

NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, April 25th, 2018 at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Molly J Varley (MJV)
Lynn Jagger (LJ), Sara Ward (SW), Steve Amos (SA), Andrea Collingwood (AC)
Leanne Watson (LW), Coreen Berry (Volunteer), Ali MacGrath Priestley (AMP)

Apologies: Alison McManus (AM), Janet Green (JG), Sheila Hewitt (SH), Joanne Lockwood (JL)
David Robinson (DR), Rachel Robinson (RR), Peter Caffrey (PC)
Robin Owen Morley (ROM), Louise Smith (LS)

Volunteers Emma Whelan (EW), Bethany Watson (BW), Nathan Powell (NP)

Item	Notes	Action
1.	Attendance See list above for those present and apologies. Coreen Berry introduced as a new volunteer to NSE	All to note
2.	Previous Minutes	
2.a.	The minutes and matters arising from the previous meeting April 18 th , 2018 were approved.	
2.b.	Matters Arising from the minutes of April 18 th meeting are as follows: -	
2.c.	Bake off Event posters and entry forms complete, certificates and goody bags required. Marylin Burton to sort prizes out for Star Bakers.	SC/LW MB
3.	Sponsorship/Business Commitment	
3.a.	Brochure proof provided, some amendments are required, ie page positions, ad sizes, grammar errors, final decision required Thursday April 26 th .	AMP/SW
3.b.	New social media page to be added to Brochure asking people to post pictures and videos of events	SW/AMP
3.c.	Contact details to be provided	SW
4.	Action Plan	
4.a.	The Action plan was reviewed, and the following were the some of the items discussed, but everyone should review the whole document to ensure that they are following upon any items that they are "actioned" against	All to note
4.b.	Insurance of £5m paid, copies of certificates in caravan	
4.c.	Risk Assessments produced and checked, to be issued next meeting. Copies to caravan	SA
4.d.	Few raffle prizes collected – SW to resubmit to Facebook for donations.	SW
4.e.	Goody bags required for Dog Show at Shoulder, gazebo to be secured as per Risk assessments	LW/SA/SH
4.f.	Certificates for Dog and Handler Agility Competition completed	

4.g.	Disclaimer and photographer notices in caravan	
4.h.	Raffle prizes need to be co-ordinated	SC/MJV
4.g.	Children's games – Doctors surgery agreed we can use land again, Staffing list required by May 2 nd , Games to be checked May 3 rd , as well as tables and gazebo's. Raffle tickets from caravan required, as well as 3 floats, Tombola prizes to be purchased if not enough available	LW/RP SC/MJV LW/EW
4.h.	Accident book required for caravan	LW
5	Data Cleansing	
5.a.	New government rules mean NSE must check the databases held and offer the people on the list the chance to opt out. May 25 th is the deadline, to be completed after May Day event	RP/SC
6.	AOB	
6.a.	Facebook 'boost' has been offered, ideas include using our main event sponsors 'special offer' paid by NSE to do another promotion	SW
6.b.	Nathan Powell (NJ) of NJ Media (UK) has been updated with details, ongoing	SC
6.c.	Plaques to go with 'successful bid' items will be ready w/c 29 th April.	JL
6.d.	New 1st aid box ordered, fire extinguishers now serviced.	
6.e.	250 packs of Wax crayons delivered	
6.f.	New sound system fully working, and PAT tested	
6.g.	New walkie talkie system does not need a license, contact telephone list to be held in caravan and provided to Children's games and Dog/Handler agility competition	SC
6.h.	New 'Notty Owrap' story to go on website Monday pm	SC
7.	Date of next meeting	
7.a.	<ul style="list-style-type: none"> • Wednesday 2nd May 2018 at 7.30pm at The Club 	
7.b.	Dates for the whole of 2018 now confirmed. <ul style="list-style-type: none"> • Wednesday 16th May 2018 at 7.30pm at The Club • Wednesday 11th July 2018 at 7.30pm at The Club Bids Sub Committee • Wednesday 8th August 2018 at 7.30pm at The Club • Wednesday 12th September 2018 at 7.30pm at The Club AGM • Wednesday 10th October 2018 at 7.30pm at The Club • Wednesday 7th November 2018 at 7.30pm at The Club 	