

## USH PTFA

### Minutes from the meeting on Monday 8<sup>th</sup> May 2017, 7.00pm

**Present:** Paul Hill, Kerry Sullivan (Chair), Emma Fay, Sheena Danson, Charlotte Cooper

**Apologies:** Julie Prince

#### **Actions carried forward from previous meetings :**

Accounts : Julie Prince, Kirsten Cook and Ken to decide if accounts need auditing. C/F

Locking cupboard: Julie to investigate if there is there a locking cupboard where the PTFA can keep supplies in the school. C/F

#### **Update on Fashion Show**

Raised £597 profit + value of left over drinks.

Really good feedback from those who attended.

Had requests for tea and coffee which we had not prepared for.

Mini wine/prosecco bottles were well received. Sold very little beer. Sold no snacks.

Clothes sales were £1375 which gave us £55 commission.

Sold approx. 80 tickets (a few on the door).

#### **Charity Auction – Friday 7<sup>th</sup> July**

Need a catchy slogan or title

Timings : arrive 7pm, start 7.30pm, break at 8.30pm for food, resume auction at 9pm, finish 10pm, out by 10.30pm.

Tickets £8 each, including food. What is the capacity of the hall? How many tables?

The aim is to sell in a 'team' type way. I.e. encourage people to get a group of friends together to buy a table so that it is very much a social event. How many tables do we have and how many people per table? What is our target for ticket numbers?

Food choice – put to a vote. Pasta & bolognaise, chilli & rice, curry and rice, nachos? Aim is to cook the food ourselves so want it simple. Get a quote for curry.

Bring your own drinks and glasses

Live music? Probably not that much time. Background music – will need kit. Will also need a mic and speaker for Paul. Ask Julie Prince

Payments – all items must be paid for on the night. Could do with a card machine. Ask Julie if the school have one we could use. Should also provide receipts.

Lots for auction – need to have a lot book with photos and details in advance, plus photos for the wall or a screen, or someone walking around the tables displaying the items on offer.

Need to get items to auction. The school are giving us brand new bikes. Will need to have reserve prices on some items.

Also need a few fun items (a rubber chicken!?) and maybe a mystery box?

Parents offering services would also be good.

Paul to manage a list of which local businesses etc have been approached for donations.

Kerry to send her list to Paul.

Target of 50 lots to auction

Tickets and posters – Emma to do these.

Letter / email to parents promoting the event and asking for donations, to go out via school – Paul will do that this week.

Research food options – Kerry

Everyone must take their empties / recycling home. (This was a lot for Paul to deal with following the Fashion Show).

Initially Rose and Ken offered to support this event.

On the night we will need (as a minimum) : one on the door, Paul on the auction, one person handling lots, one person collecting money, two in the kitchen and an extra two for serving. For speed, delivery of food to tables will be done by volunteer attendees.

Will also need a plan for set up and clear away.

Idea of having markers / paddles per table for bidding led to a decision that each table will have 4 wooden spoons with a number. **The Great Wooden Spoon Auction!** Paint and number the spoons.

Sheena to get 50 spoons from Wilko.

Need a plan for selling tickets, use email address on the advertising.

Date of next meeting - TBC