**AGENDA for Coatesville School Centennial Celebration committee**

Held at 24 Mohoenui Valley Road, July 29th 2015

Meeting opened at 7pm

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Richard Johnson | P | Chrissie Dunn | P | Leanne Stathamberger | A | Prue Blackmore | P |
| Jess Mackie | P | Jane Thompson | P | Amelia Macnab | P | Roslyn Sentch | P |
| Carol |  | Heather Seel | A | Bronwyn Hicks | A | Deb Bensley | A |
| Shirley Jensen | A | Kirsty Dolan | A | Colin Mitten |  | Phil Smith | A |
| Deb Ling | A | Belinda Findlayson | A | Karen Renwick | P |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | a |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Chrissie DunnScribe: Amelia Macnab |  |  |
| **Passing previous minutes** |  |  |  |
| **Matters arising from the minutes** | **Logo update,** Tracey HennahPhil to update progress on booking **John Key**  |  |  |
| **Correspondence** | Nil |  |  |
| **Treasurer report** | Nil |  |  |
| **General Business** |  |  |  |
| **Brain storm** | Discussion regarding the results of the brain storming done during previous meetings – Job descriptions / committee views.Marquee Quotes – Set up Friday nightPermission to use Reserve from CouncilSponsorship – Once we organise what we need, we can advertise for families to contribute e.g. Proctor Family-Pak’n’SaveLogo & FlyersCommunicationFairfax Media - Article instead of advertisement – interview key person with linksDraft Outline of Events during the Day for Office/Facebook/Website to shareOld fashioned Aprons for officials to wear |  If School doesn’t organise Kapa Haka ask Noah Kemp to organise Kapa Haka Group to perform?Chrissy Dunne in charge of Sunday Morning Tea – will rally a group of parents and girls to cater and serveJane Thompson to contact Bates Family to ask for Marquee quotes (Friday – Sunday?)Council approval needed when we have more informationRoslyn to email Tracy Hennah to get concepts for logo to email around and get concensus so we can go aheadChrissy to make |  |
| **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 LingDeb 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 8:00 |  |  |
| **Next meeting** |  26th August 2015 |  |  |