**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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 Dunn  Scribe: Shirley Jensen |  |  |
| **Passing previous minutes** | Moved on behalf of Deborah Jensen  Seconded **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** |  |
| **General Business** | **Ag Day tent results** | * **Heather to approach Dean McGarthy to clarify his offer of sponsorship** |  |
|  | **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** |  |
|  | **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** |  |
|  | **Photographer**  Jemma Stanley to be approached | * **Phil to make contact** | ` |
|  | **John Pezaro** offered to replace his original seat underneath oak tree | * **Shirley to contact John asking him to contact Richard** |  |
|  | Meeting closed at8:25pm |  |  |
| **Next meeting** | Tuesday 26th January 2016 |  |  |