



ROSMINI COLLEGE

PTFA Meeting Minutes

Date & Time: 18th July 2023, 6:30PM

Venue: Hops & Claret Wine Bar, 136 Hurstmere Road, Takapuna

Present: Tracy Thompson, Rachel Roa, Paula Vitali, Mandy Tomkins, Steven Gleeson, Blaize D’Souza, Audra Lyons, Vanessa Bates, Tracy Tao, Clare O’Connell, Peter Wolfkamp, Antony Medemblik

Apologies: Mitch Kora, Tony Hill, Demelza Vazey, Bernadette Mark, Jo Grounsell, Eujine Kim, Janie Ryder, Tressa Joseph, Caroline Gregory, Tressa Joseph, Synthia Dash, Victoria Mataitonga

Minutes of last meeting: The minutes of the Monday 26th of June 2023 meeting was agreed to be an accurate summary of the meeting:

Approved: Blaize
Seconded: Rachel

1.0 Business arising from previous minutes:

<i>Item</i>		ACTION
4.4	Tracy discussed with Nixon ‘gambling’ component of night at the races and confirmed not an issue. (Not gambling with real money and typical to selling raffle tickets).	Note
4.5	Performance at school auditorium will be arranged closer to the time - with the school and likely to be February 2024.	Note
4.6	Requests from staff -Tony has briefly spoken to certain staff – refer below (item 4.1) Re: Music department letter request that Tracy just received prior to this meeting.	Note
4.7	Portable goals requested for use on tennis courts. (refer to item 1.2 below where this was further discussed & authorised).	Note
4.8	E-games fundraiser – this has been parked for the time being – haven’t had adequate numbers of consoles or TVs volunteered for use unfortunately.	Note

1.1	Remaining money from school van purchase will go towards basketball hoop and install purchase. Peter W mentioned school van will arrive by end of the week. Peter W said 2No. basketball hoops have been installed and the BoT is appreciative of this purchase, along with the use of these already proving to be popular and appreciated by the boys.	Note
1.2	It was brought up it is hard to find areas for Boys to play when wet weather therefore goals for tennis courts makes this space usable as an all weather surface. It was voted & agreed by the PTFA the authorisation to purchase a pair of goals.(previous minutes action item 4.7 above).	Note

2.0 Treasurer's report: The Treasurer's report dated 18 July 2023 was accepted.

https://drive.google.com/file/d/1iMPXBfA1bt3n_022aXHO5H6I8-BQaHdW/view?usp=drive_link

Approved: Paula
Seconded: Audra

3.0 Correspondence in/out

Item		ACTION
3.1	Charity services – Mandy will read emails in gmail from charity services	Mandy

4.0 General business:

Item		ACTION
4.1	Music department written a letter for requests. Tracy outlined the letter Short term - assistance for transport to Rotorua Medium term - 20No. blazers requested for purchase for Choir & orchestra. Contingency of blazers to top up - different sizes mentioned. Tracy will get hold of music department – re: blazers What do they already have across all departments. Long term purchase chair risers Further discussion on risers. Cost with or with out GST? Junior choir wishing to be set up also.	Tracy
4.2	<u>A night at the races event organisation & planning items:</u> Blaize confirmed booking with Team Up Events for 15 September. 1. Booking form to be signed – Booking deposit to then be paid.	Tracy, Mandy
	2. Need 6 – 8 volunteers. Mainly at start of it as people arrive - issuing punters purse.	
	3. Need an AV system – already one in the auditorium.	

4. Idea will be people mingle for first ½ hour.	
5. Event organisers recommend 30 teams – tables of 8 ?	
6. Base on 180 people- If there are 20 tables it will still allow room for the standing area.	
7. 3 hour event. Considered start time of 6:30PM, 6:30PM arrival for ½ hour mingle.	
8. Licence for if it is a BYO event, since a school was raised. Is one needed to be obtained for BYO event? Paula will look into it. PMN: A licence is required - as soon as money changes hands it becomes an event.	Paula
9. Need to cover 5K cost for event. Food trucks or pizza per table? Need to be aware of certain food trucks demanding minimum sales and ensuring PTFA does get % of sales. Otherwise put up a bar – therefore will alter cost of ticket. Vanessa has food truck contact - can make enquiries	Vanessa
10. Auctions – target proposed businesses Speak to face to face – auction prizes. Look through the services & gifts list from last time. Tracy wished to form a team to take the lead to get donations for auctions and rally PTFA members to help with these donations = Paula, Blaize, Vanessa & Clare offered.	Paula, Blaize, Vanessa, Clare
11. Eftpos machine required . Mandy offered to sort this.	Mandy
12. Ticketing - load on to Kindo - this is how it was done for other events.	To be done by who?
13. Food options discussed: Plan A: Use food tech facilities with students preparing set meal options and boys serve it. Tracy will get hold of the food tech department. Plan B: Food trucks. Plan C: Pizza per table option Rachel may speak to Sals, after BYO situation confirmed/ using inhouse kitchen & students for meals.	Tracy
14. Need to advertise well in advance on Facebook – Vanessa & Paula & Synthia? Hard copy – flyer suggested for boys to bring home. Notification of event with next school newsletter issued out by John Dale when details finalized.	Vanessa, Paula
15. Will Need to provide an Auctioneer – Craig McNair was suggested who Paula could ask. See what suitable live auction items we get first.	Paula

16. An MC – Trudy Nelson was suggested – Vanessa will ask her.	Vanessa
17. Student help for the night – Tracy will speak to Tony.	Tracy & Tony
18. Ticket Prices ranges discussed – Sell tables, part tables & separate tickets. \$40.00 max – no food or alcohol. \$30.00 if serving alcohol. \$35.00 if serving food but no alcohol.	
19. Suggested option of sponsors for races. “This race is sponsored by’ Suggested \$200.00 sponsorship fee. Suggested set up sponsors table – business cards. Blaize to confirm how many races will be played at the event	Blaize
20. Have a dress code? With a best dressed prize? Organisers run a ‘fashion of the field’ if we want.	
21. Photographer arrange? I.e Idea of seeing if any students can take photos.	
22. Decorating committee – Rachel, Mandy & Audra. A gala border proposed for around the stage? Wine barrels & leaners – able to obtain from Liz?, artificial grass & ropes – from the Markovina’s – Rachel will enquire. Vanessa has contact that may be able provide barrels if Liz cannot. Rachel and Vanessa to liaise.	Rachel, Vanessa
23. PTFA to set up at start of event Also cleaning up at end of event - PTFA Volunteers to be confirmed & arranged.	ALL email if available
24. Currently approx. 9 weeks to the event Need to advertise for event 6 weeks out & arrange auction prizes. Suggested bring up with AIMS team leaders to promote to groups as an opportunity to socialise.	

Meeting closed: 8:06 PM

Next Meeting: Tuesday 15th of August – Event Meeting - at Hops & Claret