

SWAVESEY FESTIVAL 2008

Minutes of the meeting held on Wednesday 4th April 2007 at 8.00 pm at 9 Middlewatch, Swavesey

Present: Jane Whiter, David Mottram, Glynn Jones, Julie Ingham, Kirstie Norton, Janina Firlej, Carole Pook, Jackie Black, Nickie Bidwell, Sue Tait, Jacqui Fuller, Gloria Milne

Apologies: Jason Dear, Gillian Hunter, Jane Christian

The minutes of the previous meeting were approved.

Election of Officers

It was agreed that everyone on the Steering Committee should be assigned a role and the following table lists the agreed positions.

	Position	Email	telephone
Jacqui Fuller	Chairman (Joint), Event Coordinator, Club Liaison	jacqui_fuller@hotmail.com	230774
Gloria Milne	Chairman (Joint), Fundraising, Club Liaison	gloria@milneassociates.co.uk	231070
Jackie Black	Treasurer, Fundraising	jackie.black@pre-school.org.uk	200344
Sue Tait	Secretary, Club Liaison	sue@jntait.co.uk	230001
Jane Whiter	Publicity/Marketing, Schools Liaison (Village College)	whiterdj@tesco.net	201840
Kirstie Norton	Publicity/Marketing, Meridian contact	kirstie.norton@rspb.org.uk	230135
Julie Ingham	Publicity/Marketing, Legal Issues	ji217@cam.ac.uk	232876
Jason Dear	Interfaith Service/ Bethel Baptist Coordinator	jason@swavesey.net	205230
David Mottram	Event Coordinator, Venue Organisation & Technical Team	dj.motr@ntlworld.com	202886
Glyn Jones	Sports Events, Club Liaison	g-jones@nihon-nohyaku.co.uk	230650
Gillian Hunter	Fundraising, Schools Liaison (Village College)	Gillian.hunter@swaveseyvc.cambs.sch.uk	234476
Carole Pook	Flower/Music festivals and open gardens	POOKJhn@aol.com	230978
Nicky Bidwell	Fundraising	n1k.b1d@ntlworld.com	202710
Jane Christian	Carnival Coordinator	jane.stevechristian@tiscali.co.uk	230947

Sean Harford was happy to join the steering group acting as accountant.

Constitution

It was agreed that a draft Constitution would be produced for the next meeting and that the Mission Statement for the Festival should be as follows:

“An event which celebrates Swavesey by bringing together the community, discovering and enabling a range of talents which can be enjoyed by all”

Funding

The Parish Council would be asked for set-up funds for the festival.

Investigation would take place to find the most suitable bank account.

Discussion would take place regarding the donation of money by the Community Arts Fund

LOGO

Geoff Green had designed a superb LOGO which incorporated the sun, a jester and the meridian line. It was agreed to contact Alan Morris ask if the LOGO together with the proposed date of the festival could appear on the back page of the Meridian.

More investigation would take place about proposed banners for the village.

Date of Festival

It was agreed that The Festival would take place from Saturday 21st June to Saturday 28th June 2008. It was felt that this would tie in nicely with the summer solstice / meridian. A notice would be placed in the Meridian asking for organisations that had a problem with this date to contact JF or GM.

Any other Business

Risk Assessment:

Ongoing discussion would take place regarding this important issue.

Meetings:

JD had stated that a room at the Bethel Baptist Church could be used to hold meetings. It was agreed that this room would be used for the open meetings. A list of dates for these meetings would be given to JD. Steering Group meetings would be held in committee members homes.

Date of next meeting

The next meeting of the Steering Group would be held at 92 Boxworth End on Wednesday 2nd May.

Sue Tait

04/2007