**Glenorchy School PTFA**

**Meeting**

**27th November 2017**

**Held at**

**Bold Peak Lodge**

**7:00 p.m**

**Present:** Candi, Terry, Jenny D, Kirsty, Nikki A & Cameron

**Apologies:**

**Minutes**:

*Glenorchy Race Day 6 January 2018*

Discussed having a hog roast instead of a BBQ (thank you Amber for the suggestion). Although we are not experienced with cooking hogs, it was thought that about five or six would be required, and cooked over a number of hours. Based on our lack of experience, the number of spits and amount of time to cook, it was decided not to pursue this for the 2018 races.

We need to organise volunteers for the day ASAP so a draft roster can be drawn up and presented to parents by 13th Dec (Recital and Prize Giving day). Nikki to contact parents to see if they are available and willing to help, and put notice on Facebook page. Kirsty to circulate notices on the Community Website, School notice board, Smithy’s noticeboard and The Lodge.

Will need to purchase meat (sausages, patties), bread, buns, lettuce, tomato, beetroot, onions, tomato sauce, mayonnaise, oil, eggs, napkins, lemons, salt & pepper, napkins, food prep gloves, foil & ice. Whitebait for the patties has already been bought. Outgoing president has Raceday shopping list for quantities, which we need to get. The best place for meat is Arrowtown Butchery, to be organised by Terry/Candi. Kirsty to get quotes from Countdown, Pak n Save, Bidvest and Kaan’s for the rest. Bottled water and canned soft drink to be purchased in bulk from the Warehouse.

There’s a fridge/freezer at the Fire Station, the Rugby Club and one at school. There is also a portable sink from the school. The school has 2 new BBQs. Suggested getting one or two more BBQs.

An Easyup would be good to shade the people queuing at the BBQ. The school one is broken and will need to be discarded at the next bulk rubbish collection. Alan (Glenorchy Journeys) may have one the school could borrow for the day. Nikki to contact Alan.

Kirsty to draw up a list of jobs for Raceday with due dates, and circulate to meeting attendees, Sonya and Gorettie for feedback.

*Finances*

Candi gave an update on the funds, which are currently just under $25,000.

With Allie, Sonya and Gorettie leaving Committee, we need to update bank signatures. Candi will organise with Westpac for Kirsty and Nikki A to be added as signatories to the account. (\*Update. The bank will no longer come out to visit customers. Candi, Kirsty and Nikki will need to go into the Queenstown branch to sign)

*Actions*

| **Action** | **Champion** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| Contact Lakeside Rugby Club to apply for Raceday Licence | Gorettie | 27th Nov | Completed |
| Check supplies in PTFA school shed | Nikki/ Kirsty/ Candi | 1st Dec | Completed |
| President to be given administrative access to Facebook Page | Nikki A | 1st Dec | Completed |
| Distribute job list for Race Day 2018 | Kirsty | 1st Dec | Completed |
| Get RaceDay shopping list from Sonya | Kirsty | 1st Dec | Open |
| Reimburse outgoing president for whitebait | Candi | 1st Dec | Open |
| Visit bank to change over signatures on PTFA bank account. | Candi (Nikki & Kirsty to sign) | 6th Dec (time TBA) | Open |
| Get quotes for sausages & patties (e.g. Evans for Arrowtown Butchery) | Terry & Candi | 8th Dec | Open |
| Get quotes for other food, condiments and cooking supplies from:- Pak n Save- Countdown- Bidvest - Kaans | Kirsty  | 8th Dec | Open |
| Contact parents to see who will be here, and who is willing to help on Raceday | Nikki | 8th Dec | Call for helpers has gone out on School noticeboard, FB page, Community website, Smithy’s Notice Board & The Lodge |
| Draw up Roster for Race day and distribute at prize giving & recital | Nikki/ Kirsty/ Candi | 13th Dec | Open |
| Organise ice (e.g. from Thor, or the Iceman) | Terry | 15th Dec | Open |
| Organise an Easyup (e.g. from Alan @ Glenorchy Journeys) to shade people queuing for BBQ  | Nikki A | 15th Dec | Open |
| Organise additional BBQ(s) and fill gas bottles (check school BBQ gas bottles). | Terry | 22nd Dec | Open |
| Organise Pet Day 2018 | Committee | 2018 | Open  |

Next meeting Friday 8th December 5pm **(PLEASE NOTE NEW TIME),** Bold Peak Lodge

Meeting closed 8:00pm

Kirsty Pope

Secretary.