



MINUTES FROM 15<sup>th</sup> of June 2016

**Next Meeting - Wed 20<sup>th</sup> 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, Mary Russell, Fi Grainger and Keith Rampley

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

School support: Anne Keogh, Michael Egunjobi and Gill Ward

**Dear all,**

Lovely turn out on Wednesday night and it feels like the plans are taking good shape.

Please note there is going to be a change in procedure for next week due to lack of availability. All to read the notes and actions against their name, can you then send a short email to Kirsty by EOD Tuesday the 14<sup>th</sup> with your progress – **more importantly** - if you have any issues that you need help/advice with please highlight in red in your email to Kirsty, which we will then address and if necessary, Kirsty will organise a telephone conference for Thursday the 16<sup>th</sup> @ 19.00 to firefight any issues that cannot wait until the 20<sup>th</sup> of June – if a call is deemed necessary Kirsty will send out an email with dial in details on Wednesday night.

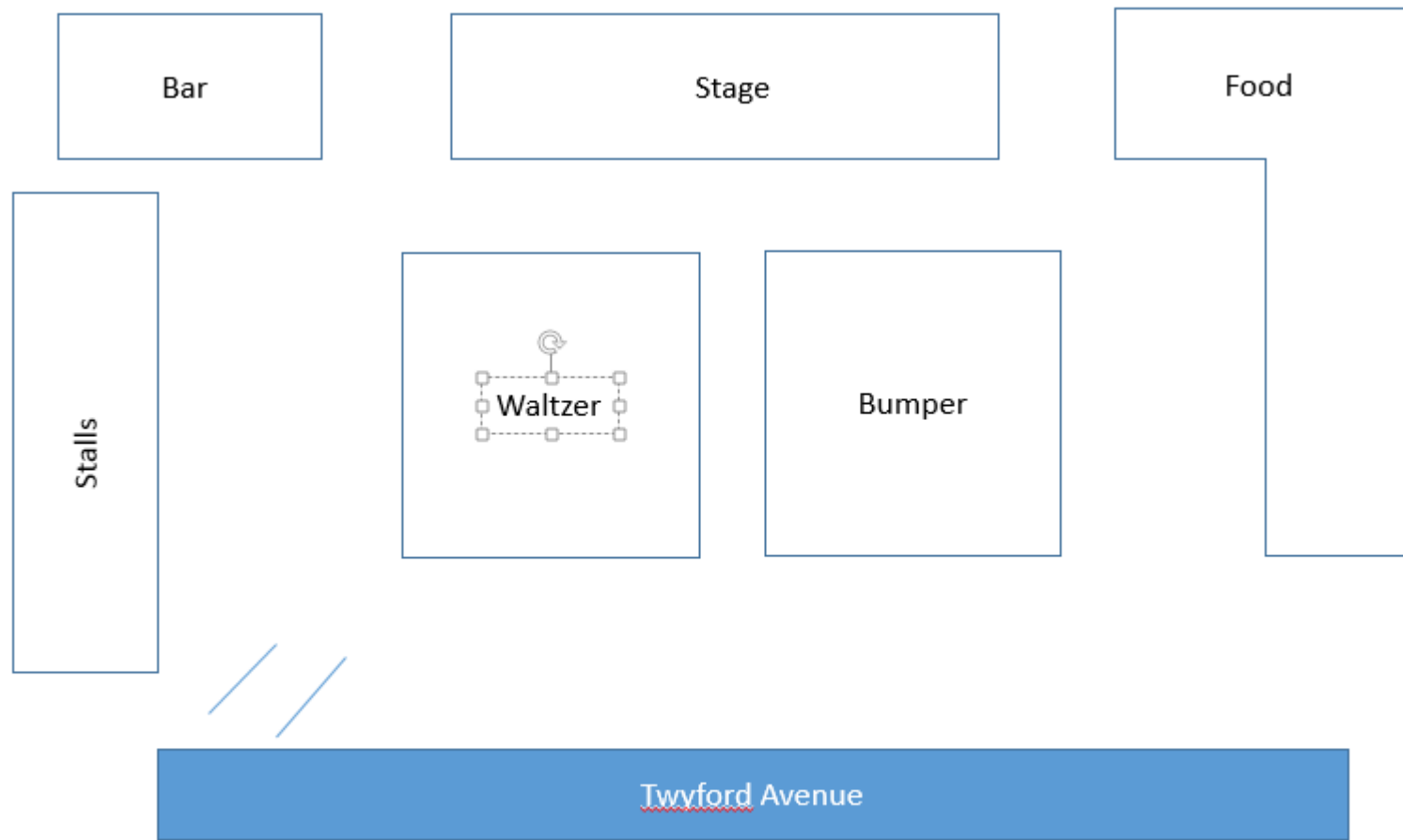
All expenses/invoices to be sent to Lucy who will then send to Ruth

## 1. Fortitude – 9<sup>th</sup> of July

Rides	Fabienne Canale	Danters and they will supply their own generator	Ticket stall location and pricing Please make signs
Site plan	Vanessa Bell	Vanessa can you take this on?	
Marquee	Louise Gluckstein	Marquee – 1 to order – 6 X 12 onto the grass – booked £2060	Miriam to ask if anyone has access to a large marquee and gazebos Maria to ask OLM Maria to count them when lending them out
Gazebo – Tables - Chairs	Michael Egunjobi	Salads – Gazebo 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 -	
PA system, stage and generator	Lucy Butterworth	To organise with Bart – stage to be 10 x 12	
Risk Assessment	Michael Egunjobi and Maria Demetriou		
Music/Performers	Lucy Butterworth	To liaise with Ms Ogilvy/Ms Overs to organise music	Maria to see if she can get Saturday drama to help Email to send to Mrs Glass asking for support We don't feel in a good place with this action, we don't feel we are getting enough support
Ambulance	Maria Demetriou	St Johns to be booked – 12.00 – 18.00	
Police	Michael Egunjobi	They still need to be informed	

	and Maria Demetriou		
<b>Drinks Licence</b>	Miriam Clark	Miriam has asked Sita McIntosh to set-up ( <a href="mailto:sitamcintosh@gmail.com">sitamcintosh@gmail.com</a> )	
<b>Catering</b>	Lucy Butterworth	<b>We are having problems finding caterers if anyone has ideas please contact Lucy – so far only Tootoomoo and Hog roast booked</b>	Lucy to ask them all if they sell drinks Keith to ask Majjos
<b>Dog contest</b>	Claire Robinson Pat Dugdale	To organise with Pat Dugdale – remember she wants a radio mike and to confirm what time she wants to start – also maybe we could approach 'Barkers'	Who will be the MC for the show? – Maria to ask Mark Maier Please make signs
<b>Stalls</b>	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
		Organic fruit & Veg Simon Bear	Jewellery – Accessories Karen
		Olive Oil Amanda Nielson	
<b>Tombola Stall</b>	Gabby Maharajah	Need to make sure this doesn't stop people ordering from the bar Could we have the (0-5 wins)	Please make signs for your stall
<b>Salads</b>	Mary Russell	Vegetarian dishes	Mary to decide on samosa 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
<b>Golden giving/tickets</b>	Guy Barker Vanessa	Under 5yrs free £3 in advance £4 on the gate	Gill Ward, advised against selling at reception and will sell the tickets from the library
<b>Raffle Stall</b>	Louise Gluckstein	Tickets go on sale next week	Table at The Gate To make signs for your stall
<b>Martyn Gerrard</b>	Lucy Butterworth	153 board names sent to MG	18 <sup>th</sup> of June all board up – 170 boards
<b>Advertising - Archer</b>	Miriam Clark	To remember we need to send to them in May so can go out in their June issue	
<b>Silent Auction</b>	Andy Nairn		Please make signs for your stall

	Miriam Clark Maria Demetriou		
<b>Compere</b>	Fi Grainger	Fi to ask Emma if she will do this again	
<b>Plant Stall</b>	Sam Hutchinson	Kirsty to ask Sam, if she has any ideas on how this will be run – does she have plants, does she need a request for plants sent out?	Miriam to ask for a volunteer lead for this stall Maria to ask Sunshine Gardens if they will contribute and to ask Anne Keogh to write a letter which we can give to Sunshine Gardens if necessary Please make signs for your stall
<b>Book Stall</b>	Gill Ward	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
<b>Parent Cake/tea &amp; coffee Stall</b>	Barbara Faria Rani J???? Jane Drinkwater	Email to send to parents asking for cakes - Mariam	Maria to ask Tesco if they will donate for Fortitude this year Please make signs for your stall
<b>Leaflet distributor</b>	Andy Allen	Please let Andy know when he can expect the leaflets so he can ready his volunteers Vanessa Andy can you use one of your volunteers to distribute/display the flyers in shops – Muswell Hill/East Finchley please	It was decided that will well not have the booklet this year, too heavy to distribute – will use a leaflet
<b>Banners</b>	Vanessa Bell	4/5 banners – both school entrances – take off the URL	
<b>Site Meetings</b>	Maria Demetriou Lucy Butterworth	To start have meetings with Anne Keogh and Michael Egunjobi to discuss – School suppliers/Fencing/Toilets/Student ambassadors and ideas for heads of colleges	To make this meetings not too late in the work day 17.00
<b>Bar</b>	Keith	Lager/special ale/Pimms and prosecco	



Suggested layout

The only thing I noticed from the site map is that the bar is again away from the food. Correct me if I'm wrong but last year there was less footfall at the bar because it was away from the food area.

I understand that the stall holders didnt want to be right next to the stage but I feel it really does make sense for the **bar and the food** to be together this year