



## MINUTES

Tuesday 7<sup>th</sup> February 2012

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### Item 1 – Welcome and Apologies

#### Present

Kathy Beckerleg (KB) *Chair*  
Jo Williams (JW) *Secretary*  
Jackie Kelly (JK)  
Simon Day (SD)  
Allison Kear (AK)  
Georgina Day (GD)  
Paul Stevens (PS)

#### Apologies

Anita Baldwin (AB)  
Erika Williams (EW)  
David Kelly (DK) *Treasurer*  
Linda Lawrence (LL)  
Steph Williams (SW)  
Laura Hesketh (LH)

KB welcomed everyone to the meeting and apologies were noted.

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### Item 2 – Review of Previous Minutes

#### eBay for Charities Account

SD told the group that items are on ebay.

#### Year 6 Enterprise Initiative

JK informed the group that £460.00 was raised.

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### Item 3 – At the Movies Disco

KB told the group of local business' she'd approached to borrow decorations from, none available so far. She'd also looked at some websites to purchase decorations for the event, price dependant. GD said she would ask to see if she could borrow some decorations. KB gave purchase prices for items to sell, the group decided to purchase 72 glasses, 72 star necklaces and 100 glo bands to sell at the disco for upto £2 each. Once numbers have been finalised cookies need to be purchased.

**Action:** JK to tell PS the number of cookies required.

PS to purchase cookies.

PS to order items to be sold.

## **Item 4 - Rikenel Charity Car Park**

KB informed the group that insurance certificate still hadn't arrived. More volunteers needed to cover both car parks safely. Security of the money taken was discussed, JK & DK would take the mornings cash with them at lunchtime, PS would take the afternoons. KB to get A frame board to advertise FOH on the day.

**Action:** KB to get a copy of the liability certificate to PS when available.

KB to arrange rota and FOH t-shirts.

JK to organise float.

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## **Item 5 – Sponsored Bike Ride**

The group decided on the 30<sup>th</sup> June 2012 for the sponsored bike ride in the Forest of Dean. PS has arranged a longer route but a shorter route is also available for those not so brave and needs to know numbers for camping locally Asap. It was suggested that the event be put on the school newsletter to give parents the opportunity to take part as well. AK suggested FOH members to be in the playground leading up to the event to ask for sponsorship. SD mentioned getting the My donate internet option up and running to make donating easier.

**Action:** JK to put request on school newsletter.

SD to arrange sponsor forms.

PS to book camping (once numbers confirmed)

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## **Item 6 – Fashion Show**

KB suggested the date of the 14<sup>th</sup> March, but needed to check this with the organisers and the school. Volunteers to be models will be needed on the night.

KB has now confirmed with AM that this date is ok.

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## **Item 7 – Jubilee/Summer Fete**

The group talked about holding a jubilee event and after much discussion decided that it may be better to hold a summer fete with an Olympic/Sports theme, which would include various inflatable games being available and making the date earlier.

JK has now confirmed that the summer fete will be held on 16<sup>th</sup> June.

**Action:** KB to investigate inflatables and the cost.

### **Item 8 – FOH Storage Shed**

PS told the group that the shed had been ordered and KB said a new site had been agreed on the corner of the car park.

**Action:** PS arranging slabs.

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### **Item 9 – Other Business**

JK brought wish list items to the attention of the group – further discussion needed on this. The group agreed £40.00 to the science club.

PS told the group that he'd had no response from school about recycling the old laptop batteries – JK said she'd look into this.

PS had looked into getting FOH signs made, but needed to know what was required. KB said an 8ft long sign and a fundraising thermometer are needed in a generic format.

AK told the group that many of the donated bottle tops needed cleaning and sorting. KB, GD and JW volunteered to help with this.

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### **Item 10 - Next Meeting**

Wednesday 7<sup>th</sup> March 2012

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### **New Treasurer**

**Friends of Harewood need a volunteer to take on the role of Treasurer as DK is stepping down. Please inform KB if you would be interested in taking up this role.**

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