

Minutes - Fundraising Team Meeting, Mon 14 Jan 2019

Present: Jane Althaus, Angela Tysoe (Vice Chair), Nicola Mundy, Liz Fry, Paul Thompson (SLT link), Adele Sansom, Anita Haigh (Chair)

Apologies: Hilary O'Sullivan (Secretary), Naomi Brimacombe, Linzi Shipway, Gina Dutt

Agenda Item:	Action:
<p>1. Next MRC Forum, Weds 6 Feb Gerry Joaquim (Quest Hypnotherapy) to lead workshop on stress management, both supporting our children and managing our own!</p>	<p>Anita to email Wendy Brown/Janet Gibb to publicise via parent email/MRC website Angela to post on MRCP Facebook page All – please tell/encourage others to support</p>
<p>2. AGM 2019 date: Last year, held on 8th March. Constitution requires AGM to be held within 15 months of the last. Agreed to include as part of a Forum looking at College Behaviour system and role of Student Voice on Tues 30th April. Hope this will improve attendance.</p>	<p>Paul – to ask Claire Dicken, Simon Hill to join him in leading discussion/listening to parents.</p>
<p>3. Quiz Night, Fri 22 March: Detailed plan/running order to be sent out nearer the time. Jobs allocated. Increase numbers by 2 tables? (Last year 12/13 tables. Discussed food options. Hot food preferred. Agreed Mexican theme (best dressed team?) with meat & veg chilli. Snacks: olives, tortilla chips, guacamole on tables.</p> <p>Final details to be sorted at next meeting Tues 5 March</p>	<p>Anita to coordinate event & produce running order Angela to sort publicity posters, local paper, Facebook, MRC website & parent mail (liaise with Hilary re. system for ticket sales; and to approach Richard at Caterlink re. best total price per head (all costs) Hilary – to research ticket sales system and let Angela know asap; to oversee check in at door/direct teams to tables Liz/Nicola – to organise/run bar Anita/Adele – to prepare & run quiz rounds Paul – sort whiteboards, PA Jane – to approach Mallow flowers re table decorations Volunteers needed to help set up tables on the night, help as 'runners' during rounds, clean up.</p>
<p>4. Community Day: Sat 27 April, 10am – 2 pm Agreed not to run raffle this year, but have a fundraising/info. stall on the day. Suggestions for stall: human fruit machine (encourage 6th formers to help with this) and Splat the Rat, both available to borrow from Camelsdale PTA. 50p a go. Prizes – small bags of sweets. Possibly sell fruit smoothies?</p>	<p>Liz to supply list of available stalls to borrow Others available to cover stalls: Liz, Nicola, Anita, Jane (pm), Naomi B., possibly Paul. Other Volunteers ?</p>

<p>5. Cinema Night Update: 12th July tbc Nicola & team (Liz, Holly, Gina) met with Principal and Kath Chard, Business manager. Business plan drawn up with projection for possible scenarios of numbers/pricing. Agreed to plan for 1000 at advance ticket sales of £12pp or £15 on the door. Proviso to raise 50% of sponsorship by the end of Feb. to pay deposit. (£950) Plan also covers provision of bar, food, stewards, live music, raffle (Movie Hamper) Need to confirm date after checking no clash with Friday night polo event Update on progress at next meeting Tues 5 March.</p>	<p>Angela to approach Roatry club re stewards Anita to forward electronic signature to Nicola for sponsorship/support letters Nicola to keep Committee informed of financial/legal matters, but team will project manage organisational details Jane to check with Cowdray estate to ensure no clash with Friday polo event on 12 July (<i>Update from Jane – no clash with Polo so 12th July ok!</i>)</p>
<p>6. Fireworks Night 2019: possible date Fri 1 Nov (reserve night 8 Nov) With same length of display, deposit required £960. Time constraint to let Aurora know. Suggestion to ask for quote on slightly shorter display (10/12min) to reduce pressure on raising sponsorship, especially as sponsorship also required for Cinema event. Plans to approach different sponsors. Potential offers following inaugural event. Need to follow up to secure firm commitment. Agreed to get new quote from Aurora for shorter display and to secure deposit by end of Jan. prior to confirmation of booking. Principal agreed to another non-uniform day to help raise deposit. Once confirmed, working party will meet to action plan and allocate roles/responsibilities.</p>	<p>Angela to approach potential sponsor re. support by end of Jan Angela to ask Aurora for quote for shorter display (10/12 min) and deposit required.</p>
<p>7. AOB: <ul style="list-style-type: none"> MRCP Funds: approx balance £8200. Questions asked about whether current MRCP funds could be used as deposits for fundraisers. However, MRCP has moral and legal duty to honour the stated intent of the fundraising, ie: upgrade College IT system, floodlighting etc. as conveyed to sponsors, parents and the wider community. This should not be used to prime pump fundraising events. Anita suggested well-advertised and public handover of £5000 to College so all are clear where funds have gone. Possibly at AGM? Remaining balance should be kept for cash flow. </p>	<p>Anita to liaise with Committee and Principal re handover event of funds .</p>

<ul style="list-style-type: none">• MFL: Request from Ms Lunskey for 2 apps for use by students @ £60 each. Agreed to fund this.	Paul to invite Ms Lunskey to email Chair with details.
8. Date of Next Meeting: Tues 5 March, 6.30pm, College library.	Anita to publicise through website, emails and minutes.