**Mintutes of the Coatesville School Centennial Celebration committee**

Held at 24 Mahoenui Valley Road, March 2016

Meeting opened at 7.05 pm

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

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| Richard Johnson | P | Chrissie Dunn | P | Leanne Stathamberger | a | Prue Blackmore | P |
| Jess Mackie | P | Jane Thompson | P | Amelia Macnab | P | Roslyn Sentch | P |
| Shirley Jensen | P | Heather Seel | P | Colin Mitten | P | Deb Bensley | P |
| Deb Ling | P | Kirsty Dolan | P | Karen Renwick | P | Phil Smith | A |
| Claire (visitor) | P | Belinda Findlayson | P |  |  | Warren Haigh (visitor) | P |
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| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Shirley Jensen  Scribe: Deborah Jensen |  |  |
| **Passing previous minutes** | Moved by Deborah Jensen  Seconded Heather |  |  |
| **Matters arising from the minutes**  Marquee  Catering  Research: Other school’s celebration  Generator  Music  Tree planting  Registration  Centennial book  Sponsorship  DJ for music  Photography  **Goodie bag** | After obtaining quotes of up to $26,000 it was decided we would go ahead without using Marquees but use the hall, for the Sat night dinner.  To be discussed under General business  Belinda reported back Hurston’s Down Registration fee $30, they received the centennial book and USB photos. The cost of the mix and mingle $20 held from 6-9pm.  Centennial dinner cost per ticket $85. They also sold tea towels and mugs. Provided a brown paper bag lunch.  No response from notice in the newsletter.  Claire Craggie attended on behalf of music department.  She suggested to bring in past and present pupils to provide singing, and played music.  Belinda suggested a centennial strip along the road frontage.  Amelia offered for her parents to donate native trees for the planting.  On line registration to include dietary requirements.  It was decided that payment must be made with registration. Payment to be made via internet banking.  Discuss next meeting  If anyone can think of people or businesses that might be interested in sponsoring, please pass the name of business or family to Heather or Tracey.  Discuss next meeting.  It was decided that the photo’s will be taken on Friday night.  Karen had a meeting with Goodie bag committee and it was suggested by them to include the following: A cap, rain poncho, fan, snacks, Centennial tickets, booklet-map, containing the weekend schedule, sponsors etc. AGday programme and lanyards. Thank you card from school and a tea towel. The cost per goodie bag would be approx $30.  It was suggested to sell tea towels separately and not to include them in the bag. | Heather is to ask the DJ what power was required.  It was decided to have them on the Sunday during the morning tea, to be held on the school grounds. Claire to approach pupils and source musical instruments  BOT to organise what bank account is to be used.  Chrissy to notify Gemma Stanley.  Karen to revisit to see if she could bring the cost down to a lower price. Possibly with items from sponsors rather then purchasing items. | Next meeting  Feedback next meeting. |
| **Correspondence** | Letter to photographer from Chrissy accepting her proposal. |  |  |
| **General Business** |  |  |  |
| **Marquee** | It was decided that we will use the hall for Saturday night. |  |  |
| **Catering Friday night** | Warren suggested a spit roast which was the most cost effective. We would have some salads etc.  It was decided it would be BYO. | * It was decided Warren will go away and price up what we can get for $20 and $15 * Helen to come up with a menu | Next meeting. |
| **Saturday’s Function**  **Bar attendants?** | Billy Stratham quoted approx. $45 per head for dinner. It was decided the tickets will be $60 to cover sundries and one free glass of wine per person. It was also decided that the guests will be seated in the hall, with marquees off the deck.  Cash bar. |  |  |
| **Sunday’s Programme** | Morning tea to be held up in the assembly area.  Starting at 10am  Food served at 10.30 after cake cutting.  Tree planting to begin 11am.  15mins Karakia/waiata by the choir at tree planting.  $10 per person. |  |  |
|  | Meeting closed at 9.10pm |  |  |
| **Next meeting** | Tuesday 5th April 2016 |  |  |