

**Kennedy Baptist College Parents and Friends Association  
Open Day Committee Meeting Two**

**MINUTES of 26 June 2019**

**Present:** Gail Pillai, Marie Spires, Deborah Warwick, Michelle Marshall, Lorinda Gregory, Linda Ang, Mark Ashby, Peter Gough, Mitra Cole, Sharon Doubell, Anisah Dickson

**Apologies:** Heather Thomas, Nicki Campbell, Marius Gregory, Siobhan Palmieri

AGENDA ITEM	DISCUSSION	ACTION	WHEN	BY WHOM
<b>President's Welcome</b>	Deborah Warwick welcomed all Open Day Committee Members to Open Day Committee Meeting No. Two			Deb W
<b>Opening Prayer</b>				Lorinda G
<b>Conflict of Interest</b>	No Conflict of Interest Noted			
<b>Previous Minutes</b>	Noted			

<b>Business</b>				
<b>College Update</b>	Church Represented at Open Day will be confirmed next meeting. Marketing Theme has been established. Kennedy Merchandise will be included in goody bags. Technology Rooms and Artwork Unveiling scheduled. Social Media – All planned and ready Open Day will have its own page on the College Web site. Signs will be made for all the stalls – Co-ordinators to send requirements to Lind A.			Linda A / Mark A
<b>P &amp; F Facebook</b>	Lorinda G will ensure that the Facebook posts for Open Day will include shout outs about the unveiling of the artwork and also about the dance and drama pieces. Further shout outs and reminders will be done for Jamming and SignUp reminders for Volunteers			Lorinda G

AGENDA ITEM	DISCUSSION	ACTION	WHEN	BY WHOM
<b>Job roles confirmed</b>	Confirmed Co-ordinators of the day: <ul style="list-style-type: none"> <li>• Silent Auction – Lorinda Gregory (Sharon Doubell to Assist)</li> <li>• Lucky Dip – Lorinda Gregory</li> <li>• Volunteer Rosters – Deborah Warwick</li> <li>• Devonshire Tea – Heather Thomas (Requires 2 Volunteers)</li> <li>• Food Vans – Gail Pillai</li> <li>• Indian Stall – Mitra Cole (Baine Marie and other equipment to be confirmed- 2 Trestle Tables)</li> <li>• Cake Stall – Anisah Dickson</li> <li>• Jamming – Mary Lou Ado</li> <li>• Sausage Sizzle (Siobhan Palmieri)</li> <li>• P &amp; F Stall – Michelle Marshall</li> <li>• Jam Stall (Michelle’s Mum)</li> </ul>			Committee Members
<b>Food Vans</b>	The following vans will be confirmed: <ul style="list-style-type: none"> <li>• Coffee Van (Coffee Bean)</li> <li>• 1 Food Van – (Meast to be confirmed) (Middle Eastern)</li> <li>• 1 Ice Cream Van to be confirmed (Mr Whippy)</li> </ul>			Gail P
<b>Silent Auction</b>	Packing will be on Wednesday the 21 <sup>st</sup> of August at 5:30pm. Pizzas, chat and wrap will be organised. Shout out on Social Media for this event in Term 3. Room for donations to be confirmed in Term 3. Call outs to be made in Term 3 for Donations: <ul style="list-style-type: none"> <li>• Year 7 – Chocolates &amp; Lollies</li> <li>• Year 8 – Gourmet &amp; Kitchen</li> <li>• Year 9 – Stationery &amp; Toiletry</li> <li>• Year 10 - Pets &amp; Gardening</li> <li>• Year 11 – Gadgets &amp; Technology</li> <li>• Year 12 – Chocolates &amp; Lollies</li> </ul>			Lorinda G/ Sharon D
<b>Sign Up</b>	Deb W will be co-ordinating the set-up and sign up of volunteer’s through Sign Up which will be categorised and ready in Term 3.			Deb W
<b>Activities</b>	Ping Pong – Co-ordinated by House Captains & Phys Ed Staff Pancakes in Food Tech – Mark Ashby to discuss with Food Tech Staff, however they will be doing miniature fruit sculptures.			Mark A

AGENDA ITEM	DISCUSSION	ACTION	WHEN	BY WHOM
<b>Other Business</b>				
Stall Locations	Map provided. Indian Stall to be located next to cafeteria, and sausage sizzle where Paella was previously. Food Vans to go where they were last year.			Committee Members

**Meeting closed: 6:10pm**

**Next Open Day Committee Meeting: Tuesday 30 July @ 5pm in the Amin Boardroom (Combined with P & F General Meeting)**