



## MINUTES FROM 9<sup>th</sup> of May 2016

**Next Meeting - Wed 8<sup>th</sup> of June– South Wing Conference Room**

Present: Maria Demetriou (Chair), Kirsty Marks (Assistant Secretary), Lucy Butterworth (Vice Chair) and Fabienne Canale (Vice Chair)


Apologies: Miriam Clark (Secretary), Alexia Hodgson, Louise Gluckstein, Mary Russell, Andy Nairn, Guy Barker, Jim Muirhead, Amina Pfeufer, Vanessa Bell, Fi Grainger, Claire Robinson and Keith Rampley

School support: Anne Keogh, Michael Egunjobi and Gill Ward


### Events:

1. Car boot sale
2. Comedy night
3. Fortitude
4. Fireworks

# 1. Car boot sale

<b>Dates</b>	Anne Keogh	Sunday 15 <sup>th</sup> of May and 26 <sup>th</sup> of June – 11.00 – 14.00	South Wing Car Park
<b>Info</b>			
<b>Catering</b>	Maria Demetriou	Tea/Coffee/Cokes and pastries - £1 each Coffee, tea, sugar, milk, pastries, coke - Maria Urns - water	To be near South Wing Canteen under the orange awning The ground staff will supply extension leads to the urns from the canteen and water tap tool to switch it on
<b>Posters</b>	Fi Grainger	Can we have more laminates around trees?	
<b>Petty Cash</b>	Guy Barker	£1/£5/£10 - £250	
<b>Booking form</b>	Maria Demetriou	To also inform when reserving a parking bay – they can bring their own tables	
<b>Decorations</b>	Maria Demetriou Vanessa Bell Kirsty Marks	Bunting and balloons at car park entrance	
<b>Volunteers</b>	Louise Gluckstein after 12.30, Kirsty Marks, Claire Robinson Vanessa Bell and Lucy Butterworth		

## 2. Comedy Night – 16<sup>th</sup> May

<p><b>Info</b></p>		<p><b>Phoenix - Kate</b>          MONDAYS - £300 plus VAT          TUES, WED, THURS - £600 plus VAT          SUNDAYS - £1100 plus VAT</p> <p>Fridays and Saturdays are limited and even more expensive.</p> <p>The maximum capacity is 255 and the Phoenix are also happy to help market the tickets on their website if that's of interest to you</p>	 <p><b>LIVE IN EAST FINCHLEY</b>          PHOENIX CINEMA, MONDAY 16TH MAY 2016, DOORS 8PM</p> <p>Tickets £25 each purchased from Fortismere School Association ONLY at <a href="http://www.FSAEvents.moonfruit.com">www.FSAEvents.moonfruit.com</a></p> <p>KATE LUCAS    PAUL TONKINSON    SEAN LOCK    CHRISTIAN REILLY    MC MARK MAIER</p> <p>Will contain adult humour and strong language, 16+, under 18's must be accompanied by an adult. Performance starts 8.30pm.</p> <p><b>fortismere</b> School Association    <a href="#">Find us on facebook</a>    <a href="#">Follow us on twitter</a>    <a href="#">Like us on linkedin</a>    <a href="http://FortismereSchoolAssociation.ring.com">FortismereSchoolAssociation.ring.com</a>    <a href="http://www.justgiving.com/fortismereschool">www.justgiving.com/fortismereschool</a></p>
<p><b>Availability of Phoenix</b></p>	<p>Andy Nairn</p>	<p>To contact The Phoenix to get some dates and then to reach out to Mark Maier on what dates will work for him</p>	<p>To maybe approach new parent Sean Lock</p>
<p><b>Raffle</b></p>	<p>Guy Barker</p>	<p>To organise</p>	
<p><b>Posters</b></p>	<p>Kirsty Marks</p>	<p>To print off poster and ask people to distribute at next meeting</p>	
<p><b>Form for the auction</b></p>	<p>Maria Demetriou</p>	<p>Needs to have;          Name, email, phone number and description of item</p>	
<p><b>On the night</b></p>	<p>Maria Demetriou</p>	<p>To make sure the PA system and microphones are set up          To have ushers making sure there are no gaps between seats</p>	
<p><b>Taz - Victoria Wood</b></p>	<p>Kirsty Marks</p>	<p>Email sent to Taz agreeing he can say a few words on the night – Kirsty dealing with this and informing Mark on how this would work</p>	<p>Kirsty to check with Andy that this is all in order</p>
<p><b>Volunteers</b></p>		<p>None needed for the night – Phoenix have plenty of staff</p>	

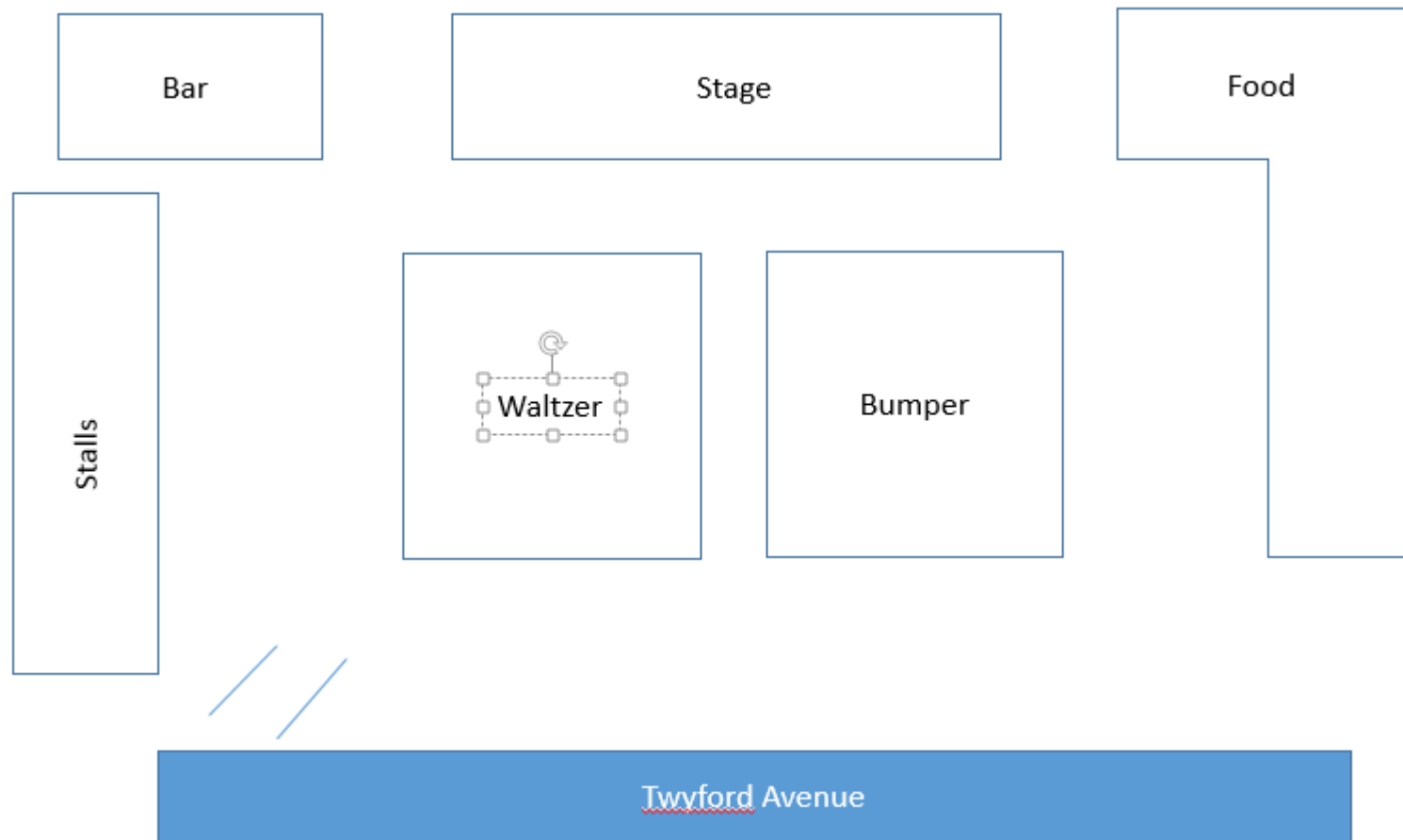
All expenses/invoices to be sent to Lucy who will then send to Ruth

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

Rides	Fabienne Canale	Danters and they will supply their own generator	Rota's to be organised
Site plan	Chris Roche		
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 We need to do an inventory of how many gazebos we have – Michael do you know how many we have
PA system, stage and generator	Lucy Butterworth	To organise with Bart – stage to be 10 x 12 – just generator to organise now	
Music	Lucy Butterworth	To liaise with Ms Ogilvy/Ms Overs to organise music	
Ambulance	Maria Demetriou	St Johns to be booked – 12.00 – 18.00	
Police	Maria Demetriou		
Drinks Licence	Miriam Clark	Miriam has asked Sita McIntosh to set-up ( <a href="mailto:sitamcintosh@gmail.com">sitamcintosh@gmail.com</a> )	
Food stalls	Lucy Butterworth	No BBQ – too little return for the amount of effort – vendors to approach – Taxi burgers, Hog roast, Pizza/veg/, Tootoomoo, Caribbean, Majos and that chicken burger stall and a parent - Nicky	Lucy to ask them all if they sell drinks
Dog contest	Claire Robinson	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'	
Stalls	Fi Grainger	25 stalls (not allowed to sell food or cake) No gazebos – bring your own Graffiti art? Maria knows an organisation that will organise all the stall for us –	We think we have 4 gazebos – 2 for book stall and 2 for parents cake stall – No big marquee £2k too much money – the stall owners are being charged £35

		Stalls4all	
<b>Tombola Stall</b>	???????	Need to make sure this doesn't stop people ordering from the bar Could we have the (0-5 wins)	Miriam to ask for a volunteer lead for this stall
<b>Salads</b>	Mary Russell	There will not be a BBQ	
<b>Tickets</b>	Guy Barker	Amina, Guy, Miriam and Vanessa to set up golden giving for the event  Under 5yrs free £3 in advance £4 on the gate	
<b>Raffle Stall</b>	Louise Gluckstein		
<b>Martyn Gerrard</b>	Lucy Butterworth	Lucy to finalise – Boards – Miriam needs to send out a request in May so they can go up early June	18 <sup>th</sup> of June all board up – 170 boards
<b>Advertising - Archer</b>		To remember we need to send to them in May so can go out in their June issue	
<b>Silent Auction</b>	?????	Fabienne to ask Gillian	Miriam to ask for a volunteer lead for this stall
<b>Compere</b>	Fi Grainger	Fi to ask Emma if she will do this again	
<b>Plant Stall</b>	???????		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
<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
<b>Parent Cake/tea &amp; coffee Stall</b>	???????		Miriam to ask for a volunteer lead for this stall Maria to ask Tesco if they will donate for Fortitude this year
<b>Leaflet distributor</b>	Andy Allen	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		
<b>Site Meetings</b>	Maria Demetriou Lucy Butterworth	To start have meetings with <b>Anne Keogh</b> and <b>Michael Egunjobi</b> 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>Young Entrepreneurs stalls</b>			
<b>Bar</b>	Keith		



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

Louise

## 4. Fireworks – 3<sup>rd</sup> of November

Rides	Lucy Butterworth		