  - 1:40pm  
Conclusion with Stephen Wheatley

- Order needs to be completed of sandwiches through the civic centre.
- It was confirmed that heart shaped cake or heart shaped chocolate to be purchased for each guest but must be wrapped individually.
- It was agreed that seating in rows would enable guests to place their food and drinks in front of them. This would be using the long tables.
- Confirmation needed for an AV technician on the day to assist with the event.
- The expected numbers for attendance are 250-280 .
- It was agreed that marketing for event is to start in January.
- It was agreed that the cost would remain at \$5 per person.
- Use of booking system Trybooking for group bookings.
- It was agreed that it is a good opportunity to advertise and promote volunteering opportunities for the Senior reference group at this event.

**Action Items:**

<b>Task</b>	<b>Responsibility</b>
Marketing for event and comms plan	Blair, Frere and Lisa
Tables available at civic centre	Lisa
Book AV Tech for event	TBC
Promotion for volunteering opportunities within seniors reference group	Stephanie

**GENERAL BUSINESS**

- It was agreed that these would be the events for 2023:
- Valentine's Day 14<sup>th</sup> Feb 2023
- Volunteer Week – Senior Volunteer connection opportunity. W
- Christmas in July 1<sup>st</sup> July – Start July
- Spring Lunch Late September
- Christmas in Carrington Early December

**Action Items:**

<b>Task</b>	<b>Responsibility</b>
Confirm Camden festival dates	Frere
Look into opportunities to connect senior volunteers together during volunteer week.	Stephanie

**MEETING CLOSED AT 4PM.**