



Charity No. 1085742

Minutes

Meeting date: 7 September 2021

Time: 7pm

Venue: Lecture Theatre, Priory School

Attendees: Jim Endersby (Chair), Harry Mole (Secretary), Fred Hoade (Treasurer), Fiona Griffin, Amanda Burgess (Community Liaison and Income Generation Manager), Jen Lelliott, Tony Bartholomew, Suzanne Howells (Staff Liaison, Assistant Head), Quincy Whitaker, Andrea Eserin, Larissa Willson,

Apologies: Tony Smith (Head)

Actions from last meeting

Gardens of Empire talk confirmed for 11th Nov.

Action: Events committee to liaise offline to organise refreshments, set up etc

Jim has written thanks to former treasurer, also asked for historic documentation. No reply.

Decision: not to invest more time recovering information that can be accessed from other sources.

Finances and Banking Update

Fred Hoade:

- Online banking details haven't materialised, chasing
- Sum up machine in hand, to be stored in school
- Fred now has access to PayPal account, but has not been able to change name from former treasurer

Action: Fred to test before talk on 11th. Also ensure Amanda can take payments before next uniform sale

Action: Fred to investigate PayPal name change update

Amanda Burgess:

- School has now transferred the £3,000 expected from the Friends
- Recent Committed Giving letter elicited comments from parents about poor process and user experience

Action: Fred to arrange £3,000 cheque to the school this week. Liaise with Amanda

Action: Amanda to arrange letter of thanks to Committed Giving donors

Action: Fred, Harry, Amanda to brainstorm Committed Giving opportunities including user experience/process improvements

School Liaison: Fundraising Events & Projects

Amanda Burgess:

- Recent 2nd hand uniform sale took £110, proposing another sale on 17th or 24th Nov
- Christmas raffle 2021 will again be online only (no paper tickets). It's important to decide whether to invest in a grand prize. 2020 Raffle elicited comments about user experience & process.

Action: Fred to apply for gambling license with Fred Hoade FOP as promoter

Action: Tony Bartholomew to research alternative provider to address user experience feedback

Action: Fiona will email parents to elicit prize donations. Various committee members will reach out to contacts for prize donations

Action: Amanda, decision on prize to be made on email by mid-Nov



Suzanne Howells:

- There'll be no xmas concert open to public this year, but a performance will be recorded and could be made available for streaming

Other events & projects:

- Larissa to flesh out clothes swap idea in new year
- Discuss Spring Into Lewes in next meeting

AOB

- Decision to arrange lanyards rather than t-shirts to identify Friends volunteers at events.

Action: Tony to organise

- Decision continue with the simplified invitation process for online committee meetings given the now improved security and settings in Zoom

Date of Next Meeting

Tuesday 11th Jan 2022, Zoom

Actions and Funding Agreed	By whom
Fred to test before talk on 11th. Also ensure Amanda can take payments before next uniform sale	Fred, Amanda
Fred to investigate PayPal name change update	Fred
Fred to arrange £3,000 cheque to the school this week. Liaise with Amanda	Fred
Amanda to arrange letter of thanks to Committed Giving donors	Amanda
Fred, Harry, Amanda to brainstorm Committed Giving opportunities including user experience/process improvements	Fred, Harry, Amanda
Fred to apply for gambling license with Fred Hoade FOP as promoter	Fred
Decision on prize to be made on email by mid-Nov	Amanda
Tony to research alternative Raffle provider to address user experience feedback	Tony
Fiona will email parents to elicit prize donations. Various committee members will reach out to contacts for prize donations	Fiona, Various
Organise lanyards for volunteers	Tony