**AGENDA for Coatesville School Centennial Celebration committee**

Held at 24 Mohoenui Valley Road, August 26th 2015

Meeting opened at 7pm

**Members Present** P-Present A-Apologies

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Richard Johnson | P | Chrissie Dunn | P | Leanne Stathamberger | A | Prue Blackmore | A |
| Jess Mackie | P | Jane Thompson | P | Amelia Macnab | A | Roslyn Sentch | P |
| Carol |  | Heather Seel | P | Bronwyn Hicks | P | Deb Bensley | A |
| Shirley Jensen | A | Kirsty Dolan | P | Colin Mitten |  | Phil Smith | P |
| Deb Ling | P | Belinda Findlayson | P | Karen Renwick | A |  |  |
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| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Chrissie Dunn  Scribe: Deborah Ling |  |  |
| **Passing previous minutes** | Roslyn passed previous minutes |  |  |
| **Matters arising from the minutes** | **Logo update,** |  |  |
| **Correspondence** | Nil |  |  |
| **Treasurer report** | Nil |  |  |
| **General Business** |  |  |  |
| **Brain storm** | John Key to attend at some stage throughout the weekend celebrations  Coatesvillle School Centennial Book:  Quotes needed for A5, A4 and size in-between.  Quoting on colour printing.  Also a dummy copy printed earlier to show people to increase interested in purchasing the book.  Printed annually to sell at Ag Day every year.  Marquee Quotes: Information received from Kumeu Hire and Carlton Party Hire.  Decided that a marquee floor will be needed.  In order to receive quotes we agreed to 200 people attending the Saturday night dinner/dance.  Marquee – Deb Ling to ask Horan family for quotes on their family marquee business  Registrations:  Kirsty Dolan has kindly offered to head up registrations  Communications:  Chrissie Dunn to put article detailing the information around the Centennial celebrations in the Rodney Times, North Shore Times, Womens Weekly and Kumeu courier.  Discussed also putting on neighbourly.co.nz as well as Kumeu Community Facebook page and other surrounding area facebook pages.  LOGO: Logo design was agreed on. Heather to contact Jacqui and Tracey Hennah to finalise logo design.  Heather will then email the final logo to all committee members. A final group consensus will be made on the design.  Sunday Morning Tea:  Traditional morning tea with scones, cucumber sandwichs, china etc.  Country Women’s Institute has kindly offered to cater the morning tea. A letter to be sent with the CCC logo to formally ask the CWI to cater the morning tea. | Paul to email/liase with John Key  Chrissie to ask her twin brother to quote on the printing of the book  Deb Ling to liase with Horan Family  Kirsty Dolan head of Registration  Chrissie Dunn to contact editorials once Logo received.  Heather to work with Jacqui and Tracey Hennah  Chrissie Dunne in charge of Sunday Morning Tea. Ex Coatesville students to help on the day waitressing and cleaning up. | ASAP  ASAP |
| **Sub Committees** | Members in attendance at the meeting, to choose a sub committee that they would like to work on. | **Catering**  **Centennial Book**  Phil Smith  **Communication**  Paul Smith  **Functions**  Deb Ling  Deb Bensley  **Registration**  **Sponsorship**  Heather Steel |  |
| **Next steps according to the time line.** | **June**   * Start collating photos, articles etc for book **Phil’s report** * Logo ready to send out * Stakeholder identification * Quotes and book marquee   **July**   * Facebook established **👍 Paul Smith** * Old Friends reunion website * Start Coatesville Chronicle monthly article **👍 Shirley Dates and asking for sub committee interest** * Expressions of Interest attending / sponsorship   **August**   * Expressions of Interest [catering] * Detailed costings * Identify Sponsors / cost |  |  |
|  |  |  |  |
|  | Meeting closed at 8:15pm |  |  |
| **Next meeting** | tbc |  |  |