**AGENDA for Coatesville School Centennial Celebration committee**

Held at 24 Mahoenui Valley Road, January 2016

Meeting opened at 7.00pm

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Chrissie DunnDeborah: Shirley Jensen |  |  |
| **Passing previous minutes** | Moved on behalf of **Shirley Jensen****Seconded** Prue Blackmore |  |  |
| **Matters arising from the minutes** | * Booking of marquee, this needs to be booked and a deposit paid as soon as possible. Jane and Deb to compare three quotes and to book the best deal.

Marquee, floor, trestle tables and lights etcNz Marquee Events Ltd Marquee $3,840.00Tables $14.40 Lights $354.00 total $3,865.72 includes discount.* Registering on line, more info will be put up on line, but we will need to know ticket prices.
* Catering Confirmation

Ross and Billy confirmed to cater Sat night dinner. Quote per head to be obtained* Large poster boards

Done! Colin Mitten has paid for them, we can also get badges etc.Large sign to be put up at the top of the Coatesville Highway. Rowan Stace to be approached to be asked if we can put up a sign up by their properties.* Raffle wheel
* Generator Steve Williams / Prue
* Approach of Dean McCarthy by Heather

Tracey was in touch with him, however it was a dead end* Coatesville Stall 7th Feb Market to be present there to let people know about the CSCC.

A list to be their far people to right down their interest.* Prue / ½ hour slots re children, to be advertised
* Photographer Gemma Stanley – Stanley Photography. Happy to do photography for Advertising rights in the local paper, newsletter etc.

She will have a stand at Ag day. Letter to be sent to accept her offer and we will be in touch to finalise arrangement. | * Deb has spoken to the Horan’s, they are getting a quote. Deb will ask them at school next week.
* Belinda happy to do some research into previous costs of centennials, from other schools.
* Shirley to get in touch with caterers for a price.
* Phil Smith to put up the signs
* Discuss at next meeting
* Prue to investigate
* Kirsty to check if their generator would do the job.
* Phil Smith to co-ordinate
* Prue to invite Music teachers to next meeting
* Phil to follow up on exact costing i.e cost of photography.
 | **By next meeting****By next meeting****By next meeting****By next meeting****By next meeting****By next meeting** |
| **Correspondence** | Nil |  |  |
| **General Business** |  |  |  |
| **BOT re budget and Sponsorship** | * It was agreed that we wouldn’t total cost then divide into number of people coming to find registration fee. We need to make it affordable. Sponsorship to fund a lot of the larger bills.
* Any local businesses/ people that might be of help can we know please let Heather know.
* Richard is happy that as soon as a sponsor is confirmed their logo etc can go up onto school website.
 | * Costings of hiring of Marquee etc need to be given to Heather so they have an idea of what costings are.
 |  |
| **Sub committee’s** | * Sub Committee meeting with interested helpers need to be up and running.
* List of committees

 and volunteers passed out.* These committee’s need to meet together and discuss issues. Report to be presented at next meeting.
 | * Timelines per committee need to be established.
* Shirley to reorganise committee lists
 | **By next meeting** |
| **Friday Barbecue and Saturday Dinner** | * It was decided that past pupils, BOT and staff should attend. Not past parents.
* Heather to liaise with DJ Calvin Lewis to see if he has the music we would like plus cost. Also to see if he is happy to do Ag day and the Sat night. Also to approach Dave Clifton to see if he would be interested in being the DJ.
 | * Heather to liaise with Both Dave Clifton and Kelvin Lewis.
 |  |
| **Council liquor licence** | * Heather to apply for liquor licence, she will liaise with Mary Logan
* It was decided that we would provide alcohol not BYO, maybe a complementary ticket for one drink per person.
 | * Heather Seel
* Shirley Jensen
 |  |
| **Financial officer** | * Colin Mitten to collate costs to create a budget.
* All accounts to be paid to go through the school office, to be signed off by Prue or Richard.
 | * Colin Mitten
 |  |
|  | Meeting closed at 8.20 pm |  |  |
| **Next meeting** | Tuesday 1st March 7pm |  |  |