**AGENDA for Coatesville School Centennial Celebration committee**

Held at 24 Mahoenui Valley Road, May 2016

Meeting opened at 7.05 pm

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

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| Richard Johnson | A | Chrissie Dunn | P | Leanne Stathamberger |  | Prue Blackmore | P |
| Jess Mackie | P | Jane Thompson | P | Amelia Macnab | P | Roslyn Sentch | P |
| Carol |  | Heather Seel | P | Bronwyn Hicks |  | Deb Bensley | A |
| Shirley Jensen | P | Kirsty Dolan | A | Colin Mitten |  | Phil Smith |  |
| Deb Ling | P | Belinda Findlayson |  | Karen Renwick | P | Tracey Ellingham |  |
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| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Shirley JensenMinutes: Deborah Ling |  |  |
| **Previous minutes** | Ammendments January instead of April / Roslyn was not present. | Changes to be made |  |
| **Matters arising from the minutes** | * Generator - Leanne says output for hall and DJ will still be ok with power source in hall.Nothing needed for Sat night.
* Music to be confirmed
* Registration.. to be addressed in General Business

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| **Correspondence** | Nil |  |  |
| **General Business****Registraion** | * Jess - when booking a ticket can you book a partner for certain events? Yes Amelia has set this up.
* Kirsty needs bank account number for school in it’s own suffix bank account.
* Box to fill in for Maiden Name Add full address for School Hall in the venue section
* Registration needs a couple of people analysing reports on who has registered.
* Question for Lanyards to be shown on registration website to ensure pupils are registered in the right decade - What year were you in Year 6?
 | * **Amelia** to talk to Jenny to organise
* **Amelia** to organise
 |  |
| **Friday** | * Karen asked for “Bring your own drinks” to explained (alcoholic and non-alcohol)
* Water to be provided.
* BYO alcoholic and non-alcoholic drinks - to be included in registration website
 | **Jess, Prue and Heather** to provide some of these containers to be used for Friday and Saturday night.. |  |
| **Posters with CC logo** | * Committee decided these posters to be placed around as soon as possible.
 | * **Shirley** To mention this to Phil.
* **Leanne** to be asked for best locations.
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| **Goody Bags** Booklet | * Use school photocopier  - approved by Prue
* Senior writing group to compile booklet
* Victorian logo to be used on front page of booklet
* Parents asked to help photocopy booklets
 | * **Karen** to email Prue what they want in the goody bag booklet
* **Karen** to organise
 |  |
| **Lanyards** | Chrissie suggested that each lanyard had a different colour to identify different groups eg* Staff member yellow lanyardBOT member red lanyard

Each 10 years [decade] has a different coloured lanyardPartners to have “white” colourA Lanyard committee to be organised to collate all Lanyard details Roslyn will print out coloured lanyard tickets | * **Karen** to ask parents
* **Roslyn**
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| **Functions** | **Friday night**:Lamb for 300 people**Saturday night:** 40 people seated outside168 people seated in hall. 200 people maxBilly will have food for his helpers.Draping from hall to break noise was discussed. Function committee need meeting to discuss decorating of hall  |  |  |
| **Miscellaneous** | * **Quick fire raffle wheel**.. Jess could not find it under school
* **Cook book** – Pru asked Heather for details so that class reps could chase class families i.e.Send Tara Murray the recipe’s for the Cook Book - taramurrie@vodafone.co.nz
* Noel Shaw to be asked if he will have a photo taken with youngest student
* **Antique cars**: - Chrissie looking for contacts for more vintage cars
* Centennial book-
* **Sponsorship**:Heather asked for phone numbers for potential family sponsors
 | * **Shirley** to ask Warren or Ross to see if he will make a quick fire raffle wheel.
* **Heather** to send blurb to Prue
* **Heather** to ask Noel
* **Jess** to give Chrissie information on old car man.
* **Shirley** to follow up with Phil
* **Shirley** to follow up with Stu Hay to find out pricing on Goody Bags and find phone nos. for Heather
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|  | Meeting closed at 8.30pm |  |  |
| **Next meeting** | Tuesday June 7th 2016 [TBC re BOT date] |  |  |