**AGENDA for Coatesville School Centennial Celebration committee**

Held at 24 Mahoenui Valley Road, November 2015

Meeting opened at 7pm

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

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| Richard Johnson | A | Chrissie Dunn | P | Leanne Stathamberger |  | Prue Blackmore | P |
| Jess Mackie | P | Jane Thompson | P | Amelia Macnab | P | Roslyn Sentch | A |
| Carol |  | Heather Seel | P | Bronwyn Hicks |  | Deb Bensley | A |
| Shirley Jensen | P | Kirsty Dolan | P | Colin Mitten |  | Phil Smith | P |
| Deb Ling | A | Belinda Findlayson |  | Karen Renwick | P |  |  |
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| **Topic** | **Discussion at meeting** | **Actions/Decisions** | **Date to be actioned** |
| **Formalities** | Chair: Chrissie DunnScribe: Shirley Jensen |  |  |
| **Passing previous minutes** | Moved on behalf of Deborah JensenSeconded **Phil Smith** |  |  |
| **Matters arising from the minutes** | * John Key
* Booking of marquee
* Registering on line
* Catering
* Publicity
* Ag day games
 | **Draft letter shared by Phil to committee who all agreed to emailing this**.**Marquee quotes received from “Marquee Events Ltd”****Horan Family still to send their prices and tent sizes****Richard to set up online registration using school website****Billy and Ross yet confirm for Saturday night. Warren Haigh willing to join Friday’s barbecue group. Kathy Lambert declined.****Colin has volunteered to sponsor large poster to be displayed after New Year****Jess to ask Blake [then Eugene] for whereabouts of quick fire raffle wheel** |  |
| **Correspondence** | **Inwards*** Received Marquee quotes from “Marquee Events Ltd”
* Quote for generator

**Outwards*** Letter to John Key
 | **+*** **Steve Williams to be approached**
* **Prue to put request for a generator in school newsletter**
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| **General Business** | **Ag Day tent results** | * **Heather to approach Dean McGarthy to clarify his offer of sponsorship**
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|  | **December market information stall****December 6th and 20th** | * **Use the Coatesville PFA stall**
* **Phil to supply photos of interest**
* **Shirley to organise flyers and put with Kirsty” registration forms**
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|  | **Music for Friday night and Sunday**Karen suggested that ½ hour slots be offered to expupil and present pupil musicians for background music | * **Prue to put out through school newsletter asking children who would like a ½ slot to contact the school**
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|  | **Photographer**Jemma Stanley to be approached | * **Phil to make contact**
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|  | **John Pezaro** offered to replace his original seat underneath oak tree | * **Shirley to contact John asking him to contact Richard**
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|  | Meeting closed at8:25pm |  |  |
| **Next meeting** | Tuesday 26th January 2016  |  |  |