

# Otakiri School and District Centenary



## Committee Minutes

### Meeting held 6:30pm 24th September 2019, Staffroom

Present	Eddie, and Kath Lambert, Libby Walker, Mike Mokai, Eraina Attwood, Kris Byrne, Leanne Blackwood
Apologies	Renee Anderson, Heather Richmond, Jacqui Graham, Vera Pawson,

### GENERAL

Proposed itinerary for Centenary Celebrations	<p>Read through ideas from first Jubilee meeting and brainstormed possible ideas. Photo of whole school, current students and teachers to be taken beforehand.</p> <p><b>Friday:</b> 1pm - Class/School tours 2.15pm - Assembly with kids performing 5.30pm - Registrations followed by Wine and Cheese 7pm - Quiz Night - Through the Decades (platters of food, savouries, ss) BYO??</p> <p><b>Saturday:</b> 9am - Registrations/School Tours 10am - Powhiri/Speeches and formalities/cutting of cake 11am - 12.30pm - cup of tea, mix and mingle while decade photos are taken, music playing 12.30 pm - Lunch, Food Trucks and/or picnic ..... 3pm - List of possible things to do include golf at Te Teko, bowls at Edgecube, darts at Cossie Club, Kawerau Hot Pools, 6pm - Dinner - Buffet at Awakeri Events Centre 7pm - Dinner, need a MC?? 8.30pm - Social with band</p> <p><b>Sunday:</b> 10am - Church Service in Hall 11am - Tree Planting and Farewells 11.30am - Lunch/Hangi?</p>
Minutes of the last Meeting	Read through, no matters arising
Inwards Correspondence	<ol style="list-style-type: none"> <li>1. WDC- E-mail with application form to apply for money from the Discretionary Fund</li> </ol>
General Business	<ul style="list-style-type: none"> <li>• Options for a Jubilee memento, engraved bell, handles, coffee mugs, tea towels with kids faces (could be a fundraiser for current students to have their own event at the Jubilee)</li> </ul>

	<ul style="list-style-type: none"> <li>Jubilee t-shirts/sweatshirts</li> </ul>
Next Meeting	Tuesday 22nd October, 6.30pm in Staffroom, start to assemble costs, contact details.

Action to be Taken	Person Responsible	Deadline	Update/Completed
Find out what the licensing requirements are for alcohol distribution in the hall	Kerry?	22nd October	
Book in Food Trucks for Saturday of Labour Weekend	Kath, Liv and Eddie Lambert	22nd October	
Ask past student or community person to run the church service	Mike	22nd October	
Ring Awakeri Events Centre and check if available for the Saturday night dinner	Liv	22nd October	
Possible MC for weekend/dinner??	Kris	22nd October	
Approach Fling Teddy to be entertainer on Saturday night	Kris	22nd October	
Approach a photographer for the weekend and offer to hire them for the whole weekend and make photos available to attendees for free	Leanne	22nd October	
Nick to develop a Facebook page and event page	Nick	Next couple of weeks	
Billboards to advertise event	Vera		
Develop an A4 advertising flyer -ask Sarah	Vera	Next couple of weeks	Have asked Sarah - will follow up
Ask for sponsors for Jubilee from the local community, advertise in newsletter and Facebook to cover costs for billboards, photographer, ...	Michelle in school newsletter	22nd October	
Need a fundraising group to be responsible for supper at quiz night, maybe lunch on Sunday		22nd October	
Advertise in Women's Weekly	Leanne	22nd October	
Ask Beacon to do a story of the upcoming Centenary	Vera	Around Labour Weekend 2019	