



Meeting Minutes for Wednesday 8th August 2018

Attendees: Kelly Seaburg, Florence Besson, Mika Wilson, Liz Cannon, Huigenia Ostik, Rachel Rohloff, Lucy Naylor, Rachel McDonnell, Cath McNellan, Chris Wilson

Apologies: Andy Abraham, Candice Vernon

Agenda:

- 1) Approval of the 4th July 2018 minutes
- 2) Finance update
- 3) Updates on events/activities:
 - Sausage Sizzle (5th July)
 - Kids disco (2nd August & 29th November)
 - Family Movie Madness at The Vic (26th August)
 - Pie Days (31st August, 28th September, 26th October, 30th November)
 - School Open mornings / Welcoming new parents (5th September)
 - John Parsons – Cyber safety evening (6th September)
 - Quiz & Auction Night (22nd September)
 - Adidas Fun Run (October)
 - Cocktail Evening at Sculpture on the Shore (2nd November)
 - Xmas Hampers (November)
 - Children's Art Day (November)
 - Devonport Xmas Parade (2nd December)
 - Golf Day (4th April)

Minutes

- 1) Approval of the 4th July 2018 minutes
Approved
- 2) Finance update
No finance update - to be dealt with out of committee.
- 3) Updates on events/activities:

Sausage Sizzle (5th July)

Lead: Kelly. \$1,000 revenue. Next one last Thursday of next term (Thursday 20th September). Franks sausages to be purchased this time.

Kids disco (2nd August & 29th November)

Lead: Kelly. \$1,700 revenue. Add-ons this year: baking, popcorn, neon face painting, pizza. Nice to have for next time: extra brooms, 2 pans and a brush, 2 extra inside rubbish bins. Teachers on the door. Continue with Year 3s included in Senior disco with option for parents to take them to Junior disco if they so wish.

Family Movie Madness at The Vic (26th August)

Lead: Liz. Spike Lee film BlacKkKlansman for the parents and a Disney Classics Double Feature of 101 Dalmatians and The Lion King for the children. Arrive by 2.30pm. Adults: 3.05pm-5.20pm upstairs (max. 180 seats). Kids: 3pm-5.25pm, with a 10 mins interval (max. 132 seats) with children being supervised at all times (parents welcome to attend with their children). Family event / getting the community together: both children and parents attending (not intended to be a drop & run). \$3k estimated revenue. Tickets exclusively available to SBS families and friends until Monday 20/8 with final day to purchase Thurs 23/8. Multiple choices available on kindo (movie, drink, cheese platter, popcorn/ice cream/lollies and 2 family

meal deals). Helpers (adults and juniors) needed at the doors, outside the upstairs theatre, outside and inside the downstairs theatre (at least 4 adults and some juniors in kids theatre) and at the main entrance door. Liz to prepare a run sheet and assess how many helpers required (adults and maybe juniors enrolled in Duke of Edinburgh programme?). 20 tables in total for meal deals between Manuka and Spice Traders. Plan to approach Dixie Brown if tables get sold out.

Pie Days (31st August, 28th September, 26th October, 30th November)

Lead: Rachel. Kelly to do the flyer and Rachel to distribute the pies. Parents pre-order via Kindo.

School Open Morning / Welcoming New Parents (5th September)

Lead: Candice. Open the school to all the ECEs on the peninsula -children and parents. Parents coming in the hall 10.30-11:30am for morning tea. Welcome baking stand for new parents, chat and mingle. Have cookbooks on display and e.g. the Raspberry Coconut Cake and Rocky Road to give away as samples (with cookbooks open on these recipe pages). Maybe have Cyber Safety and Quiz Night posters on display. FOSB coms and cookbook flyers going into new parents pack. Also Quiz night flyers & recommend New Parents Table as a chance for them to socialise over drinks on Sept 22 before their child starts.

John Parsons – Cyber safety evening (6th September)

Lead: Huigenia. Tickets are \$15 (includes a beer, wine or non-alcoholic drink and pre-event platters) and can be purchased on Kindo. Doors open at 6pm. John speaking from 6.30-8.00pm. Cash bar available during and after the talk. Tickets are on sale exclusively for SBS parents until 23rd August, thereafter tickets will be made available and advertised to the wider community (e.g. via Lucy into other school newsletters, Facebook, Posters in the community). Looking into cheese platters options via Fonterra and wine options via Pack & Save and New World (John Orr). Brand the event as the first in a series: *SBS Masterclass* - a programme of interesting, thought-provoking talks to help build community and raise the school profile. Hall can fit up to 1000 people so could open up to the wider community next time around (this time, special alcohol license specifies 250 people).

Quiz & Auction Night (22nd September)

Leads: Cath & Flo. Only 6 weeks and 3 newsletters to go. Target is 185 attendees and \$25k revenue. Progress on track. Great auction items still coming in. Flyer ready, suppliers being booked (MC, DJ, Photobooth, Quiz). Six round quiz with a twist (one extra special SBS round - Rachel McD to assist). Sponsorship: Lucy confirmed funds received from Linda (\$1,500+GST), who cannot attend the event and will not be taking up her table of 8. Experienced auctioneer confirmed with Linda - Flo to provide timing and live auction details closer to the event. Lucy to speak on behalf of Linda on the night. Full page advert in the Flagstaff (Cath to liaise with Peter on this) - negotiate best placement for the ad plus post-event news article. Lucy confirmed X4 EFTPOS machines available. Comms: we have the date (and theme) out to parents. Need major ramp up of comms for ticket sales from 1st September (to be booked for Kindo via Liz S). Everyone to spread the word and put a table together each. Alcohol license: Lucy is the event manager. Flo to provide names and photo IDs of people on the bar (James, Rachel, Hamish, Liz, Delphine?). Lucy & Kelly to check license signage requirements and update signage / posters for the night. Stage/podium/stand to be sourced - Rachel to look into this, also remote wireless clicker for MC to present quiz. School assembly date to be moved from Fri 21st Sept so hall is clear for set up and decorations (could look into School Production items stored under the school). Call for helpers with list of jobs to be posted on volunteers fb messenger (pre-event: hall set up/decorations, bakers for dessert table, on the night: spotters, quiz answer sales, silent & live auction payments team -Andy and Liz S (who have both agreed to it, provided Liz S no longer required on the bar). Post event: cleaning up on the night / next day and washing dishes - Rachel to find student volunteers to come in on Sunday morning).

Adidas Fun Run (being moved to T1)

Kelly to find a lead in Oct and timing TBD around camp (either at very beginning or very end of term 1)

Cocktail Evening at Sculpture on the Shore (2nd November)

Leads: Liz & Kelly. Sculpture on the Shore sent long list of requirements and \$3k cost to hire marquis (and only available for a short period of time), having to use their suppliers for food/beverages plus SBS not invited to exhibit this year. To be reconsidered next year when SBS is better positioned to exhibit there.

Xmas Hampers (November)

Lead: Kelly. To include Ecoya, Wine, Xmas pudding (SBS-branded Farro product possibly?) and cookbook.

Children's Art Day (August next year)

Leads: Rachel & Mika. Art exhibition at the Lake House Arts. Going ahead in August next year. SBS Art Day and choose best to the Peninsula one.

Devonport Xmas Parade (2nd December)

Lead: Huigenia. No vehicle float for safety concerns. Give families plenty of warning. Need to decide on a theme and costume -maybe tie in with the end of year assembly costume? Red, white and green. Need something different - children carrying helium balloons? Have a stand to sell cookbook.

Golf Day (4th April)

Leads: Flo, Rach, Candice & Andy. TGS (Nov), Rosmini (Nov), Westlake Boys (mid-March) each host an 18-hole Golf Day at Waitemata Golf Course on a Thursday (1pm tee off) every year. A long-running fundraiser for TGS (golf day & parents dance evening their two biggest events). Estimated revenue of \$10-15k for TGS, generated by ticket price, sponsorships, auction/raffle items and beverages post golf. Standard charge (across all schools) of \$125-150pp (teams of 4) for 18 holes ambrose with free beverages/food around the golf course, light supper and cash bar in the club house afterwards. Sponsorship being sold for \$250/hole. Available Thursdays or Mondays only -choice of 18 holes (1-2pm tee off) or 9-hole twilight golf (3-4pm tee off) which might be more fun / all encompassing and differentiate SBS from the larger high schools golf days? Need a core group of parents to make the event worthwhile e.g. 50 plus (and then advertise through the golf club / wider community / friends and family for extras). Untested event at SBS - might need to start small / low key and ramp it up over the years. Level of interest to be assessed in December via very quick/easy survey - Huigenia to look into Qualtrics.

Point of discussion: teachers strike - school demonstrating its full support in shutting the school down. Lucy advised having a post on FOSB fb page would help lifting teachers' morale. Shortage of good teachers, challenge to retain them and very few relievers.

Attachment: Lucy provided format for Kindo request on behalf of Liz S (in paper form). Flo to request Word format and circulate to the team.

ACTIONS:

Everyone to:

- Continue to support and Like FOSB facebook posts and invite friends at SBS to like our page
- Book tickets for Cyber-Safety evening and Movies night and encourage friends to do same
- Spread the word about the Quiz & Auction Night and organise / book (or nominate a friend) a table of 8 each.
- Check whether they have fairy lights, waterfall lights and camping/wireless lights for the silent auction tables that can be borrowed for the Quiz Night

Rachel to:

- Email Flo photos of her and Hamish' IDs (for Quiz Night Special Alcohol License)
- Send Huigenia and Flo list of food ideas
- Liaise with Cath re. Stage/ podium /stand & wireless powerpoint clicker
- Confirm whether she can provide Sunday volunteers for washing glasses/dishes

Flo to:

- Organise cookbook (and quiz night) flyers for new parents packs (and bag drops for new parents from T1, 2 & 3)

- Provide Lucy with bartenders names and IDs (James, Hamish, Rachel, Liz, Delphine?) - deadline 27th August (20 business days prior to event).
- Obtain Word copy from Liz S re Kindo request template
- Check whether Liz S could take payments for live and silent auctions (along with Andy) - Liz has said yes.
- Follow-up re. cheese options with Fonterra for Cyber evening and Quiz Night (with Huigenia)
- Confirm timing for the B&T auctioneer closer to the event (plus live auction item details)
- Call for volunteers for Quiz Night jobs
- Look into past school production items for sprucing up the hall?

Cath to:

- Liaise with Peter re. placement for full page advert in Flagstaff plus post-event PR story for Quiz Night (deadline: 17th August for 24th August publication)
- Book ticket sales onto Kindo live for 1st September with Liz S - 2 week notice
- Liaise with Rachel for stand / podium / wireless clicker - if not try local schools to borrow (Kindy, Hauraki, Belmont, TGS, Rose Centre - otherwise, check with Lucy to hire it)

Mika to:

- Liaise with Flagstaff to position placement for full page advert plus post-event story for Quiz Night

Kelly to:

- Prepare Pie Day Flyer
- Prepare FOSB Comms for New Parents pack (intro letter to parents, Cookbook Flyer and Quiz Night Flyer & recommend New Parents Table as a chance for them to socialise over drinks on Sept 22 before their child starts.)
- Update signage required for alcohol special license and provide to Cyber Safety and Quiz Night leads.
- Provide everyone's email addresses to Lucy for School Google Drive access.
- Find a Lead for Adidas Fun Run (to be held early or late in T1) at a later stage (Oct?).

Huigenia to:

- Look into wine options (John Orr at New World - maybe do it together with Flo?) and cheese platters (together with Flo)
- Call for volunteers help
- Look into Qualtrics survey usability for end of year survey (Golf Day viability).

Liz to:

- Prepare run sheet for the event
- Call for volunteers (adults and juniors enrolled in Duke of Edinburgh programme)
- Email Flo with photos of her and James' IDs (for Quiz Night Special Alcohol License)

Rachel McD to:

- Liaise with Cath re. Quiz Night SBS-flavoured round of 10 questions

Lucy to:

- Change date for school assembly currently planned for 21st September
- Check alcohol license signage requirements for Cyber Safety & Quiz Night.