

# FRIENDS OF SAINT CECILIA'S

## MEETING HELD

### AT THE EARL SPENCER ON WEDNESDAY 10<sup>TH</sup> February 2016

Present: Hayley Brockway, Gemma Brennan, Lucy Ward-Smith, Rhona Pyror, Patricia Pace, Afua Apraku and Alexandra Castellanos.

Apologies: Rebecca Greeg , Alice Morgan, Fiona Downes and James Sherratt

#### Quiz Night

- Ticket Sales/Guest List- At the time of the meeting we have only received one booking form from the Price's. However, this wasn't considered a worry since the booking form only went out the previous Friday. Hayley is going to find out if the copies of the manual booking form have been received at reception. Amy has been sent the manual form. There will be a reminder after half term. HB will ask FD to update the website. LSW will print off a copy of the guest list and bring to the quiz night to tick off guests as they arrive.
- Catering- Lasagne will be served on disposable luxury plates with disposable cutlery. No need for washing up. Caterer will do the pots and pans. Rebecca and Lorraine will serve. Quote of £4 a head is dependant on numbers.
- Quiz Master- HB is going to speak to Amy Pearson about the audio/visual system and ensure we have the password. Paula, Neil and Rhona are working on the quiz questions, which contain a music round. Neil will compere and the quiz will start after the food, which will be served from 8pm.
- Facilities- Hayley will liaise with Alistair, make sure the kitchen is free, confirm the use of the kitchen and AP will make sure the premises are vacated by 11pm as agreed.
- Volunteers should arrive for set up at 5pm. RP and LSW to set up the tables as usual. LSW is going to purchase some new safety tea lights after band night table cloth fire incident. Afua and Pat agreed to stay behind and help with the tidying up at the end.
- Bar- Dan has some alcohol in his basement. HB is going to push through the lockable storage on site for alcohol as discussed with Amy Pearson. Dan asked for a confirmation of numbers nearer the time- estimate two days before. HB suggested to use Paula Bendon's relative's discount with Majestic for wine, which also comes with free delivery on wine glasses which do not need to be washed up. Dan will be attending the Cheltenham World Cup with the Prices and will be late to the event. Therefore, we'll need to set up the bar- HB agreed to speak to Will Kuhl about this. CL suggested we up our supplies of beverages as we ran out last time.

- Marketing- Hayley is going to email out a flyer for display in churches, school reception etc. CL suggested we look at previous records to find the neighbours who attended last time and get in contact.
- Heads or Tails/Raffle- Alex and Claire will sell the raffle tickets. Need to locate raffle book?
- LSW has bought the prizes- Wooden spoons for losers and winner's cup and fizz.
- Estate Agent boards- We have met our target. RP asked for an email to be sent out thanking those who agreed but we have enough and letting everyone know that if a board doesn't appear it is because there is an over supply. Haart will only put up a limited number ie 50 boards.
- CL asked if playground redevelopment would include a basketball net as this is something she has previously requested on a couple of occasions by letter to the school.
- Hayley is going to ask Amy Pearson to encourage the teachers to attend the quiz. Teachers will be asked to pay for their table.
- AP suggested flyers encouraging parents to use Easyfundraising and HB suggested using the audio/visual equipment to show the youtube clip showing how easy it is to use easyfundraising.
- AP agreed to find out the status of the curtains.
- Funds in the bank account were estimated to be around £1,000.

Next meeting was agreed to be Wednesday, 9<sup>th</sup> March 2016 at a later time of 7.30pm