

Friends of Coppermill Meeting Minutes

21st January 2019

Present: Hannah Webster, Natalie Semar, Jo Wilson, Judith Shipman

Christmas Fayre

Made £990,

Need to thank Balinder from Maddison Fox for their support (estate agent closed over Christmas for re-brand).

Hannah to contact her with bank details.

Quiz Night

Stick with the same time as last year. Doors open at 7 when food is served, quiz starts at 7:45, aim to finish at 10pm

Quiz Master, Mr Jessner, needs an assistant. To speak to Mr Jessner in case there is anything else he needs.

Winning team to get a certificate and photo in the newsletter, we will think about a token prize as well.

Raffle was successful last year so will try to bring some items together. Everyone will ask around

Socks – Jo W

Chocolate – Jo W

Flowers – Laura?

Wine - Natalie

Pub quiz book - Natalie

Toiletries?

Food – Calabash kitchen. £5 a head for 3 dishes, rice, nice salad and vegan curry.

Request mild with hot sauce on the side? To Check it doesn't contain nuts.

Have crisps on the table again

Provide some soft drink and tea/coffee facilities

We have serviettes, disposable cups, tea towels and Natalie has toothpicks

May need disposable plates – will check cupboard

Like last year, will suggest that people can bring their own glass/cup and also plate in assist with becoming more eco friendly. Alternatives will be provided for those who do not bring their own.

Jobs on the night – set up, welcoming person on door, meet and greet inside, quiz assistant, tidy up, raffle ticket sales and call, putting tea stuff out and flask of hot water. Will put together a rota at next meeting.

Also need:

Name stickers for the door (have in the cupboard)

Pens, table list printed, selotape, white board, raffle tickets,

Music to begin with and for the interval

Signs the toilet

Check with Nicoliana regarding: car park, kitchen door open, locking up

Poster: to Kamila

Coppermill's Big Quiz Returns

Adults only – bring your friends! Bring your own drinks (alcohol is permitted)

£10 per person includes nibbles and a fabulous Thai curry meal from Calabash Kitchen.

Make up a team before or on the night. Maximum number 6 people per team.

Calabash kitchen logo and flyers

Ticket sales start from Thursday 31st, Friday 1st - morning and afternoon, then the following week, last day Thursday 7th. To offer ability to purchase tickets using email and bank transfer.

This info to be included in the cover letter. Hannah to oversee emails and online ticket sales.

Spring Disco

Thursday 14th February – Spring Disco- £2

Check with Figen if nursery can attend?

KS1 – 4- 5pm - Rainbow party

KS2 – 5:15 – 6:30 – Spring Disco

Ask Jo Niemeyer about poster

Colourful decorations – red material, coloured balloons, paper streamers, lights

Food – ask for donations, juice boxes – apple, free water, crisps, Erin? Colourful cup cakes, fruit kebab,

Music – Bex DJing - lights

Sell tickets with the quiz, then the Wednesday and Thursday following week and on the door.

Face painting for KS1 – Ms Pytel and Barnaby? 50p. Rainbow, flower, etc to think of other designs.

Help need with decorating, making colourful cupcakes to be brought in anytime Thursday.

Also help needed at the discos

KS1 door – Natalie

Kitchen –

Floater -

KS2 door -

Kitchen –

Floater -

Tidy up.

Check with Nicoliana – Health and safety form may need review.

AOB

Make a date to meet with Jo Niemeyer regarding branding following discussion last year.