

FOWS Monthly Committee Meeting

Wednesday 11th October 2017

Minutes captured by Lydia Beeston.

Meeting Venue: Falcon, Woore

Meeting Time: 8:30pm

**** Next Meeting Times/Venue****

FOWS Committee AGM- Woore Primary School Hall-

Wednesday 8th November 2017 @ 8pm.

(Note: Venue may be Subject to change, however will advise via email/facebook & school if this is the case)

All very welcome & we would love your help

~ Follow us on Facebook: <http://m.facebook.com/FriendsOfWoore/>

Attendees:

- Natalie Bowen-Jones (Chair)
- Eve Bailey (vice Chair)
- Jessica Lear (Treasurer)
- Lydia Beeston (Secretary)
- Sarah Scott
- Nadine Smethurst
- Jenny Fuller ~ Welcome!

Agenda & Key Topics covered in meeting

- Review & update of actions from last meeting- NBJ
- Financial Update – JL
- AGM Notice- NBJ
- Halloween- All
- Christmas/ confirm dates/volunteers needed
- AOB/next meeting

Key Points covered

- NBJ confirmed still chasing several programme payments from the summer fete. Will continue to own & chase. Will provide further update at next meeting.
- JL confirmed that the Woore Victory Hall has been booked for 'Winter Wonderland' on Friday 1st December 17.
- NBJ confirmed that Mrs Ward has signed off the Pumpkin carving competition which will take place at the school. £1 per pumpkin. Money raised will be used towards the cost of the school Christmas party.
- FOWS were all in agreement at meeting that they would like to contribute and support the Schools Christmas party, however will be reaching out (as done in previous years) to the children's parents to bring 1 item to the party per child. This has worked extremely well in the past.
- NJB confirmed that a total of £15 was donated via her marathon fund raising to FOWS. This will be provided to JL to input into FOWS accounts. HUGE congratulations to our Chair Natalie who successfully ran 26miles for British Heart Foundation & FOWS and raised near to £1,000.
- JL confirmed 31st October is the FOWS cut off for accounts to be submitted to the charity commission for the financial year. JL will expect for this to be completed well in advance of this date & will confirm at next meeting.
- AGM – All who attended meeting confirmed AGM date of **Wednesday 8th November @ 8pm**. This will be held at Woore Primary & Nursery School in the main hall.
- JL gave a **Financial Update- £2,982.99** in bank with no pending transactions in or out expected.
- **Halloween**
 - Halloween Hamper prize (organised by LB) will be drawn on Friday 27th October on Facebook. It's had good interest and certainly a positive way to promote and engage with people on social media. Solely intended for social media attention/uplift of the FOWS page and no monies have been exchanged.
 - Pumpkin competition has been agreed with Head. £1 per entry. All money raised will be provided to FOWS and will contribute towards Christmas Party. Prizes for each class will be provided and paid for by FOWS.
 - No further Halloween plans.
- **Christmas Winter Wonderland – Dec 17.**
 - FOWS have agreed on event title: **"Woore's Winter Wonderland"**
 - **Confirmed Date: Friday 1st December** – Open to public from 6pm-9pm
 - **Confirmed Venue: Woore Victory Hall**
 - Alcohol License- JL to enquire with Gordon (chair of victory hall) as should have licence can provide.
 - **Entrance Fee-** All agreed at meeting would be a **voluntary donation**.
 - Paying Stall Holders Confirmed: (Table- £10 from each stall holder)
 - Unique Makeup & mini makeovers
 - Muddy Paw Prints

- Osbourne Books
 - Mariposa Beauty
- Santa- as of yet a Santa has not been confirmed. FOWS committee have ongoing action to locate.
- FOWS Team will also be arranging:
 - Chocolate Tombola
 - Raffle
 - Hot drinks /Licensed Bar
 - Santa
 - Children's festive activities
- Woore Primary School Choir will be attending & performing on the evening.
- Duties were allocated at the meeting
 - Events Promotion- Lydia
 - Christmas Tree – Lydia/All
 - Decorations- Sarah
 - Entertainment- Nadine
 - Refreshments- Jessica
 - Stall Holders- Natalie
 - Finances- Jessica
 - Kids Activities- Eve
- Agreed at meeting FOWS this year would like to have a **real Christmas tree** in the hall on the evening where people can donate food/toys/clothes which can be given to local food banks/shelters, either via the School direct OR the Church. The Christmas tree FOWS would then like to provide to the school for the children to enjoy & decorate with the lead up to Christmas.
 - FOWS are now enquiring with local companies to support & will promote via social media & school in coming weeks.
- Budget agreed for the event- <£400
- **Social Media/FOWS Promotion/Engagement**
 - FOWS have a target on Facebook to reach 200 likes by 2018. Currently at 112 likes and 120 followers. 😊
 - Ongoing Facebook promotion to engage & bring people in to support FOWS ~ Lydia Beeston.
 - Discussed about new nursery parents & how FOWS can engage going forwards. We are looking at designing and making little FOWS charity cards which could be popped in school children's bag telling parents all about the work we do and how to get involved/support.

- FOWS have a target to reach 200 likes by 2018. Currently at 112 likes and 120 followers.

Agreed Actions captured & will review/close at next meeting

New Actions captured:

Jess:

1. Speak with Gordon to verify and confirm Hall Booking for Friday 1st December
2. Speak to Gordon re temp events notice for alcohol licence for the Winter Wonderland event in the Hall
3. Draft letter for parents for Christmas Books.

Lydia

1. Upload Pumpkin completion flyer onto FOWS Facebook page.
2. Christmas tree – enquire with companies about providing a Christmas tree for the Winter Wonderland event.

Natalie

1. Discuss with Mrs Ward re Christmas Party & each parent to arrange 1 item per child to bring along to the party.
2. Confirm with Marni re AGM & use of the School Hall PM.

Jenny

1. FOWS event T-Shirts to organise.
2. Speak with Dougie & Mark re Santa.

AOB:

Christmas Books- JL to lead. Has draft of letter from last year and will arrange. With thanks to Jess and will give an update on progress at next meeting.
