

USH PTFA

Minutes from the meeting held Wednesday 15th March 2017, 7.00pm

Present: Paul Hill, Bimal Gomanee, Kerry Sullivan (Chair), Emma Fay, Sheena Danson, Charlotte Cooper, Rachel Bennet

Apologies: Ken Voller, Liz Webb, Julie Prince, Penny Collins

Actions carried forward from previous meetings :

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

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

Distribution of money raised: Kerry to find out if any receipts have been received from departments anticipating payment.

No requests, correspondence or receipts were received so we decided to draw a line under this.

PTFA requesting donations for the auction via newsletters etc. Paul will do this.

Fashion Show 31st March

Emma has designed tickets and distributed fliers to all schools and facebook groups

Sales currently at 56 so needs a last push to get over the 60 mark

Charlotte will be there on the day at 5.30pm when TT arrive. Paul & Bimal will set up bar.

Julie to organise chairs with caretaker.

Julie to clarify access to toilets and signage.

Emma taking money and tickets on the door.

Kerry & Sheena selling raffle tickets (Kerry has purchased ticket books). Decided on £1 a ticket or £5 a strip.

Charlotte has a range of prizes that she is happy with and will rank them 1st, 2nd, 3rd etc.

Models – we have Clare Mendez, Nita Hearne, Melanie Arnott, Hannah Prior, Julie Russell and Karen Hunter. Could use one or two more. (Ask Clare Mendez)

Discussed changing areas, mirrors etc. Charlotte to finalise arrangements with TT.

Discussion on what drinks and snacks to sell. There is an issue with wine in that if we sell it by the glass, the glasses have to have stamped markings on them and not all glass suppliers provide these. Discussed using cans and bottles only for alcohol. Paul and Bimal to decide the range and do signage. Plan is £2 for beer and wine and £1 for soft drinks.

Can we have a white board on the night? Julie.

Penny to decide on and purchase a range of snacks such as chocolate, nuts, crisps etc. Will need pricing and signage.

Floats – Kerry to provide snack float, Paul will organise bar float, Emma will use ticket money to do floats for door and raffle.

Julie to clarify who is locking up.

Charity Auction – Friday 7th July

First discussion about how we are going to run this.

Need to decide the timing. (Paul)

Need to ask / advertise widely for donations of items to sell. Want 35-40 items. (All)

Should we have some kind of live music at the start? The Hatterjacks or similar? Cannot have USH students because of the alcohol.

Decided to do BYO drinks but £8 ticket will include food. Chilli, curry, fish and chips? Should we buy in? Make in a large batch? Get volunteers to make small batches? Also USH has a fully equipped kitchen which we are allowed to use, so possible we would cook.

Bimal to get a quote from his friend in Portswood about curry delivery.

Should we ask Chartwells for a quote? Julie to get a contact name / number.

After Easter we will need to design marketing and tickets and start getting the word out.

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?

Payments – will need a couple of people managing this on the night. Will definitely need a card machine. Will we provide receipts?

Date of next meeting - TBC