

# FRIENDS OF BOSWELLS MEETING MINUTES

WEDNESDAY, 17 NOVEMBER 2021 – 7PM RESTAURANT

## PRESENT:

Miranda Drew, Cheryl Noble, Teresa Ritchie, Claire Rooney, Gaynor Salvo, Lianne Spamer, Charlotte Tew,

### 1. Apologies for Absence

Claire Rose, Sam White

### 2. Adoption of minutes from last meeting (Oct 2021)

Minutes agreed and adopted by the group

### 3. Matters arising

### 4. Production Refreshments

- Starts at 7pm, 6:30pm doors open, arrive at 6pm to set up
- Mon & Wed, 2 intervals at 7:30pm and 8:15pm
- Tues & Thurs 7:45pm interval
- Tickets are not sold to full capacity at the moment, Monday has the least amount sold.
- Doors will open at 6:45pm to allow a slow flow of people inside
- Sanitiser will be available on tables at the door and a sign will be put up stating 'It would be appreciated if you could please wear a mask'. Encourage students and staff to wear masks but not gloves
- Programmes sold at the door where there is ventilation
- As there isn't a weekend performance CNE said school have decided to not sell any alcohol.
- Refreshments will be advertised as cash only
- Cry – FOBS now have two card readers and will try them out over the next couple of weeks
- £150 will be needed in the float. TR to check the amount that is in there.
- Performing Arts will be selling ice cream and popcorn, the school will send FOBS the invoice for supplies bought
- Items will be £1 each with the exception of ice cream
- Ice cream will be sold inside 2-3 students spaced out
- MD offered to make a sign displaying prices
- A discussion was had on biscuits and sugar. Due to covid hygiene measures, it was decided that individually wrapped biscuits and sugar sachets would be used rather than put into bowls.
- Advertise that people can bring their own reusable cup to help the environment
- CRy asked TR to price cups, including environmentally friendly cardboard cups
- TR will purchase the following items for the shows:
  - o Tango/Fanta, Diet Coke, Coke, Sprite
  - o Coffee
  - o Teabags
  - o Bottled Water

- Wrapped biscuits x100
- Sugar sachets and sweeteners
- Wooden stirrers
- CNE advised to cater for 130 people per day
- Performing Arts will be selling: Ice cream, Pringles and popcorn. Julie will be coming in to help with selling.
- TR has the float and will let CRy know how much is in there before Friday
- There will be 3-4 FOBS members there each evening for the performance
- CNE will look into having more badges/lanyards made for FOBS

## **5. Christmas Raffle**

- CNE – envelopes and tickets are ready to go
- Parents also receive a letter, needs to state to return to Front Office
- MD offered to print the letters
- CRy will organise class chocolates
- Tickets to be sent Monday 29 November
- TR will collect the money and will process the same as in previous years, collecting money from the school Monday 6<sup>th</sup> December, Tuesday and MD will collect on Wednesday.
- Raffle date is 17 December
- MD will organise the collation of raffle tickets in envelopes with an accompanying letter
- CRy will collect any raffle prizes

## **6. Nearly new school uniform dates**

- Thursday 2nd December, 3:30pm – 4:30pm
- SW, CNE & CRe

## **7. AOB**

- Discussed purchase of benches for the lunch areas used by year 7 & 8
- Everyone agreed that this was a good use of funds
- Unanimously agreed to fund two pairs of benches, at a total cost of £1,720
- Volleyball donation has been raised again, agreed to accept the donation this time, but to make clear this cannot be an ongoing annual commitment

### **Actions:**

- CRy to see if payment machines work
- TR – stock check
- CNE – new FOBS lanyards/badges

### **Next meeting agenda items**

Non-uniform day suggested to raise money for FOBS

### **Dates of FOBS meetings**

Wednesday, 19 January 7pm

Wednesday, 16 March 7pm

Wednesday, 08 June 7pm

Christmas Raffle – 17 December 2021