Northallerton Music Centre

Committee Meeting 12.11.16

Present: Allison McPherson, Music Centre Manager - Su Evans, Secretary – Sarah Skilbeck, Jayne Jolly, Tony Cann, Alan Crawford, Simon McPherson. Rachel Foster, Louise Pickford

**Minutes**

1. **Matters Arising from Minutes**

If we want to include a survey regarding the gala concert with the bills it needs to be to Su by next Tuesday. TC to look at Survey Monkey to see how easy that is to use.

Do we want to canvas opinion from the students? Perhaps an assembly to ask their ideas too?

**2 Concert Preparation (amend to have 11am concert)**

**26th November**

Teas coffees to be run by Jayne, Allison, Sarah Tony Concert starts at 1pm, with students required from 12 which seems a good time to get set up and heat the urn up. We have enough tea and coffee and sugar. Probably enough cups for at least the first concert.

Raffle – Alan

Louise P checking out the cost of mince pies. Estimate 150 needed. Suggestion of Christmas lollies – again Louise to check price. Louise, I’ll pass you Donna’s email (the treasurer) to sort out how to go about buying these.

TUCK SHOP Su Evans: are there people on the rota for the concert weeks? If not we may run a reduced tuck shop just selling mix up bags.

**3rd December**

Rebecca Maunder – couple more needed, anyone coming to this concert that could help out? …

Sarah S to get more raffle tickets – Su to bring from office.

Louise P asked if her son could sell a xmas quiz to raise funds for his charity. All agreed.

Alan suggested new lay out for raffle tickets and teas coffees. Refreshments where tuck shop 5p and 10p sweets usually are, raffle in our meeting corner, gift aid forms in the chocolate selling area. Improve the flow of traffic! Also a separate desk for Gift aid form filling – see if we can get a stash of pens from somewhere for this. Let’s try this and see how it works.

**AOB**

Allison agreed to think about taking on the role of Chair as she had been approached by Su Evans and Sarah S. She wasn’t looking to take this position on, but would consider giving it a go.

**Tuck Shop**

Need lead volunteers for 7th January and 14th January with the rest sorted out at the meeting on the 14th. If you haven’t been on the rota for a while please shout up as it has felt a bit thin on the ground this term I think I’ve done at least 5 weeks!!

**Next Meeting Saturday 14th January at 11.45. NOTE NEW TIME!!**

**TO DO LIST**

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| **Concert Refreshments 26th nov** | Sarah Tony Jayne Allison |
| Milk 26th nov | Sarah |
| Raffle tickets | Sarah if we cant find them! N/A |
| Tuck Shop | **Volunteer please! Sarah W & Bethany S** |
|  |  |
| **Concert refreshments 3 Dec** | Rebecca M Donna MORE NEEDED HERE!! |
| Milk for 3rd Dec | Donna could you get this? |
| Tuck Shop | **Volunteer Please!**  |
|  |  |
| Tuck Shop 7th Jan and 14 Jan | **Lead volunteers please!** |
|  |  |
| Survey Monkey  | Tony – check this out. |
| Gift Aid Forms | Su Evans can you bring some along to each concert? |