

NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, April 18th, 2018 at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Molly J Varley (MJV)
David Robinson (DR), Rachel Robinson (RR), Lynn Jagger (LJ), Peter Caffrey (PC)
Robin Owen Morley (ROM), Sara Ward (SW), Steve Amos (SA)
Louise Smith (LS), Andrea Collingwood (AC), Coreen Berry (Volunteer)

Apologies: Alison McManus (AM), Janet Green (JG), Sheila Hewitt (SH), Leanne Watson (LW)
Joanne Lockwood (JL),

Volunteers Ali MacGrath Priestley (AMP), 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.a.	Previous Minutes The minutes and matters arising from the previous meeting March 14 th , 2018 were approved.	
2.b.	Matters Arising from the minutes of 14 th March meeting are as follows: -	
2.c.	A PA system has been purchased from Shibden Dale Riding Club, along with 6 walkie talkies, and a cash register	
2.d.	Flyer have been distributed, LJ felt disgruntled at not being informed as rosettes had been ordered for the category voted out. Apologies from the Chair were given.	
2.e.	Straw sale: confusion re bagging up, to be completed the next day. To be advertised on Facebook again	
2.f.	School – PC said there is no interest from the school	
2.g.	Bake off Event - LS will assist Marilyn on the Saturday for 2 hours as she is struggling for helpers. NSE to provide posters, entry forms, prizes, certificates and goody bags. MJV to assist also and provide judging	SC/LW MJV/LS
3.	Sponsorship/Business Commitment	
3.a.	A separate meeting to discuss outstanding queries on BCF entries was held and proved useful in resolving outstanding difficulties	
3.b.	Trail questions forwarded to SW from Andy and Cheryl.	
3.c.	Brochure deadline is 20/04/18 with printers, format as last year, a check to be done to ensure all details are present and correct	AMP
3.d.	Bids/Money progress sheet required for brochure	

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 required.	SA
4.c.	Risk Assessments will be produced once all events are known.	SA
4.d.	No raffle prizes yet – SW to resubmit to Facebook for donations.	SW
4.e.	Goody bags and rosettes for Dog Show to be provided by Shoulder (SH), bollards to be supplied by PC, gazebo required	SH PC/RP
4.f.	Pool Competition at the Shoulder – trophies to be returned.	SH
4.g.	LJ needs certificates for Dog and Handler Agility Competition	SC
4.h.	Float required for Dog Show	MJV/SC
4.g.	Disclaimer and photographer notices required, check caravan	RP/SC
4.h.	Raffle prizes need to be co-ordinated	MJV/SC
4.i.	Children’s Games - separate update passed to RP	LW/RP
4.j.	Volunteer Coreen Berry added to caravan list, SW said she had two more names as helpers (to be sorted)	SW
4.k.	Boundary run – no response from Northowram Pumas, presumed not going ahead	
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 share for offer at the Shoulder produced 7,844 shares.	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 as well as 12 wooden scarecrows will be ready w/c 25 th April.	JL
6.d.	Ice Cream Vans – sites agreed now as: Yew Tree & the Club (new location in car park required).	SC
6.e.	Fire engine arranged for Saturday at The Club, possibly Monday at The Yew Tree	PC

6.f.	New Facebook page (Northowram Scarecrow Event 2018) has been set up and has 300 followers. SW asking for pictures/videos taken over the weekend to passed straight on to enable upload to page	SW
6.g.	New Notty Owrap story required for website launch over weekend	AMP/SW/S C
6.h.	1st aid box and fire extinguishers in caravan to be checked for expiry dates. Fire Extinguishers to be given to DR for servicing.	RP/SC/DR
6.i.	Jewellery and sweets to be sold at caravan	ALL
6.j.	Last years minutes suggested we gave out coloured crayons for competition – wax crayons to be ordered	SC
7.	Date of next meeting	
	<ul style="list-style-type: none"> • Wednesday 25th April 2018 at 7.30pm at The Club 	
7.a.	Dates for the whole of 2018 now confirmed.	
	<ul style="list-style-type: none"> • Wednesday 2nd May 2018 at 7.30pm at The Club • 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 	