

Meeting Minutes

Date: Tuesday, 23rd May 2017

Time: 7:30pm

Location: Earls Bar – Fernwood

CALL TO ORDER

Fernwood Residents Association

Meeting to Discuss:

- 2017 Summer Fete

Attendees – (14)

Dave Mack (Chair), Cheryle Mack, Barry Smith, Mandy Knowlthon Rayner, Emma Louise Oldham, Ian McGregor, Henry Paakow, Geoff Bowers, Amanda Mitchell, Michelle Halfpenny, Neill Mison, Annette Chester, Adam Collis, Dee Smith.

REMARKS

Dave Mack, opened proceedings by introducing himself and asking other members present to do likewise. Dave gave an overview of previous meetings and the way forward in organising a successful Summer Fete 2017.

Emma presented the vision & organisational plan for the Summer Fete to the attendees. She stressed the importance of having volunteers to take up various roles and encouraged members to inform residents to get involve. Emma further stressed that the committee should be looking at about 15 volunteers or more to make the Fete a success. This point was also echoed by Dave.

A committee member commended Emma for the excellent organisation of the Forest school, with another member concurring that the forest activities were worthwhile. Members of the committee encouraged people to invite other residents to join the Forest school.

A question was raised about the number of resident adults living on Fernwood. Apparently there are about 2500 adults living here.

The Cafeteria inside the main hall was mentioned as one of the venues to host the fete. It has a bar and separate kitchen. The cafeteria is capable of hosting several activities and participants are expected to set up tables.

Health & Safety issues were raised relating to the bouncy castle, children and dogs running around. Additional issues to think of is crowd control and public safety.

Activities / ideas - A list of ideas/activities on a spreadsheet was passed around by Emma for members to add to. Emma mentioned about 14 independent activities that the committee is looking at organising to benefit the community. The aim of some of these activities are to raise funds. She emphasised the need for more volunteers to make the Fete a success.

Emma mentioned that several *charities* (Alzheimer's society, etc) have expressed interest in being represented at the summer fete. Others have expressed interest in selling all kinds of stuff i.e (handbags, cakes etc). The idea of guests wanting to set up stalls to sell stuff was discussed and it was proposed that they pay some money for the stalls.

Emma again emphasised that 40 different stalls are expected to be set up and that the committee should aim at activities that people want and will like. Fun activities that people will like to take up and organise.

Emma is volunteering to collate all activities / ideas and to coordinate with vendors and organisers. She will then assign jobs for the fete (volunteering work) that aren't filled on Facebook to see if others will be interested in taking these up.

The timing of the event was discussed and it was agreed that the starting of the summer fete should be at 10 am and close at 3pm. Dave however, encouraged members present and volunteers to work hard to set up the stage & get the whole venue ready for the fete before 10am. Members were encouraged to be on the site of the venue from 8 am to ensure everything planned was ready for 10am.

A question arose over whether we were charging for stalls to be set up? Emma replied that there was a set charge for commercial businesses, £20 for vendors and £10 for charities. Someone also raised the prospect of restricting or allowing people to sell stuff that might compete with vendors who have paid to set up stalls.

Emma informed the members present that the interest generated from charities and businesses having to set up stalls is quite encouraging and some are asking for bank details to make donations.

The idea of paying for guest performers i.e., band, dance group and choir was raised.

A question arose over what to call the event? Dave/Emma responded that it will be called "**Fernwood Summer Fete**". Dave explained that we already have a banner. The wording on the banner is unknown. Barry will check and come back to the group. Dave will be printing A3 poster advertisements of the summer Fete.

Once again Emma encouraged members to inform residents living on Fernwood to join the association. A member of the committee also reiterated that we should be pushing for enthusiasm and that we should all inform a lot of people to volunteer and without residents participating the Summer Fete will not be able to go ahead.

A question on T-shirts for the event was raised and also on whether volunteers /organisers will get to wear a T-shirt advertising the event?

SUGGESTED ACTIVITIES FOR THE SUMMER FETE:

Bouncy Castle:

Archery:

Slack line: Adam will volunteer to organise the slack line activities. Adam will further consult with Barry on risk assessment, health & safety plus insurance issues. Adam said he has surveyed an area and already found 2 trees that can be useful for the activities. He however, said in practice he needed about 3 trees to do 2 slack lines. There was another suggestion from a member for the line to be only one. Adam again explained that the lines needed for the activities ought to be 12-15 foot long. Henry to help Adam if help is required. There was a suggestion from a member that Slack line activities should expect about 100 kids.

Dog Show/ Dog competition: Amanda & Michelle will explore the possibility of organising the dog show.

Wack the Rat: Sam

Irish Dance Group: Dave raised the prospect of having a dance group, Emma said she will speak with Antony to ascertain whether he will be available to play a band for the fete.

Choir: On the back of the Dance group Michelle will look into organising a choir to perform at the fete. Michelle further explained to members she will consult a school choir to ascertain whether they will be happy to sing/play on the day of the fete.

Welly Wanging: Heather has agreed to take the full organisation of welly wanging activities

Treasure Hunt: Barry is going to take over organising the treasure hunt.

Pony Ride: Cheryl will be talking to the Pony ride school, there were suggestions on how this should be done. Dave alluded to the fact that the pony rides can also be a spectator sport.

Tug of War: Neil will be organising the tug of war and discussed ideas for it. A member of the committee suggested that this could be coordinated in teams of 5 people. It was also suggested that the tag of war and the teams competing should be pre-advertised.

Air Ambulance/Parachutes: Dave asked if anyone knows of a parachute company that can come to add fun on the day? Emma then said Kelham hall have a helicopter. Kelly had previously organised an event for an air ambulance. Michelle was happy to consult with her friend's husband who is a fire chief at a fire station to see whether the committee will get help in that direction.

VOLUNTEERS NEEDED

Cakes / Pastries:

Distribution of flyers: Dave suggested that instead of flyers for distribution, the committee can do a magazine. Annette spoke on an idea she has worked on already i.e. setting up a separate business magazine for women on Facebook. She already has a Facebook page of a small businesses group. Annette said if more people were interested, a women's business Facebook page will be created.

Photography: Geoff

DJ/Master of Ceremony: Ian has happily volunteered to arrange all the DJ stuff, speakers, electricals and electronics. A member also raised the idea of the protection of all the electrical equipment. Ian will be doing the announcements on the PA system and he will be playing records.

Stage setting/setting up fete arena: Geoff, Neil, Ian will be coordinating in setting up the venue for the fete.

Floater: Floaters are needed to cover for absences and to help in areas that need extra help.

Raffles / Ticketing: Emma suggested we will need a volunteer to look after the raffle tickets and manning the hall. A member of the committee pleaded for people to donate raffle tickets.

Donations: members were asked to donate books, magazines etc. A member of the committee reminded us that Caroline will be selling her own books on the day and it was suggested that donated books could be handed over to Caroline to look after. The issue of where donated books needed to be dropped off / collected- a collection point for this should be communicated to all. Books that wouldn't be sold on the day will be placed on a book shelf.

NEXT MEETING

Members agreed that the next meeting be scheduled for **THURSDAY 6TH OF JUNE, 2017 @ 7:30pm**. This is to give us an indication as to where everyone is on with their activities and how the whole set up is progressing. A list of what all the stalls will be doing on the day will be circulated round by Emma and the rest of the gaps in activities will be filled out.

An agenda for an open meeting for the 20th of June is to be planned after the fete discussions on the 6th June.

Meeting ended around 8:35pm.