**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 |  |  |
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| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Chrissie Dunn  Scribe: Amelia Macnab |  |  |
| **Passing previous minutes** |  |  |  |
| **Matters arising from the minutes** | **Logo update,** Tracey Hennah  Phil 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 night  Permission to use Reserve from Council  Sponsorship – Once we organise what we need, we can advertise for families to contribute e.g. Proctor Family-  Pak’n’Save  Logo & Flyers  Communication  Fairfax Media - Article instead of advertisement – interview key person with links  Draft Outline of Events during the Day for Office/Facebook/Website to share  Old 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 serve  Jane Thompson to contact Bates Family to ask for Marquee quotes (Friday – Sunday?)  Council approval needed when we have more information  Roslyn to email Tracy Hennah to get concepts for logo to email around and get concensus so we can go ahead  Chrissy 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 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 8:00 |  |  |
| **Next meeting** | 26th August 2015 |  |  |