

MEETING: Pukehou Whanau and Friends (PWF)**DATE: Wednesday 1st Nov 2017****TIME: 6pm****VENUE: Pukehou School****PRESENT: Jess, Trish, Sarah, Geoff, Florence, Lisa F-C, AK, Pita, Lisa, Caroline****APOLIGIES: Annabel, Jo Smith, Jolene, Amber**

<p>GFC 2018 Interested in being a part of Project Group- Pita, Florence (Food) Finalise Date-April? Happy to support event but not sit in project Team, Lee-Graphics, Lisa-Rubbish/Recycling, Sarah- Invoicing Potential Project Group members to be approached and confirmed: Annabel, Stu Smith, Emma Walker</p>	<p>Actions</p> <p>Set Date-Annabel/Jess</p> <p>Finalise Project Team-Annabel</p>
<p>Fundraising Millstream Christmas Fundraiser Geoff has kindly offered a selection of Millstream products at wholesale price to sell as a fundraiser Project Lead-Florence Hemi will work with Geoff @ Millstream to get orders form done and coordinate orders</p> <p>Lisa put forward- selling sunflowers and swan plants which she will grow to order. Lisa F-C will lead this. To go out in newsletter 3rd Nov to ensure mid dec delivery</p> <p>AK suggested White elephant/Car-boot sale early next year to be held at Pukehou School</p> <p>Quiz night- Was proposed we hold this early winter (End of term 2)</p>	<p>Millstream Fundraiser-Florence and Geoff will work together to run this fundraiser</p> <p>Flower Fundraiser-Lisa Farrand- Collins will project lead</p> <p>White Elephant-AK to develop a plan and lead this project</p> <p>Quiz night-Sarah H/Jess to develop Project Plan</p>
<p>Term 4 Lunches Due to busy term 4 calendar we have decided to stick to the following dates for lunch orders PM Lunch Packs-Athletics Day Fish n Chips- 2nd to last week of school? Juices- To be confirmed after we see what stock is left over from athletics</p> <p>Kelly B-Winner of selling the most potatoes to receive 1x free fish n Chip order end of Term 4</p>	<p>Athletics Day PM Lunch Packs- Jess</p> <p>Fish n Chips-Annabel</p> <p>Juices-Jess</p> <p>Jess to make contact with Kelly</p>

<p>Boosting PWF engagement Proposed we develop a survey to ask our school whanau what they want from the PWF-Qu. Around meeting times, preferred way of receiving coms, Paying 1 off sum vs giving time. Offer an incentive to complete, initially start by sending it out by email and then have some available to hand out at prize-giving etc to complete draw can be done on prize-giving night Make multi choice, user friendly</p> <p>Something in the office, or coming from the school office explaining who we are, what we do.</p> <p>Suggested we add newsletter and notices to FB to reach more people.</p> <p>Suggested we work from 1 email database as school has more addresses or expend PWF database so no one is missed off</p> <p>State what we are fundraising for, compared to it just being general-It has been suggested that 2018 we focus on "Technology"</p>	<p>Develop questionnaire-Jess/Trish</p> <p>Upload newsletter and PWF to FB-Jess</p>
<p>Prizegiving -PWF to support in the kitchen -Purchase ice-blocks for children -Raffle to be sold again, Jess to talk to Annabel about getting this sponsored, parent support to help sell tickets on the night</p>	<p>Ice-blocks-Jess</p> <p>Raffle- Annabel??</p>
<p>UPDATE -Charities Commission updated and completed, Thank-you so much to Sarah Hemi for doing this</p>	
<p>Meeting Closed 7.30pm</p>	