

'INTERNATIONAL NIGHT' - FUNDRAISER EVENT,

ST. DAVID'S CHURCH, STANWELL,

SECOND MEETING ON 14/11/21, 19:45

ATTENDEES

Fr Sidon Sagar, Fr Carlo, Martin, Dee, Roisin, Charlotte, Maurice, Doug, Gosia, Ewa, Robert, Michelle

APOLOGIES

Rejy

MINUTES

Meeting started at 7.45pm with Fr Sidon's opening prayer.

Notes from the previous meeting:

1. See some people in their traditional costumes. It is completely voluntary
2. Original draft only proposal for a Poster which was never fully intended to be a poster. It is just a guide reference for part of the wording that is needed however this was always subject to being edited / revised. Plus, the addition of creative design etc Ultimately intended to kick start the process. Includes all details required for Parish newsletter
3. Reji's creative poster proposal also intended for editing and adjustment. Deserves to be commended for effort
4. Edited shopping list compiled by Doug
5. The re-edited and correctly formatted Original minutes for October 10th require the following adjustments:
 - Martin, Michelle, and Father Carlos went through the inventory in the hall
 - 3 raffle prizes were found along with items children's books and toys for potential future events.
 - Sales of tickets to start this Saturday
 - Discussions around poster; Father Sidon would like less writing and will edit - Ewa sent Father Sidon the Poster sample made by Rejy for editing.
 - Hall can take 150 but agreed ideal attendance is 70-80
 - Father Sidon has hand sanitiser machines but wants to install them before the event to maintain the COVID 19 Norms (note actions).
 - Raffle:
 - 3 prizes already sourced from hall
 - Dee to provide large cuddly dinosaur
 - 1 strip for £1.
 - Youth to sell and pick tickets
 - Event preparation / cleaning
 - Deep clean 4pm 6th November
 - Night before decorations will be communicated at next meeting
 - Day of set up from 3pm will be communicated at next meeting
 - Next meeting date will be communicated but likely two weeks prior
 - Dee and Roisin to do shop for event
 - Dee to sell tickets Saturday 16th October after mass

- Martin to sell tickets Sunday 17th October after mass
- Other points of discussion
 - Soft drinks will be sold - prices to be set after purchase
 - Items like Juice and Water etc. Recommend NO Squash
 - Mixed feedback re tea and coffee
 - Dessert can be sold
 - Allergen poster to be displayed as per diocese terms of use of hall
 - Encourage participants to note obvious allergens e.g., nuts, eggs, dairy, gluten
 - Food to be served not self service
 - £73 float is available from coffee morning to use for change on night.
 - Ewa to create and provide international flag drawing activity for children in attendance.

Actions

- Dee to create tickets
- Martin to send Father Sidon information for the newsletter asap on 15/10/21
 - Date, time, contact information for buying ticket, brief description (International event bring own food and drinks)
- Announcement to be made from the altar at each mass from this weekend.
- Father Sidon to prepare the poster and will send it to Martin and others to check and then print it.
- Ewa to order raffle tickets
- Shopping list started by Doug - Roisin and Dee to purchase items nearer to the event. Items to be confirmed at the next meeting and pricing set.
- Roisin to create a spreadsheet from above before we purchase items for full transparency for church records - this will also document if parishioners have purchase items themselves and what we will need to expense from the event.
- International bunting needs to be purchased - £16 for 50
- Dee to do inventory of cleaning supplies and create a list if needs be - to be given to Father Sidon to purchase items through the Diocese.
- Doug and Martin to install the hand sanitizer machines.
- Inventory needs to be done to count cutlery and source white table covers before the next meeting to allow time needed to purchase if needs be.
- Date will be set of next meeting once we have confirmed minimum 20 in attendance most likely to be week of 25th October (perhaps following week depending on half term)
- Doug will contact people to complete with name, nationality, and food dish
- Completed Posters required at the earliest possible time - 10 A4 copies