



Meeting Minutes for Wednesday 5th September 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

Agenda:

- 1) Approval of the 8th August 2018 minutes
- 2) Finance update
- 3) Updates on events/activities:
 - Quiz & Auction Night (22nd September)
 - 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)
 - Sausage Sizzle
 - Cook Book
 - Xmas Hampers
 - Devonport Xmas Parade (2nd December)
 - Adidas Fun Run (Late in Term One 2019)

Minutes

- 1) Approval of the 8th August 2018 minutes
Approved
- 2) Finance update
No finance update as yet. Kelly to work with Andy on pulling this together for the next meeting
Administration of Kindo and payments: Finding a solution for a secure online payment for 'outsiders' is becoming increasingly important. Kelly to chat to Lesley re Vauxhall Arts Festival and how their payments/ticket sales were managed. Also - how do we pay suppliers quickly?
Kelly to work out a Kindo template at the start of each term to make it easier for Liz to manage
- 3) Updates on events/activities:
Quiz & Auction Night (22nd September)
Leads: Cath & Flo. Sold 11 tables already – 8 people on each table max. Target is 185 attendees (23 tables) and \$25k revenue. Everyone keep selling those tickets.
Live auction – 8 items **Action Closed:** Kelly has confirmed to Linda re the auctioneer / pens / prize bottles - all sorted!
Silent auction - 80 items – and a list of all items and their value to be distributed prior to the event and a pre-event opportunity for those interested to place their bids in the office. Lists are up on noticeboard in school & free to take & will be distributed via ETAP next week to all at school together with All You Need to Know Sheet.
Hall needs to be used from 8.30 - 11.30 for karate on Sat morning so setup will be interrupted.
Action Point: Everyone to spread the news / list about great auction items & where to go to see
Action Point: Push for final tables to be sold and read AllYouNeedtoKnow doc (attached) to answer any questions around the school!

Screen/Hall orientation: All sorted this morning at school - no need for extra projector or screen thanks

School Hall Fridge freezer: Defrosting on Monday morning. **Action:** Lucy to defrost and Rachel to clean in preparation for food storage for Sept 21/2

Action: TEAM JOB LIST Cath & Flo working on the process for each element of the night and will do a call for helpers with list of jobs to be posted on volunteers fb messenger asap

Action: Save time if possible on Friday 21st and Saturday 22 (morning or evening) to help in hall - jobs to announced soon.

Pre-event:

Friday set up: Friday 21st – Hall free from 6am

Hall Set Up:

Decorations:

Signage

Auction sheets

Entrance:

On the night:

Bar: Rachel managing bar team of 4. To dress up creatively

Cath to find photographer for the night (Peter not needed thanks)

Laying out platters

Spotters in the audience

Silent Auction helpers & EFTPOS payment takers

Paper collectors

Clean Up 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 Team on the Night. Clean Up Team on the Sunday (next day). **Action:** Rachel to find student volunteers to come in on Sunday morning).

Alcohol license: 11:30pm bar closed. (DJ to be told to announce this.) Lucy and Liz have a laminated license signage for bar. IDs of people on the bar been provided James, Rachel, Hamish, Liz, Delphine (with Delphine being a back-up). Pricing: Beers 330ml \$7. Red wine \$30. White wine \$25. Water on table.

- **Family Movie Madness at The Vic** (26th August)
Lead: Liz. \$1352 profit. (Including Manuka & Spice Traders Dinners)
Final Numbers - 84 children & 48 Adults. This is an event Stanley bay can own moving forwards
Learnings:
Movie choice for youngsters to be given more thought. Timing of releases difficult to manage
Cheese platters not worth the effort. Lets revisit at the end of term 2 (May 2019) and push for a preview of a new release
- **Pie Days** Lead: Rachel.
Next Pie Day - 28th September. Keep the Jesters arrangement but this month, Lucy to review the set up on the Junior deck and provide class lists for easier distribution
Rachel: To review the 26th October, 30th November days with a local supplier
- **School Open Morning / Welcoming New Parents** (5th September)
Lead: Candice and Mika. Attendance - Had 12 parents with kids enrolled for next term & 5 walk in's. Very social/informal event with a great vibe.
- **John Parsons – Cyber safety evening** (6th September)
Lead: Huigenia. Rachel, Kelly, Lucy to help on the bar.
All on track for a successful evening. Hall available from 5pm
For future events – more advertising and communication around this as a fundraising event with a quality speaker and what is included in the cost of the ticket (i.e. drink, nibbles) to attract more people in the wider community. Need to ensure an easier payment mechanism by then too.

- **Sausage Sizzle (Thursday 20th September)**
Lead: Rach. (Kelly and Huigenia to help)
\$3 per sausage. \$1.12 cost per sausage. 220 pre-cooked sausages to be delivered to the office and invoice sent to Liz. Lucy: To send a class list of people who have purchased on Kindo. One class at a time on each page to come to get their order.
Rach – to use Gilmour's or NW card to purchase bread and sauce
- **Cook Books:** Trelis Cooper just made an order for a couple of books and Flo to check if they want to be stockists to sell. 130 left to sell. Huigenia to set up a stall in the ferry building to sell to tourists.
- **Xmas Hampers (November)**
Lead: Kelly and Monique to help. To include 3 options of gifts and wine. Keep it simple.
Ecoya. Cook Book & a selected few Citta gift options
More discussion around the above items and the delivery of these to be discussed.
Action: Wine Sales on Kindo might be a problem - Lucy to check
- **Devonport Xmas Parade (2nd December)**
Lead: Huigenia
Theme: Out of the Box costume with 234 kids!!! Rach: Action to create a Stanley Bay stamp for all parcels
Further discussion around: Stall/stand at the event/Cookbook sales/Bake Sale/Drinks/Savory/Home made lemonade/frozen popsicles
- **Summer Soccer Or Friday Tennis - Term 4. Friday nights.**
Lucy to check if its local this year and if so, ask if we are able to do a Sausage sizzle stand

ACTIONS:

Everyone to:

- Continue to support and Like FOSB facebook posts and invite friends at SBS to like our page
- Spread the word about the Quiz & Auction Night and book (or nominate a friend) a table of 8 each.

Rachel to:

- Liaise with Lucy re defrosting the freezer on Monday morning.
Quiz night - Rachel to find student volunteers to come in on Sunday morning Team on the Night.
Clean Up Team on the Sunday (next day).
- Pie Day: Review the set up on the Junior deck and provide class lists for easier distribution. Work with Lucy, to review the 26th October, 30th November days with a more suitable local supplier
- Sausage Sizzle - Rach – to use Gilmour's or NW card to purchase bread and sauce and to work with Lucy on getting class lists off Kindo

Flo to:

- Quiz Night- Cath & Flo working on the process for each element and then to call for volunteers
- Contact Trelis Cooper to check if they want to be stockists to sell the books in-store

Cath to:

- Quiz Night- Cath & Flo working on the process for each element and then to call for volunteers

Kelly to:

- Quiz Night – Kelly to speak to Linda re the auctioneer & to ask Linda to put her signage up (not on the weather boards) prior to the event

Huigenia to:

- Look into the setting up of a “Devonport Cookbook’ stall in the ferry building to sell to tourists over key summer months
- Help with the Christmas Parade

Liz to:

- Source ‘bar-maid’ costumes for the quiz night

Rachel McD to:

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

Lucy to:

- Quiz Night - Speak to Steven to empty freezer and Rachel to clean.
- Pie Day: Review the set up on the Junior deck and provide class lists for easier distribution. Work with Rachel, to review the 26th October, 30th November days with a more suitable local supplier
- Summer Soccer: Lucy to check if its local this year and if so, ask if we are able to do a Sausage sizzle stand
- Look into Kindo: Christmas Hampers and the sale of Wine? As well as future payment systems
Devonport Christmas Parade: Book that space and enquire about costs for having a stand