

Minutes from RSPA meeting on 16th January 2014

Meeting called to order by Mel Horton

Present

Mel Horton, Frances Greaney, Meenu Paliwal, Miriam Graham, Maggie Berney, Ameet Phadnis, Anne Harding, Niamh Sherwood, Anita Stone, Carmel Smith, Jason Humm

Apologies

Paula Jane Ridge, Marion Murphy

ITEMS DISCUSSED

1. Wine and Jazz Planning

- We agreed tickets would be sold at £25 each, or £120 for a table of 6. 17 tables will be available
- We will investigate use of Eventbrite for ticket sales, to enable easy management
- All to take responsibility for promoting the event, which will raise around £2000 if successful. Ticket sales are vital for success
- Wine glasses will be hired by Niamh, Meenu and Maggie (approx. 100 each) and washed and returned next day
- Mel to organise promotion with input of wording from Michael Warner
- We need to obtain 34 jugs for juice – borrow what we can from school and supplement with Costco/home
- Black trays and banqueting roll to come from Costco (Meenu)
- Helpers on the night – Miriam, Niamh, Meenu, Maggie, Anita, Carmel
- Miriam to take to boys Jazz trio and confirm they could do a spot as indicated by Michael
- Jason to provide a copy of public liability insurance
- Miriam will arrange printing of tasting notes

2. Auditing of Accounts

- Meenu Paliwal's husband has volunteered to do auditing of accounts.

3. Update on outdoor equipment project

- The boys would like to have a table tennis on site.



4. AOB

- Volunteers are needed to help organising this year 10 May 2014 Spring Fayre. The committee is looking for a green-fingered parent who could organise and run the plan stall and a parent who can project manage and co-ordinate the event.

Next Meeting

- Thursday 06th March 2014 7.30 to 9pm
Venue to be advised in Agenda

Meeting closed by Mel Horton at 8.30pm

Minutes created by Anita Stone