**Minutes for Coatesville School Centennial Celebration committee**

Held at 24 Mahoenui Valley Road, July 6th 2016

Meeting opened at 7:10pm

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Richard Johnson | P | Chrissie Dunn | P | Leanne  |  | Prue Blackmore | P |
| Jess Mackie | P | Jane Thompson | P | Amelia McNab | P | Roslyn Sentch | P |
| Shirley Jensen | P | Heather Steel | P | Colin Mitten | A | Deb Bensley | P |
|  |  | Kirsty Dolan | P | Karen Renwick | P | Phil Smith | P |
|  |  | Belinda Findlayson | P | Deborah Ling | P | Tracey Ellingham | A |
| APOLOGIES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | a |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Chrissie DunnScribe: Deb Bensley  |  |  |
| **Passing previous minutes** | Moved: Chrissie DunnSeconded **Was that you Kirsty?** |  |  |
| **Matters arising from the minutes** | **Registration feedback****Posters****Sonny Bill Williams****Saturday night** **Quick fire raffle week** | Kirsty and Amelia - 3 people have registered.Shirley has registered and found it an easy process.Thank you Phil for mounting the signs and making them look so attractive and Bill for putting them up.A two more signs yet to go up.Yet to be askedBuffett food will be out on the deck. Mary Logan has had a quote to drop curtains down the outside deck. Hopefully they will be installed by October.Working on the amount of 150 people for the dinnerWe are looking at having a breakaway place, out on the deck. Bar leaners etc Shirley spoke with Warren and he has agreed to look at building another one. | **Rosalind will talk to Nicki to see if he is available.****Chrissy to ask Ross Patterson if they are available.** |
| **Correspondence** |  |  |  |
| **Treasurer report****General Business** | **Budget** | Amendments have been made | **Karen to send out updated budget.** |
|  | **Friday Evening** | Belinda outlined that she thought it would be useful to also have sausages available for children, to run alongside the spit.Belinda’s idea was discussed.It was decided by a vote of hands that we will keep the Friday night just as a spit roast. |  |
|  | **Goodie bags** | Goodie bag now named **Event pack**It was agreed to go with the brown paper bag, apple, small pamphlet, map, tissuesBag and any other product that maybe given.Total cost $4.58Lusty and Blundell bags can be used during AG day |  |
|  | **Centennial book** | Finished size 210 x 148Gloss finish200 quantity $1,750.00Must be saved in a PDF file |  |
|  | **Contacting those who are not on face book** | It has been suggested that we look at putting notices in other newspapers. Community noticeWomen’s weekly.Bridget carter – herald contact??An email to be sent out asking “ Tell your friends” | **Shirley To get a directory of the garden clubs in new Zealand and get in touch****Deb Ling Fairfax media - Public Notice in the herald.****Valley voice – Phil to inquire****Rosalind to make enquires about the memories magazine.** |
|  | **Time for decade Photos** | It was suggested to change the photo’s to Saturday Phil suggested decade photos on AG day 2-4pmCommittee agreed for Photos to be held on Sat at AG day.Rainy day option Music RoomOrganiser needed for organising attendees for each decadeNames in order need to be recorded  | **Chrissie will communicate with Gemma regarding timing etc.****Chrissie to ask what back drop chairs etc.****Chrissie to ask Gemma if she is available to take a whole school photo prior to AG day.** |
|  | **Friday Night** | Display boardsPower point of photos using Hall screenSuggestion to ask Allan Curtis – MC | **Phil to search for display boards****Shirley has approached Caleb to scan photo’s etc to make a power point for Friday night.****Shirley to ask Allan.** |
|  | **Alcohol bar**  | Heather has given all displays etc to ShirleyPublic liability do we require? Insurance? No additional liability is not normally taken out. | **Richard to look into if we need anything else.** |
|  | Meeting closed at 9:25 |  |  |
| **Next meeting** | August 9th 2016 |  |  |