

Roseburn PTA
Minutes of Meeting held on
Tuesday 12th December 2017 at 7:30 p.m.

Present

C Berroya, K Hopkins, W Crerar, K Watt, M Leon, E Herreru, E Locuna, S McGreehin, E Preedy, M Jamieson,

Apologies: F Knops, S Shaw, J Boucher, M-L Teden, G Marnitz

1. Minutes of last meeting/ Actions arising

Accepted.

2. Treasurer

Signatories successfully changed. FK can now do internet banking, KH also has access. Account holds over £7500, £934 taken at Christmas Fair.

Calendar and teatowel production costs significantly less than last year, profit projected to be >£1000 already, about 50 (out of 170) calendar left.

Invoice for choir has been paid- £450. KH suggests invoice request should go first to school/MLT to confirm.

KH sought agreement which was granted to bank petty cash she has been holding.

Plan for treasurer/vice treasurer to pay monies out by internet banking. Therefore going forward, expenses / monies collected need to be kept separate to keep accounts clean, previously ad hoc adjustments were made via petty cash accounting entries which is now unavailable.

Additional note: Monies in advance for purchasing items ahead of an event can be done by internet transfer.

3. Events

• Calendar-

General agreement that this is the best one yet. Despite Mario's retirement, he has agreed and is keen to do photographs next year

Paul assisted with advertisements and in the end just one free space, after an advert went to gardeners and one free to printers.

CB working her way through orders.

Asking for money up front seemed to be better.

Keeping track of advertisers not as easy when done by a group- ? needs single person to organise?

ACTION:

WC to print blank invoices to pass to companies still to pay

Calendars to be handed out

• Theatre-

Teachers feel pantomime was generally better and children more engaged. It was first performance for theatre, so needed to adjust volume. Agreed good that there were no ice creams.

Brunton theatre have specific seating plan, preferring to have classes in blocks rather than rows and younger children further back, which would have been better. Would probably go back.

- Christmas Fair-
Plan had been for PTA to have own room. Somehow this was not communicated. CB felt needed more space and more helpers
Start time of 1pm maintained as staff needed to have lunch and tie to set up
Hair styling proved very popular.

4. Coming up

- Beetle Drive-
Organiser now unavailable and query whether this can be fitted in (plan was for November). This event needs three weeks to promote and organise.
Agreed plan to postpone until 2018
FK queries whether it could be held on a Friday afternoon.
- Ceilidh
CB booked band for 2nd February, same price as last year
Helpers need from 1800 for 1830 start, finishing about 2100
ACTION-further planning at January meeting, 4 helpers required during with more assistance at beginning and end. Raffle prizes required.
ACTION: SMcG to write parent mail
CB to get band account details for payment by internet banking.
- Social- ? March
EP leading?
Some venue options considered- Bowling Club, Murrayfield Wanderers, Golf Club
- Spring Fair-
Date confirmed as 12 May, general agreement re change timing to 1130-1400 to give more set up time, allow people to come after Saturday morning clubs and barbecue a more suitable time for lunch
SMcG noted that hula hoop lady was extremely popular and would be good to find similar

5. AOB

- EH queried whether having a non uniform day as a fundraiser was a possibility. KW pointed out that this can exclude some children. A donation for a food bank is a possible alternative.
- General discussion re showing film in gym hall on a Friday afternoon as fundraiser for a donation. SMcG offered to investigate possibility of getting a license for a day.

6. Date of next meeting

The next meeting will take place at 7.30 p.m. on Tuesday 9 January.

Dates of subsequent meetings:

- 6 February 2018
- 13 March 2018
- 17 April 2018
- 15 May 2018
- 12 June 2018- possibly a more social setting (i.e. the pub)?