



MEETING MINUTES

Meeting Name:	150 th Relay Committee	
Meeting Location:	Council Chambers	
Date / Time:	March 13, 2017	7 p.m.
Minutes Prepared By:	Councillor Heather Lang, Chair	

1. Purpose

To plan 150th relay

2. Attendance

Name	Present	Name	Present
Councillor Heather Lang	Y	Georgia Quinn	Y
John Brady	Y	Roger Robertson	regrets
Andy Kalnins	Y		
Jason Marshall	Y		
Nicci Murray	Y		

3. Agenda

No.	Subject	Responsible
1	Call to order/Welcome/Attendance	HL
2	Adoption of Agenda, with amendments/additions; approval of minutes	HL
3	Relay name	All
4	Bandanas for participants	AK
5	Guinness Book of Records	JB
6	GPS & GoPro camera	All
7	Relay – map out route sections	All
8	Next meeting/Adjournment	All

4. Action Items:

No	Actions, Decisions and Important Issues	Responsible	Status	Closure Date
1	The meeting was called to order at 7 p.m. by Chair Heather Lang, followed by introductions of committee members. Attendance was taken by Chair Lang. (Note: The meeting was held March 13 instead of March 6 due to weather.)	HL	Open	
2	Chair Lang welcomed everyone to the meeting of the 150th Relay Committee. Agenda reviewed; changes/additions made. Moved by Georgia Quinn, seconded by Jason Marshall. CARRIED.	HL	Open	
3	The committee reviewed the relay name suggestions. All felt that including 'rural' could have a negative connotation and agreed the official name should be: <i>McNab/Braeside Relay 150</i> Moved by Andy Kalnins, seconded by John Brady. CARRIED.	ALL	Open	
4	Bandanas: Andy Kalnins showed samples of fabric swatches with maple leaves on them (various patterns). The bandanas will identify relay participants and serve as a memento of the event. The colour/pattern has to be visible. Discussion around what group/who might sew the bandanas on a gratis basis. ACTION: ANDY KALNINS TO PURSUE SENDING REQUEST TO THE NEIGHBOURHOOD LINK FOUNTAIN, WHICH BENEFITS FROM PROCEEDS FROM THE ANNUAL TARTAN TUFF TREK. Cost of material: The committee discussed costs, and asked for a complete breakdown for an upcoming meeting. ACTION: ANDY KALNINS TO PROVIDE COST ANALYSIS, BASED ON 150, 250, 350 AND 500 PARTICIPANTS (TWO DIFFERENT LENGTHS, FOR ADULTS AND CHILDREN). Moved by John Brady, seconded by Jason Marshall. CARRIED.	ALL	Open	
5	Guinness Book of Records: Nothing to report. Different modes of transportation (criterion for Guinness application): John Brady had circulated a list of potential modes of transport, which committee members added to. List was reviewed, and additional items added. This list will help guide the committee moving forward.	JB ALL	Open	
6	GPS & GoPro Camera: Discussion about recording the route using the GPS feature on a cellphone, as well as on using GoPro cameras to record parts of the relay. John Brady asked whether we want a video recording of the event; if so, a camcorder is a better option. Using a drone was suggested (Andy Kalnins has emailed Mike Nolan, the county paramedic). Georgia Quinn mentioned there is a little video business in Burnstown, where the two young partners are using a drone to create videos for businesses. Moved by Andy Kalnins, seconded by Jason Marshall to invite representatives of the business to the next meeting. CARRIED. Re GPS: Having the route captured will be a historical record. There would be no cost to strapping a GPS onto the baton.	ALL	Open	

4. Action Items:

No	Actions, Decisions and Important Issues	Responsible	Status	Closure Date
7	<p>Relay: Using a flip chart, the relay route was broken down into sections, with captains assigned to each section.</p> <p>ACTION: RELAY ROUTE CAPTAINS TO FLESH OUT DETAILS FOR THEIR CORRESPONDING SECTIONS, BASED ON:</p> <ul style="list-style-type: none"> • MODES OF TRANSPORT • CONCEPT • TIMING • # OF PARTICIPANTS <p>CAPTAINS FOR SECTIONS #1 AND #3 TO PRESENT DETAILS AT THE FIRST MEETING IN APRIL.</p> <p>Baton: John Brady will discuss baton concept with Dub Juby.</p> <p>Running Group: Andy Kalnins mentioned that members of a running group are interested in doing the entire relay. The committee did not see an issue with this, as long as they remained discreet.</p>	ALL	Open	
8	<p>The meeting adjourned at 8:10 p.m.</p> <p>Moved by John Brady, seconded by Georgia Quinn. CARRIED.</p> <p>The next meeting is scheduled for March 20 at 7 p.m. <i>No further action is necessary.</i></p>	HL	Closed	03/13/2017