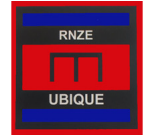


# The Sappers Association [NZ] Inc



## 2023 Sappers Day Auckland Region - Project Execution Team - Formalisation

**Date and Time subject to change according to your availability.**

Please advise the Chair, Peter Mellalieu, +6421420118

### **Purpose**

1. To formalise the project execution team for the forthcoming Auckland Region Sappers Day, Sunday 15 October
2. To clarify and resolve roles, responsibilities and jobs to be done
3. To progress event announcements, media materials, VIP invitations, programme and runsheet
4. To budget and control resources
5. To schedule and commit support personnel, significant performance roles and VIP guests

### **Previous minutes and related documentation**

1. [Event Announcement: Sappers Day Auckland Region 2023—Parade and Service for Everyone](#) (2023, October 15). The Sappers Association [NZ] Inc | TidyHQ.
2. [Project planning, development and budget \(GDOC\)](#)
3. [Sappers Day Project meeting June 2023](#)
4. [President's meeting - July 2023](#)

When 2023-08-22 at 07:00 PM

Conferencing Join via Zoom  
<https://us02web.zoom.us/j/5810728504?pwd=QStCRVdXcENLN3Z6bIVnMlhKbUpYdz09> (ID: 5810728504)

Present Paul Baragwanath , Peter Mellalieu (DM Auckland, Chair Northern, Zoom Wizard) , Joe Rae

Unconfirmed Chris Leech

# Agenda

Item		Owner	Item	Time
1.	Welcome to new team members	Peter Mellalieu	For Noting	5 min
2.	SITUATION REPORT	Peter Mellalieu	For Noting	5 min
2.1.	Previous Meetings. See Description / Previous Minutes	Peter Mellalieu	For Noting	5 min
2.2.	Event announcement #3 <a href="#">Sappers_Day_2023_Poster_Version_3.pdf</a>	Peter Mellalieu	For Noting	
2.3.	Jobs to be done	Peter Mellalieu	For Action	
3.	ROLES AND RESPONSIBILITIES	Peter Mellalieu	For Discussion	25 min
3.1.	Event director	Peter Mellalieu	For Noting	
3.2.	Programme. Vision, design, print, digital	Peter Mellalieu	For Discussion	
3.3.	Operations, Runsheet, budget, VIPs, Parade	Peter Mellalieu	For Discussion	
3.4.	RNZE 2 Field Squadron. Parade and Support	Lily Feng	For Action	10 min
3.5.	Refreshments. Rum, morning tea, lunch	Lily Feng	For Action	
3.6.	Stakeholder liaison (Sponsors, Local RNZE, City Rail Link, NZ Army, NZ Defence, Allied and Merchant Services...)	Lily Feng	For Discussion	
3.7.	Event publicity, media release, poster design, invitation design, brand	Lily Feng	For Action	
3.8.	Special invitations (Patrons, VIPs, Miners, allied services, RSL, RSA)	Peter Mellalieu	For Action	
3.9.	Stakeholder liaison (St David's Memorial Church)	Joe Rae	For Discussion	
3.10.	City Rail Link tour	Peter Mellalieu	For Noting	
4.	PROJECT PLAN	Peter Mellalieu	For Discussion	15 min
5.	BUDGET, WAYS AND MEANS	Peter Mellalieu	For Discussion	15 min
6.	JOBS TO BE DONE	Peter Mellalieu	For Action	10 min
7.	NEXT MEETING	Peter Mellalieu	For Noting	5 min
8.	PROCESS REVIEW	Peter Mellalieu	For Discussion	5 min
9.	MEETING ENDS			

*End of agenda.*

*Summary of matters arising are tabled on the following page.*

# Minutes of 2023 Sappers Day Auckland Region - Project Execution Team - Formalisation on 2023-08-22

## Summary of Attachments

### Attachments

Item	File Name
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2.2.	<a href="#">Sappers_Day_2023_Poster_Version_3.pdf</a>
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*Attachments can be found under your TidyHQ admin account at:*

Storage > Meetings > [2023 Sappers Day Auckland Region - Project Execution Team - Formalisation](#)