



13 - 14 March 1993

Victorian Rally Services Pty Ltd
11 Richards Avenue
Croydon Vic 3136
A.C.N. 006 897 016
Telephone (03) 725 8222 (BH)
(03) 723 2480 (AH)
Fax (03) 725 3833

Minutes of Healesville Stages General Committee meeting held 4 February 1993 at the Cuthbert residence.

Present: Glenn Cuthbert, Gary Hodgskiss, Keith Morling, Stuart Lister, Jenny Cuthbert, John Brann, Ken Ash, Col Hardinge, Steve Burton, Jenny Ellis.

Apologies: Brian Asher, Alan Patterson, Bob Buck, Suzi Wiseman

Meeting opened 8:15 pm

1. **Spectator points.** We need to work out how to do the diagrams. John and Gary recommended that they not be drawn on the computer but be drawn by hand and scanned in. Glenn to speak to Paul Lechner. We need to get the spectator guide finalised so that it can be printed and distributed in time. We need to decide what other information will be included apart from the basic spectator area diagrams and directions. Snap have quoted \$1080 for 2500 guides 24 pages A5 size. Keith has been speaking another Snap outlet about ID cards, so it probably be best to put all the work through the one outlet. Keith and David to liaise. Guides to be sold for \$2. This is definite.
2. **Safety.** Col circulated draft version 2 of the safety plan. There are still a few details to be filled in such as stage commander names, and some phone numbers. Glenn to contact Neville Wilmott for location details of police stations. John to supply a copy of the master running schedule to Col for inclusion in the plan. Next meeting of the safety sub committee Tuesday 16 February. Ken Ash to attend representing the road directing team.
3. **Equipment.** Steve will be making the officials huts and the base plates for the control boards. We will need hundreds of base plates and we may not have time to a) make them b) put them out, but we must do it somehow. We will have to spread the welding work around, and organise many people to place them. Steve has organised a couple of reliable assistants to help with the collection and distribution of equipment. We will need to find a central storage area for the equipment to make it easier for distribution. The Shire depot was suggested. We will need to pre pack the equipment for each stage. Clocks will be included with the equipment. They will be charged up before the event and should last the whole event. Jenny Ellis has organised 7 km of telephone cable in return for some freebies. Stuart wants a passage control board because the Shell service station is called up in the route instructions.
4. **Service Instructions.** Stuart has all the details. It just has to be formalised. Stuart to give Jenny a copy so that the catering at the service points can be organised.
5. **Route Instructions.** It will take a couple of weeks to do the tulips once they have been finalised. In the meantime work can commence on the text.

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6. **Publications.** The covers have been organised. All A4 except for spectator guide which is A5. Everything to be red spiral bound by GBC. We need to know quantities and sizes so that GBC can order supplies. Gary to find out prices of printing at Nunawading Council.
7. **Bulleen.** We will be contravening the planning regulations if we run a competitive stage. Apparently if we run a media day there we will be OK. We will talk to the Yarra Valley Country Club which is across the road about some sponsorship, i.e. a free feed for the journos.
8. **Sports Ground.** Greko have quoted \$62.40 per day for a 3 phase 15 kVA trailer mounted generator.
9. **CAMS.** There will be a meeting next week about the \$110 per car fee.
10. **Road cards.** David and Ken Cusack have been working on the format of the road cards and control cards. There will be a separate book of cards for each section (between re-groups). Although stapled paper sheets with a cardboard back may be a bit flimsy, it will be the easiest to make.
11. **Practice day.** We must make sure that as many people as possible attend this. 4 clocks will be needed.
12. **Officials.** Gary to investigate borrowing some scheduling software from Nunawading for the purposes of tracking officials.
13. **Post post event function.** There will be a function at Pancakes On The Mountain at Sassafras on Friday 19 March for the organising committee.
14. **Sweep cars.** It was proposed that we used Tayel. They can organise themselves and it would be one less thing for us to do. Ken Ash to ring John Rawson. We will give them hats, shirts, and some fuel. They will also collect the control cards.
15. **Healesville Show.** We need 2 cars for a display at the Healesville Show on 20 February.

Meeting closed 11:20 pm

Next meeting Wednesday 20 February 1993