

BGNS Events Team Meeting – 21st July 7.30pm Conservative club

Present: Ginnie, Karen, Laura, Alison, Sue P, Sharon*, Jeanette*, Mike* & Annette.

Apologies: None

Event Date	Discussions and actions:
New Promotions Volunteer?	At the Steering Group it was agreed to invite Sally N to join the scheme as a volunteer whose role, if she joined us, would be promoting the group to attract new volunteers. She would then have a role such as Promotions Volunteer or Coordinator. Sally could then discuss with the events team if new promotional items like Logo T-shirts, Table covers or banners are needed for any future village events the team attends to promote the group. Action: Annette and Laura to speak with Sally
Team Name Change	It was suggested and agreed that this team should now be called the Events Team to reduce any confusion, and to reflect that the team is primarily responsible for running events for the scheme.
Skittles Trophies	Nick has produced 3 small skittle shaped trophies on bases ready for decoration for High Score, Low Score and King Pin. Alison has taken them to decorate once a design is agreed. Action: All to discuss preferred design on Events Team WhatsApp Group
Pub Social	17 June – Mike had one volunteer turn up for the Soar Bridge pub walk, with more joining for a drink afterwards. It was discussed and agreed that the walk should be paused but the pub meeting kept as a monthly social as advertised as a Volunteers Group Pub Social event once a suitable evening is agreed. Follow up Action: Confirm who is taking this idea forward and promoting it on the Volunteers WhatsApp Group and setting up a poll to confirm preferred evening.
Coffee & Chat	2 nd July – first event had 5 volunteers with more interested in future dates. Planned for first Thursday each month at 2pm in Freckles. Next 6th August. Action: Jeanette to remind volunteers on Volunteer WA Group
Room Decorations	Alison has made 3 sets of bunting and is happy to make more if needed. We now have 2 sets of Union Jack type bunting and one for Christmas. New sets would be made from existing spare materials.
Craft event	Previously crafting sessions for both members and volunteers have been held for glass ornament making, and clay tiles. Both were successful and enjoyed by all. It was suggested that it may be possible to run our own “in house” craft events using skills that volunteers may be willing to share. More discussions are needed to progress this item.
Christmas Tree Festival - Decorations	Ginnie mentioned that she knows someone that could help to provide a theme, instructions on how to make, and a material list to create decorations for the village Christmas Tree Festival should we decide to enter. Action: Ginnie to enquire and to see what ideas are suggested. Note: We may also need a new Christmas Tree.
Volunteers BBQ - Sept	Judith Rodgers has offered the scheme the use of her garden for a DIY BBQ. Suggested date is 12 th September, or 5/19 th if not available. Action: Annette to discuss with Judith <i>Post Meeting Note: Judith has agreed 12th September. See list below of discussion topics covered with Judith for the event before details are given to volunteers soonest.</i> Follow up Action: Confirm who is taking this idea forward and promoting it on the Volunteers WhatsApp Group – NOTE – this needs to happen very SOON.
Bereavement Counselling event - Oct	It was discussed and agreed that the Bereavement / Grief Counselling event should be separate to the CPR / First Aid Awareness & Training event. Action: Annette to confirm date. <i>Post Meeting Note: Annette has provisionally booked 2 dates Tues 6th or Mon 12th</i>

	<i>Oct. Mike has created a Poll on the Volunteers WhatsApp Group to confirm best attendance. Follow up Action: Mike to liaise directly with Sue S about what is needed on the night.</i>
Volunteers Skittle Evening - Nov	Action: Annette to confirm date with Dani. Buffet included in cost of room hire and choices depend on numbers attending. <i>Post Meeting Note: Provisional date of Tuesday 24th November booked.</i> Follow up Action: Confirm from the team who is taking the lead for this event and for promoting it on the Volunteers WhatsApp Group.
Members Afternoon Tea - Dec	Action: Annette to confirm date with Dani. <i>Post Meeting Note: Provisional Date of Tuesday 8th December booked.</i> Follow up Actions: Annette to create draft design for invitations for approval and email volunteers for help with distribution to members.
CPR and First Aid Event - March	It was discussed and agreed that the Bereavement / Grief Counselling event should be separate to the CPR / First Aid Awareness & Training event. Action: Annette to confirm dates for event in Mid March <i>Post Meeting Note: Provisional dates of Mon 15th and Tues 16th March booked.</i> Follow up Actions: Mike to liaise with FA and CPR trg providers to confirm if either date is OK. Poll to be created later in the year to confirm maximum attendance.
Quiz - May	Alan W has kindly agreed to run a quiz. After much discussion, the suggested timeframe was May. Action: Annette to confirm potential dates with Dani. <i>Post Meeting Note: Provisional dates of Mon 10th or Tues 11th May have been booked. Both are OK with Alan.</i> Follow up Actions: Confirm who is taking the lead for this event and for promoting it on the Volunteers WhatsApp Group. Poll to be created later in the year to confirm maximum attendance.

Date of next Meeting: **Suggest 6:30pm 1st Sept Updates via WhatsApp please.**

List for Judith DIY BBQ

- Date: 12th Sept
- Time to arrive: 3pm to help set up, start BBQ fire about 4, aim to eat about 5.
- Time to leave: about 9pm?
- Max numbers: Vols and partners? Max 30
- Pets - ideally not, but must be on a lead if essential
- Outside games: could bring out croquets?
- What to bring? Own Food, Own drink
- Also need to bring - as a group
 - nibbles, salad, pudding.
 - Chairs 22 can be provided.
 - Tables - if you have a table please bring.
 - Music ? Electric can be provided
 - Anyone with a gazebo to bring please if wet weather forecast.
- Parking: 8 or 9 cars max with in boundary of home. Some on road at own risk
- Wet weather: Cook /eat under cover in double car port. Gazebos needed – see above
- Still in drought in September - EVENT COULD BE CANCELLED? notify by 5th Sept
- Tin foil bbqs needed for restricted diets or extra people.
- Coal /Fuel for main bbq - BGNS can purchase although Judith has said they are happy to provide – this needs checking prior to event.