**St Hugh of Lincoln, Letchworth Garden City**

**Meeting of the Fundraising Committee**

**Held 15 April 2015, 8pm at 100 Broadway**

**Present:** Ursula White, Ann-Marie Palmer, Peter Spreckley, Angela Spreckley, Hedy Fletcher

**Apologies:** Julie Cranston

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| The meeting opened with the Sign of the Cross.  **Approve Minutes of the meeting held 4 March / outstanding actions**   * The Minutes of the meeting held 4 March were approved. * Growing in Faith - Ann-Marie advised the meeting that she had yet to follow up with Fr Jimmy re communication to the parish re where we are with regard to Growing in Faith. It was noted that a copy of the Dashboard had been placed in the main porch of the Church. It was also suggested that an update / the Dashboard could be uploaded to the Parish website.   ACTION: Ann-Marie to take forward with Fr Jimmy / Aimee in due course.  **Spring Concert – 15 May**  The meeting re-capped the confirmed acts and noted those that needed to be followed up.  ACTION:   * It was agreed that Peter would MC on the night and he asked those who had arranged particular acts to obtain some background information in order that he can prepare a nice intro for each. * Ursula to contact Mrs Scott at St Francis to arrange a time for the choir to practice in Church.   **Promotion of the event:**  Promotion of the event was discussed with the following actions resulting:   * Notice to be placed in this week’s Newsletter. * Ursula to contact Fr Jimmy re promotion at all Masses. * Poster / ticket design – Ursula to take forward. * Hedy to take forward re internal promotion at St Francis (displaying poster / parent-mail / ticket sales etc). * Hedy to also reconfirm re assistance with the sound system on the night. * All members of the fundraising committee to sell tickets. * Programme: Peter will organise and decide the running order.   **Any Other Business**   * Cookery Book – Angela has prepared a notice for the newsletter in respect of compiling a Parish cookery book for sale but to be held back until after the Spring Concert. * Children's fundraiser – The meeting had previously discussed a mile of pennies but after thought it was decided that filling Smarties tubes with coins (silver only) would be easiest.  We give the Smarties out when children register, monitoring success via a giant Smarties tube (as opposed to a thermometer) on the wall in Fortescue Hall. Regular (say monthly)” Smarties desk” in Fortescue Hall after 9.30 Mass for children to bring their tubes back and collect new ones. Desk to be manned by sensible / reliable youngsters so it is seen to be something the children own. Every three months there will be a small prize for the child who has brought back the most filled tubes. | **ACTION**  *Ann-Marie*  *All*  *Ursula*  *)*  *)Ursula*  *)*  *)*  ) *Hedy*  *)* |

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| **Planned Giving Update**:  Peter gave a brief update on the recent Planned Giving Campaign and advised an update would be given to the Parish mid May.  Next meeting agreed: **Wednesday 6 May at 8pm** |  |

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Certified a true record by the Chair Date