

Bambara Fundraising Committee - Term #4
Friday, 23 October 2020 @ 2pm
MINUTES

Item	Subject	Time
1	Welcome (Attendance & Apologies)	2:00pm
	<p>Attendees: Nicole Lavrakas; Sherrilee Bartlett; Hayley Duguid; Shelley Smith</p> <p>Apologies: Dayle Scarlett; Penny Lee, Danielle Barnsley; Linda Knox; Karen Kroeger; Kristen Craker; Alicia Harlow; Kelly Davies; Desiree De Graaf; Morena Howe; Aleisha Mundy</p>	
2	Actions from Previous Meeting (Appendix A)	2.02pm
	Noted and updated	
3	Term 3 Fundraiser updates	2:10pm
	Father's Day Stall – No representative to give update in meeting; request to get final monies raised from Penny/Karen	
4	Ongoing Fundraisers Update	2.12pm
	<p><u>Bookclub</u> (Coordinator: Kandese Butler) – Kandese to provide final fundraising amount post last Bookclub orders.</p> <p><u>Entertainment Book</u> (Coordinator: Nicole Lavrakas) - \$196 raised in 2020 so far - Confirmed the \$322 raised in 2019 has now been deposited into the P&C account.</p>	
5	Bottle Drive -Recycling Fundraiser	2.15pm
	<p>Coordinator: Aleisha Mundy</p> <p>Programme is now operational. People can place their containers inside the large blue bin which is by the Gardner's Shed. It's chained to the shed as it's on wheels and the lid is padlocked but can open enough for deposits. No cost to the school/P&C as Scouts WA provides the bin and will also empty for us when the bin gets to ¾ full. P&C to promote the bin more on FB and via Newsletter update – with the ask if anyone has friends with cafes/restaurants they could donate empty drink containers to us. Mrs Kervin will coordinate a school poster and education of the bin and recycling with the students.</p>	
6	Term 4 Fundraiser/Event: Senior Disco	2.20pm
	<p>Coordinator/s: Needs to be appointed Term 4, Week 8 (Friday 4 December)</p> <p>Confirmed the Padbury Hall is now booked - 4th December from 6.30pm to 10.30pm.</p> <p><u>Coordinator required urgently</u> or the event will not be able to proceed.</p>	
7	Term 4 Fundraiser/Event: Family Christmas Disco	2.25pm
	<p>Coordinator/s: Sherrilee Bartlett; Desiree De Graaf</p> <p>Term 4, From Week 7 (Friday 27 November) on school grounds</p> <p>Time confirmed: 5pm to 7pm.</p>	

	<p>Sherrilee confirmed this is an event for the kids, not a 'fundraiser' as such. Location to be primarily on the grassed section outside Pre-Primary and onto the oval. Shelley noted gazebo's can be erected if needed for shade. Sherrilee will organise, Ice Cream Van; Food Van Options; Santa to arrive with Lolly Bags for the kids; Bubble Machine/Foam Machine; Music (not DJ) and noting BYO picnic dinner. Theme confirmed to be Christmas, and encourage to dress for the theme. Need to confirm the Security requirement and if it has implications to people drinking alcohol.</p> <p><i>COVID-19 Caveat for event: As long as people are responsible with reasonable distancing measure (given the event is outdoors) and there is no community spread in WA, the event can go ahead. Need to be able to cancel with minimal effort if we need to at short notice.</i></p>	
8	Contactless Wine Fundraiser	2.40pm
	<p>Coordinator: Nicole Lavrakas</p> <p>Dates confirmed: 6 week period to run from 9 November to 18 December.</p>	
9	Date of Next Meeting / Other Business	2.45pm
	<p>Gratitude Gifting</p> <ul style="list-style-type: none"> - Shelley suggested the kids can bring in a gift, canned goods to donate to those kids less fortunate. This can be promoted for the last 2 weeks of school for Sylvia to take to the charity of choice. <p>Another meeting to close out 2020 Suggested to have another final P&C meeting/Fundraising Meeting to close out 2020 and prepare for 2021's Fundraising Focus. ACTION: put on the agenda at P&C Meeting</p>	
10	Close	2.55pm

Appendix A

Actions arising from Fundraising Committee Meetings (31 July 2020 & 23 October) – To be updated post meeting

Item	Action	Owner	Status
Fundraising Focus	Suggest to have a 'close out and get prepared' meeting at next P&C Meeting (as no further meetings are scheduled for 2020).	Nicole Lavrakas	
Review of By-Laws	Propose to update 'faction carnival title to 'Faction Carnival Catering' and Fun run to \$200. To be endorsed at the P&C Meeting 21 August.	Fundraising Rep	Check was done at previous P&C Meeting
Fundraisers/Events	Colour Fun Run: Shifting to Term 1 of 2021 <ul style="list-style-type: none"> ○ donations for prizes for best dressed; ○ sustainable option agreed, in line with school Sustainability theme; ○ ACTION – Start seeking a coordinator via Class Rep pages 	P&C Members on Class Rep pages / Penny	Requires a coordinator
	Term 3 Fundraiser – Father's Day Stall <ul style="list-style-type: none"> - Penny/Karen to update final profit from stall 	Karen/Penny	For final P&C update
	Bottle Grant Drive (Aleisha Munday - PP) <ul style="list-style-type: none"> - More promotion in the Newsletter & Facebook pages (P&C), including the ask for friends of businesses to deposit their containers in our bin. 	Aleisha Mundy	Ongoing
	Senior Disco <ul style="list-style-type: none"> - Coordinator required URGENTLY, or event can't go ahead - Penny, Morena and Danielle, as Fundraising Committee members with kids in the Year 4/5, 5/6 classes to put out a note on the Class Reps page asking for a Coordinator (or two to share the load) 	Penny / Morena/Danielle	
	Family Christmas Disco (Sherrilee Bartlett / Desiree de Graaf) <ul style="list-style-type: none"> - Invitation and 'save the date' to be sent out by end of next week on FB pages, then in Newsletter - Find out what the policy states in regards to security on school grounds. 	Sherrilee & Desiree Shelley Smith	Ongoing
	Wine Fundraiser (Nicole Lavrakas) Register and prepare; get promotional poster ready for fundraising period.	Nicole Lavrakas	Ongoing
Current and Ongoing Fundraisers	Entertainment Books (ongoing) <ul style="list-style-type: none"> • Ongoing bi-monthly reminders on FB and Newsletters to keep interest and reminders to community (using relevant Ent Book promo material). 	Nicole Lavrakas	Complete/Ongoing

	<p><u>Bookclub</u> Action –_Kandese to provide end of year update post last Bookclub orders.</p>	Kandese Butler	By end of year
Security for Out of School Hours Events	Shelley to confirm with Linda re: Legal obligation to have Education Security on site	Shelley Smith	Shelley will confirm by Monday 26th
Gratitude Gifting	<p>P&C promote donations for Christmas, canned foods/toys for those less fortunate.</p> <p>ACTION: put on the agenda at P&C Meeting</p>	Nicole Lavrakas	