

WOMEN'S UNITY DAY
COMMITTEE MEETING
15TH SEP

Concepts

Attendees

Jen(Treasurer)
Millie(tea shop)
Lucy(minutes & registration)
Ria

Apologies

Rachel H
Emily G
Lauran
Ells

Treasurer report

Opening balance £169.06
-£144 T-shirts
-£20 magnets
+£20 pre-reg (cash)
+£10 pre-reg (card)
New Balance £35.06

Programming report

3 chairs all confirmed
Donna d sharing on relationships at 11.30am
Georgia sharing on self-worth at 1.30pm
Liz(Birmingham) sharing on women in recovery at 3pm, followed by area recognition,
clean time count down & raffle.
Times of speakers will be put on white board

Registration report

13 pre-reg
Pre-reg phone on till Fri 20th sep
Rota for day done
Announced in meetings

Graphics report

Liv to make a uplifting video for the end of meeting and committee to watch it and vote
on it by wed 18th at latest.
Millie can bring her laptop and hdmi cable on day if videos voted in.

Committee voted on the video being made, but need to see it first before voting on it being in the unity day.

Flier to be on the projector all day.

Merchandise report

T-shirt, tote bags & magnets

Committee voted that the T-shirts will be sold for £12 each or £15 with a tote bag and tote bags sell for £5 each, magnets will be £1.50 or 2 for £2

Tea shop report

9 cakes donated, millie will check who's making what & get list of ingredients & will update group over following week.

Venue is providing cake stands, millie will bring the knives & tablecloths.

Rachel is going to make 2 quiches

Committee voted on everything being £1

Shopping amounts and day

Crisps £4

Tea £2.99

Cups £14.99(100)

Plates £4.75(100)

Sugar £1.15

Tea lights £4.75

Big green milk

Oat milk

Jen will do the shop

Lucy bringing coffee, napkins & herbal tea

AOB

Committee voted in putting out tea lights for people to light for lost members with a tradition 7 pot

Controlling mic sound before speakers

We need to do sound check in the morning to get the sound right, find someone who's there in the morning to help out with sound levels before speakers.

Format of meetings sheet check

The idiot sheet has been put in group for people to check & the tradition 7 and keyrings part needs to be edited out.

Once it's been checked and voted on Lucy will print & laminate.

Cardreader and floats

2 people have the Cardreader app on day, with the Cardreader as well we will have 3 card readers.

£50 float on day

Arriving by 9.30 on the day

Millie is emailing venue to make sure we can access venue at 9.30 & will put message in the group

Millie to make up rotas, registration & sales sheets & Lucy print them up

Lucy collecting literature from kat on thur 19th sep

Jen collecting basic text & tradition 7 pot on wed at asc

Closing balance

£35.06

Close