

FACE Sub-committee Meeting Minutes

Thursday 24 November 2022

In Attendance: Kerry Caloyannidis, Gerarda Luck, Penryn Maddrell, Lisa Ritchie, Jeanne Albrecht

Apologies: DI Swalwell

Agenda

1.	Last Meeting Minutes	Gerarda Luck
2.	Update on First "Drinks on the Deck"	Kerry Caloyannidis
3.	PBPA Publicity a) Formal publicity b) Newsletter – Summer edition c) Accom Flyers	Karina Stafford
5.	Email correspondence - Lyn Lillico a) Kids Activities b) Sponsors	Karina Stafford
6.	Christmas Fundraising a) Santa Photos – prep and roster b) Raffles for Christmas and NY	Kerry Caloyannidis
7.	Christmas Activities Planning a) Kids Disco b) Art Classes c) Further suggestions	Karina Stafford
8.	Future Events Calendar Update a) Disco in February b) General	Kerry Caloyannidis
9.	Other Business	Gerarda Luck

Minutes:

1. Minutes from last meeting reviewed and passed
 - a. Moved by Kerry Caloyannidis and seconded by Penryn Maddrell
2. Correspondence
 - a. Lynne's request for change from "Events" to something else.
 - b. Responded to change to Engagement
 - c. Moved by Kerry Caloyannidis and seconded by Jeanne Albrecht
3. Publicity
 - a. Santa Photo bookings
 - b. Drinks on the Deck
4. Confirmed requirements for "Drinks on the Deck"
 - a. Refreshments (Karina)
 - b. Sausages, rolls, onions, etc (Penryn)
 - c. Decorations - lights, greenery (Penryn)
 - d. Infrastructure - power boards, extension cords, BBQ, plywood (Gerarda)
 - e. Payment – eftpos (Penryn), change/coins (Gerarda & Kerry)

5. Christmas Fundraising
 - a. Santa Photos – bookings taken and Santa roster being organised
 - b. Raffle process training with Adrian completed Tuesday 22/11/22
 - c. Prep for sponsorship
 - i. 3 raffles pre-Christmas (Christmas hamper, gourmet hamper, children's hamper)
 - ii. NY raffle (3 hampers)
6. Kids Christmas Activities
 - a. Disco
 - i. FaceBook publicity
 - ii. 4 Bookings – deposit on first 2 paid
 - b. Kid's portrait class
 - i. Art Auction?
 - ii. Sausage Sizzle/refreshment
8. Events Committee is running the
9. all future Art Trails – sausage sizzle and cake stall.

APPENDIX 1

Future Events Calendar and Planning

November

- Future breakfasts 8.30 to 10.30
 - Small stock in holding for future breakfasts/drinks
- Friday Drinks 25/11/22
 - BBQ sausage sandwich – estimate sale x 30
 - Chips, crackers and dips (Karina will shop - \$40 budget)
 - Balloons/decorations for the front of the hall
 - Comms for the drinks (Nigel)
 - Fairy lights (Karina & Gerarda) Cable ties (Gerarda)
 - Karina to put on Community Hub
- Landscaping for Memorial Garden (Margie)
 - Volunteer team to commence this week
- Santa Photos on the Beach (November/December)
 - Set created
 - Santas – Joe Bowers, Rob Luck, Tom Glynn
 - Need to enlist a new photographer – Gerarda to post on the hub, FACE members to ask any contacts
 - Need to decide whether this is practical for this year or whether we hold off for 2023

December

- Christmas Dinner (10th) – Karina, Cath O'Reilly & Kerry as organisers
 - 124 people paid to date
 - Caterers, decorations, etc are ready to go
 - Karina to confirm names on tables & dietary requirements
 - Fairy lights (Karina & Gerarda)
 - Confirm volunteers for evening
 - Cath to organise coin toss activities
 - prizes (wine from Nazeema?)
 - coins (purchase with cash or eftpos)
 - Minister from Salvos organised to pick up toys & thank you at 8pm
 - Community Hub posts, The Gem & poster notice board to remind guests re timing, Toy drive, etc
- Christmas & New Year Raffles – lead?
 - Check with Events committee prior to organisation
 - Contributions for gift baskets? Sponsors – Accom? Who else?
 - Kids gift basket
 - Lolly guessing competition for kids
- Book Fair
 - Cake stall & BBQ – need to speak to Alison Phillips & Lynne

January

- Kids Disco's – Jeanne taking the lead
 - RockSloth (2 entertainers) booked for Tues 3rd, 10th, 17th & 24th
 - \$440 per night – minimum of 22 kids needed
 - Disco from 6-8pm
 - Kids \$20 each, parents free (Kids must be accompanied by a parent)
 - BBQ sausage sizzle available from 5.30pm - \$5 each
 - Parents able to use the back deck to catch up (byo refreshments)
 - Accom happy to advertise to all Holiday letters (90 houses)
 - Communications to go onto website & Community Hub from Dec 17th

- Bush dance – Di Swalwell
 - Lyn & Phil Rich – Saturday 21 January 5.30p to 8.30pm
 - BBQ dinner and refreshments
 - Further planning in the next meetings
 - Check planned date in hall calendar (Jeanne)
 - Gift for Lyn and Phil (and others) as they will not take payment
 - Investigate pricing for water options (tap barrels)
 - Ice blocks

February

- Disco (70's, 80's & 90's) – Lisa Richardson
 - Confirm management of the Disco
 - Karina to contact 3 recommended DJs