



MINUTES FROM 20th of June 2016

Next Meeting - Mon 27th of June– South Wing Conference Room @ 19.00

Present: Maria Demetriou (Chair), Kirsty Marks (Assistant Secretary), Lucy Butterworth (Vice Chair) and Fabienne Canale (Vice Chair), Miriam Clark (Secretary), Louise Gluckstein, Fi Grainger, Keith Rampley and Claire Robinson

Apologies:, Alexia Hodgson, Andy Nairn, Guy Barker, Jim Muirhead, Amina Pfeufer, Vanessa Bell, Andy Allen and Mary Russell

School support: Anne Keogh, Michael Egunjobi, L Overs and Gill Ward

All expenses/invoices to be sent to Lucy who will then send to Ruth

1. Fortitude – 9th of July

Rides	Fabienne Canale	Danters and they will supply their own generator	Pricing Please make signs
Site plan	Fi Grainger	To draw on A3 – Kirsty to copy and laminate	
Marquee	Louise Gluckstein	Marquee - 1 x Extended height marquee 12m x 20m (extended above the stage but not above the bar) - £1900	
Gazebo – Tables - Chairs	Michael Egunjobi	Salads – Gazebo , 4 tables Gate – 2 x Gazebo, 2 tables, 4 chairs Cakes/tea – Gazebo Books – 2 x Gazebo, 4 tables, 2 chairs Silent auction – Raffle – Tombola – Plant – Dog show – Stalls owners - Rides – Bar -	How many gazebos will we have?
PA system, stage and generator	Lucy Butterworth	1 x 1ft high stage 8ft x 16ft - £190	Lucy to source some dog songs
Risk Assessment	Michael Egunjobi and Maria Demetriou	This needs to be done – see notes from Miriam	
Music/Performers	Lucy Butterworth	To liaise with Ms Ogilvy/Ms Overs to organise music	Saturday drama will perform Ms Ogilvy to help with performers
Ambulance	Maria Demetriou	St Johns to be booked – 12.00 – 18.00 – Maria to chase	Maybe we should ask Guy if we can use the same people from The Fireworks?
Police	Michael Egunjobi and Maria Demetriou	Informed – do we need to tell the Fire Brigade?	

Drinks Licence	Miriam Clark	Miriam has asked Sita McIntosh to set-up (sitamcintosh@gmail.com)				
Catering	Lucy Butterworth	Tootoomoo, Hog Roast, Golden Sunset, Nicky Singh, Café le tube				Lucy to ask them all if they sell drinks Once we hear back from Majjos we need to let Mary know
Pawtitude	Pat Dugdale Vanessa Bell	Radio mikes x 2 - Lucy Prizes – Barkers, Wag club, Ark vets? Vanessa can you work with last year's leaflet and update for this year? – Pat to ask				Maria to ask Mark Maier if we can start at 14.00 Fi to ask Olli Buxton if he will help out Please make signs
Stalls	Fi Grainger	25 stalls (not allowed to sell food or cake) No gazebos – bring your own Stalls4all – we have 4 stalls coming from them to date				The stall owners are being charged £35 To make their own signs How many table and chairs?
		Organic fruit & Veg Simon Bear	Jewellery – Accessories Karen	Olive Oil Amanda Nielson	Ice lollies	
Booze Tombola Stall	Gabby Maharajah Bridget Rampton	Need to make sure this doesn't stop people ordering from the bar Could we have the (0-5 wins)				Email to parents asking for donations - Mariam Please make signs for your stall
Salads	Mary Russell Lucy F	Vegetarian dishes Miriam going to Costco on the 28 th Kirsty to insert Mary's insert into this week's newsletter				We should hear from Majjos soon then Mary cab decide on samosas and price list Mary and Fabienne to go to Costco – before they go to ask Keith if he needs anything To make signs for your stall
Golden giving/tickets	Guy Barker	Under 5yrs free £3 in advance £4 on the gate Guy what support do you need? How much money? = Lucy to talk to guy				Gill Ward – advised strongly against selling at reception and will sell the tickets from the library
Raffle Stall	Louise Gluckstein	Tickets go on sale next week Guy will you be around to take the money?				Table at The Gate To make signs for your stall Maria will make a box
Martyn Gerrard	Lucy Butterworth	153 board names sent to MG				18 th of June all board up – 170 boards

Advertising - Archer	Miriam Clark	To remember we need to send to them in May so can go out in their June issue	
Silent Auction	Andy Nairn Miriam Clark Maria Demetriou		To ask for more items Please make signs for your stall
Compere	Fi Grainger	Emma Glover will do this	
Plant Stall	Sam Hutchinson	Sam to ask Sunshine Garden and Capital Garden Centre for donations. Fabienne's dad has offered plants, if someone can go and collect them?	Please make signs for your stall
Book Stall	Gill Ward Chris Roche	The library and CoverUp (parent/staff reading group) will do this again this year	2 gazebos/4 tables and 2 chairs Please make signs for your stall
Parent Cake/tea & coffee Stall	Barbara Faria Ranjit Jowett Jane Drinkwater Maria Zak	And could I suggest re cups and napkins etc that you make contact with Mary (email above) who is part of the team organising the salad stall and (I think) has had a look at what stock we have already (napkins etc) and may have bought/be buying for her stall, so she would be a good person to join forces with to try and buy in bulk for both stalls (if possible/practical)? – Miriam – Miriam going to Costco on the 28th Anyway, I have been to the FSA cupboard - there were some plates, quite big ones I think but as they weren't of interest to us from Salads am afraid I can't remember how many. There was quite a lot plastic cutlery which might be of interest to you (we've taken what we need) but there's plenty left. There were no napkins but I bought 500 today (total cost £5) at the £1 shop having been given a tip from Maria - Mary	Maria to ask Tesco if they will donate for Fortitude this year Please make signs for your stall
Flyers	Andy Allen		We need to find someone who can distribute/display the flyers in shops – Muswell Hill/East Finchley
Banners	Vanessa Bell	Have MG printed the banners/bunting to go up	
Site Meetings	Maria Demetriou Lucy Butterworth Michael Egunjobi	Toilets and fencing ordered – do we need to get t'paper?	
Bar	Keith	- visit FSA cupboard to check on glasses, Pimms jugs, etc. buy more if needed	Keith to let Miriam know if he wants her to buy from Costco – Ikea next week

		<ul style="list-style-type: none"> - send out e mail for volunteers - order drinks (Pimms bought already - asked Tarik if we can source the ale from him) - arrange delivery of drinks to school (coordinate with Michael and site team re storage ahead of the event). I want to avoid having a delivery on the day. 	
The Gate	Kirsty Marks	Free to enter; Teachers with lanyards and their families Drama students Stall holders and staff Volunteers	To make signs Volunteers Stamps Walkie talkies Site maps Agenda of activities Pouches
Volunteers	Kirsty Marks	Please let Kirsty know how many volunteers you need	

'alexia.hodgson@gmail.com'; 'andynairn1@gmail.com'; 'lucy.fea@blueyonder.co.uk'; 'mariademetriou70@hotmail.co.uk'; 'fabienne canale@yahoo.com';
 'ml.butterworth@talktalk.net'; 'clarkmiriam@hotmail.com'; 'vanessa.bell@dinkytinks.co.uk'; 'graingers10@sky.com'; 'louise gluckstein@gmail.com'; 'guy@sumitupgb.com';
 'Keithrampley@gmail.com'; 'keith.rampley@portigon.com'; 'lukeandmary@blueyonder.co.uk'; 'butterworth643@gmail.com'; 'clairecmd@hotmail.co.uk';
 'Aminapfeufer@yahoo.com'; 'mrjimmuirhead@gmail.com'; 'pat.dugdale@hotmail.co.uk'; 'barbarafaria@gmail.com'; 'janedrinkwater@btinternet.com';
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