

Minutes

Seniors Reference Group Meeting
Online Zoom Meeting

6th October 2022
2 – 4pm



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MEETING COMMENCED AT 2.00PM

PRESENT

Blair Avila, Kate Ellul, Lisa Grimson, Brooklyn Wickham, Christine Crooks, Keith Maddock, Val Moskvitch, Maria Campton.

ACKNOWLEDGEMENT OF COUNTRY

Blair Avila read the Acknowledgement of Country.

APOLOGIES AND LEAVES OF ABSENCES

Cr Peter McClean, Melody Chime

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

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

BUSINESS ARISING

Nil / That the business arising be noted.

1. REPORT TITLE

Gledswood Seniors Lunch Event

Event seating chart is prepared including dietary requirements, this seating chart print out will be used on the day at welcome to ensure seating. Risk assessment has been completed. Christine completed report by highlighting the event outline and plan, the invoicing requirements, and bookings. Event is booked out. Christine made thanks to James for leading the execution of this lunch event.

Seating Chart Spreadsheet

Number's need to be put on tables to ensure people know what table they're on. Spreadsheet with tables charts needs to be printed

Jobs

First welcome and marking off spreadsheet – Christine, Kate
Usher to tables and seats –
Parking –
Welcome to advisory group and Council – Blair & Keith
Information provided by advisory group and future – Keith
Medical support – Attending council staff who are first aid trained

Run of Events

Reference group and other attending staff arrive at Gledswood Hills at 10:00am. Blair will give the Toolbox talk, outlining the day and a quick run through of the event. When

guests arrive, they will be greeted and welcome at the door by Christine and Kate then ushered to their tables and seats by Maria, Blair, and Lisa and Brooklyn. The introduction and welcome and housekeeping announcements will be made of the mayor or a council representative. Melody will do the acknowledgment to country. Honey sippers commence the first set at 11:00am to 12:00pm and lunch served at 12pm by Gledswood Hills staff, then Honey Slippers have lunch from 12:00pm to 1:30pm. Reference group representative, Keith will speak and provide information on what the group does, and advice opening for Group members.

Carrington Christmas Lunch

Christmas lunch event has a maximum attendee number of 100.

Reference group has put together information in a document and send it to council to go through to graphics for development. Christine needs to put together information on event and send it though to council staff.

Trybooking needs to be arranged for booking to open on the 1st of November. All agreed that no raffle will take place because there is no need to raise money for other organizations. Event entertainment need to be organized and booked, Christine will call Glenda and Carol for entertainment, if not available will follow up other options.

Action Items:

Previously

Small gifts were given to attendees – (dairy for \$3.50 each), cost being a factor to be able to offer this.

Keith and Maria have previously been Santa ad Mrs. Claus. Keith and Maria already own or have organized both a Santa and Mrs. Claus costume – just need to pick when needed.

To Clarify

If Carrington provide decorations for tables

What meals will be served and what the cost of these meals is

Risk assessment needs to be completed for Carrington – Blair.

Awaiting legal to conform T&Cs are approved.

Elder Abuse Awareness Session and Coasters

Evening session scheduled for the 3rd of November from 6pm to 8pm. Previous sessions haven't had a lot of shows, so planning to promote it better this time, Keith spoke with Lion's members who feel this is a great program and could be promoted via their networks as well. Council will provide light refreshments.

Action Items:

n/a

Seniors Festival 2023 Planning

Event is hosted by Camden Civic center with light refreshment for the day.

Valentine's Day Concert

Musicians need to be booked – Maria had a contact list of musicians to explore options. Concert needs to be packaged prior to Christmas.

Action Items:

Maria and Christine to find entertainment for the event.
Tasks to be discussed for the day.

Attracting New Members to the Seniors Reference Group

At the Seniors Spring lunch, the Senior Reference Group – volunteers/Staff to go around to tables and speak to people to promote other upcoming events and speak to them about other opportunities.

A flyer to be made to be handed out at Café Connects – (councils' arrangement).
Word of mouth – members who may be able to promote to their networks and connections.

Names that are recommended go to Council to be endorsed.

People can join on a casual basis – attend meetings to see if this is something they wish to be part of.

GENERAL BUSINESS

Gordan and Janice have recently resigned.

Group discussed efforts to ensure a diverse range of seniors are supported to engage in programs.

MEETING CLOSED AT 3.22PM.

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