



Oak Flats Public School P&C Association

Proudly partnering with the Oak Flats Public School & Our Community

An *innovative* Learning Community



NOVEMBER FUNDRAISING MEETING

MEETING INFORMATION

DATE: 08/11/2017

LOCATION: Learning Hub

TIME: 8:15 AM

MEETING TYPE: Fundraising Meeting

FACILITATOR: President, OFPS P&C

NOTE TAKER: President, OFPS P&C

ATTENDEES: Sharon Rigg, Kay Anderson, Karen Hamilton, David Crook, Tracey Thompson, Sarah Blaker, Boris Baraldi

AGENDA ITEMS	PRESENTER	TIME ALLOTTED
1 Adult Trivia Night	Boris	10
2 T4 Themed Disco	Kay	10
3 Carols at the Flat	Daliya / Boris	10
4 Future Direction / Format of Fundraising Meetings	All	10
5 Fundraising Report Fiscal Year 2017	Boris	5
6 Confirm Date for Planning Meeting	Boris	N/A

1. ADULT TRIVIA NIGHT - FRIDAY 24 NOVEMBER 2017

DISCUSSION POINTS:

- Cost of the event will be \$350. Destination Dancefloor will look after all facets of the trivia night and entertainment.
- Flyer and Note published via e-news and school newsletter.
- Prizes allocated so far are
 - table winner prize of 8 bottles of wine (1 each)
 - Additional 4 bottles to give away during the night for game challenges
 - 2 x \$25 vouchers from Patterson's Butcher and 2 x \$25 vouchers from Simply Luxe Oak Flats to give away on the night

ACTION ITEMS:

- Who can help set-up tables for the night? What time set-up? Can we set-up early afternoon?
- Confirm minimum number of tables for the event to go ahead at 10 tables or 80 people.
- Purchase box of Coronas for one of the trivia games (once confirmed that event is going ahead)

2. T4 THEMED DISCO - WEDNESDAY 29 & THURSDAY 30 NOVEMBER 2017

DISCUSSION POINTS:

- Kay has liaised with SRC to confirm theme for the disco.
- This has been given the green light by Principal.
- T4 Disco will be titled "Holiday Glitter Disco" with colour theme of Green, Red, White, Gold and Silver.
- Prizes will be awarded for best dressed and lucky door prizes.
- Kay will organise teacher volunteers for both afternoons.

ACTION ITEMS:

- Purchase drinks and chips.
- Flyer to go out next week via e-news and Facebook and school newsletter.
- Permission Notes will go out week before.

3. CAROLS AT THE FLAT

DISCUSSION POINTS:

- First meeting held last Monday 30 October 2017 - Lyndal is coordinating.
- Carols will run from 5:30 - 7:30pm
- Canteen will operate from 4:30 - 7:30pm with BBQ, Drinks, Xmas Treats, Variety of Slices, etc.
- Sarah Mobile Coffee Van will be onsite
- Raffle Books will go home during Week 6 - Book of 10 - Tickets \$1 each. Books to be returned end of Week 8. Tickets will be available on the night as well to purchase.
- We have many Staff Volunteers to help in the Canteen confirmed. Help will be needed primarily from 5:00 - 6:30pm prior to commencement of each stage performing their carols.
- Next meeting of Carols Committee is on Monday 13 November 2017.

ACTION ITEMS:

- Organise Xmas Hampers for Raffle - if the Trivia Night doesn't go ahead, the committee agreed to ask each class to bring in one item for a Xmas Hamper. If the trivia night goes ahead, the P&C will cover the whole cost of hampers.
- Prepare Flyer and Raffle Books to go home to Families x 275 or thereabouts
- Purchase Glow Sticks - committee agreed to purchase between 2000 - 3000 glow sticks depending on price. Boris to scope e-bay and find most cost effective.
- Working Bee to prepare glow sticks - committee decided to hold a working bee to prepare the glow sticks ahead of the night. The initial plan is to bundle the glow sticks in packs of 6 and sell for \$1.00
- Organise and send out Canteen Menu to school community by end of Week 6.

4. FUTURE DIRECTION / FORMAT OF FUNDRAISING MEETINGS

DISCUSSION POINTS:

- Attendance at these meetings has been down on previous years and the day and time was changed from afternoons to mornings to encourage attendance but hasn't worked.

ACTION ITEMS:

- Post AGM, committee members to submit any ideas or suggestions as to the future direction / format of fundraising meetings including but not limited to:
 - Day, Time, Location
 - Advertising
 - How we involve parent / school community

5. FUNDRAISING REPORT FISCAL YEAR 2017

- We had a very successful year of Fundraising culminating in the Colour Run / Walk-a-thon, our first event of this type to be held at the Oak Flats Public School.
- In all, the P&C Fundraising Committee held nine (9) fundraising events during the year. Those events were:
 - ✓ 5c Silver Coin Challenge
 - ✓ Term 4 Disco 2016 and Terms 1-3 Disco 2017 (4 in total)
 - ✓ Mother's Day Stall
 - ✓ Winter Pie Drive
 - ✓ Father's Day Stall, and
 - ✓ Colour Run / Walk-a-thon
- The Winter Pie Drive saw a huge response from our parent and school community with 1400 individual items ordered setting the record for a pie drive with Queen Street Bakery, Lake Illawarra. We extend our thanks to everyone who supported this event and a big thanks to all our parent volunteers who helped sort and pack on the day. A wonderful team effort!

- What hasn't already been said about the Colour Run / Walk-a-thon? It was great to see students, parents, and teaching staff smiling, laughing and having the best time, simply awesome. Warmest thanks to everyone who helped make this day, the “*best school day ever*”.
- Below is a summary of our Fundraising Events for the fiscal year ending 30 September 2017.

FUNDRAISING EVENTS	INCOME \$	EXPENDITURE \$	PROFIT ACHIEVED \$
Friday 5c Challenge	2,586.40	275.00	2,311.40
T4 Disco 2016	1,231.20		1,231.20
T1 Disco 2017	1,300.00	142.12	1,157.88
Mother's Day Stall	3,100.00	2,257.00	843.00
Winter Pie Drive	14,000.00	8,644.31	5,355.69
T2 Disco 2017	1,210.00		1,210.00
Father's Day Stall	2,750.00	2,215.80	534.20
T3 Disco 2017	1,160.00	68.00	1,091.40
Colour Run/Walk-a-thon	12,648.65	2,895.50	9,753.15
TOTALS	\$39,986.25	\$16,498.33	\$23,487.92

6. PLANNING MEETING DATE

DISCUSSION POINTS:

- Planning meeting date to discuss fundraising events for 2018 originally scheduled for Wednesday 6 December, commencing 8:15am in the Learning Hub.
- Committee members invited to suggest fundraising event ideas to supplement our following core events:
 - School Discos x 4 Terms
 - Mother's Day and Father's Day Stall
 - Winter Pie Drive (Major Fundraiser?)
- Awaiting result of FOCAS Town Fair to determine if the P&C needs to push ahead with a second major fundraiser for the 2018 Fiscal Year or promote the Winter Pie Drive as the major fundraiser for 2018

ACTION ITEMS:

- Boris to speak with Daliya around timing of the planning meeting.
- Committee members to bring ideas for fundraising events to supplement our core events

Meeting Closed 9:00am