

**Kennedy Baptist College Parents and Friends Association
Special Committee Meeting – Open Day Minutes 25th June 2020
5.00pm Board Room**

Present: Mark Ashby, Linda Ang, Renee Puizina, Michelle Marshall, Marie Spires, Sharon Doubell, Vickie Howie, Katherine Arnold, Siobhan Palmieri, Sarah Clifford, Jenny Holliday

Apologies: Debora Warwick, Anisha Dickson, Helen Becker, Lorinda Gregory, Peter Gough

AGENDA ITEM	DISCUSSION	ACTION	WHEN	BY WHOM
President's Welcome	Renee Puizina welcomed all the parents and friends to the special meeting.			

<p>Open Day 2020</p>	<ul style="list-style-type: none"> • Renee handed over to Mark to conduct the meeting. • Tonight's meeting is to make a decision in regard to holding the annual Kennedy Baptist College – Open Day for 2020. • The Government have announced that we are Phase 4 as of Saturday 27th June which will allow venues to be operate at 50% capacity. Phase 5 to take effect on Saturday 18th July lifting all restrictions, except hard boarder closures “Back to Normal”, on the provision of no COVID-19 Clusters or outbreaks in WA. • Majority of Kennedy Baptist Advertising is electronic and minimal cost (excludes Train Stations....), this meaning that worse case scenario if we needed to cancel the event that not a great deal of money would be lost through advertising and it is still promoting the College either way. • The Twilight tours have been a great success with large numbers attending 70 last week and 79 booked in for next week – these have been advertised on the Kennedy Facebook Page, Instagram, Word of Mouth and the College Website. We currently have 201 enrolments for the Year 7 cohort for 2021 and are aiming towards 220. Mark has 3 prospective interviews arranged for next week also. • Open Day will be – Saturday 22nd August 2020 11am to 3pm • Sub Committee for Open Day as follows: Renee Puizina Michelle Marshall Marie Spires Lorinda Gregory Siobhan Palmieri Anisha Dickson • Marketing and advertising will be ramped up in Week 1 – Term 3 • Mark will liaise with the Learning Areas to see what work / performances can be arranged for display on Open Day • Based on list from Linda Ang from 2019 these are the activities we agreed on for this year. Silent Auction – Lorinda Gregory Volunteer Rosters – Sign Up (Linda Ang will arrange and monitor) Devonshire Tea – Heather advised she is unable to run this year Cake Stall – Anisha Dickson / Helen Becker Jamming – Mary Lou Ado 	<p>Carried by All in Attendance</p>		
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	<p>Sausage Sizzle – Siobhan Palmieri P & F Stall – Renee Puizina / Michelle Marshall Jam Stall – Michelle’s Mum</p> <ul style="list-style-type: none"> • Coffee Van – Sharon Doubell to investigate and advise at next meeting Ice Cream Van – Linda Ang will arrange Candy Floss – Linda Ang will arrange • Silent Auction items to be provided by students and families as follows: Year 7 – Pet Products Year 8 – Gardening Products Year 9 – Toiletries & Cosmetics Year 10 – Gourmet & Kitchen Year 11 – Chocolates & Vouchers Year 12 – Chocolates & Vouchers • Dates have been set for the below Jamming – Saturday 1st August (2pm on - TBC) Silent Auction Wrapping – Wednesday 19th August (Time to be advised) • Volunteer timeslots will be as follows: Morning – 10:30am to 1:00pm Afternoon – 1:00pm – 3:30pm *** These include setup and pack down *** • Renee Puizina met with Linda Ang – Friday 26th June and we have agreed, Linda will do the Sign Up for volunteers and monitor it, advertising on Facebook will start once Notification has been given to parents by College. P & F Connect Newsletter (will go out 2nd week of school holidays) • Donations will be required for: Jars for Jamming Fruits & Ingredients for Jamming Cakes for Cake Stall Scones for Devonshire Tea Boxes / Baskets / Cellophane etc for Silent Auction • Activities (i.e.: Ping Pong) to be confirmed by Kennedy Baptist College 			
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Meeting closed: 6:00 pm

Open Day Sub Committee Meeting – Thursday 23rd July @ 5:00pm in Staff Lounge.

Next P&F General Meeting - Thursday 23rd July 2020 @ 6:30pm in the Staff Lounge. ***** PLEASE NOTE THIS MEETING HAS BEEN BROUGHT FORWARD *****