ADVENT FAIR PLANNING MEETING MINUTES 1/08/2012

* The organizational and planning procedures were clarified:
  + The person/people in charge of their area are fully responsible for it. These actions include:
    - Planning
    - Organizing supplies (equipment/materials)
    - Organising helpers
    - Set up
    - Clear up
  + All actions must be communicated to ‘Admin&Coord’ people (John-Peter & Karyn) on a regular basis.
  + Any actions that cannot be organised by their area will go to ‘Logistics’ (John-Peter)
  + Karyn and John-Peter are creating ‘Guidelines’ for each area so they can be handed over to those in charge effectively.
  + Admin&Coord handle administrative actions and coordinate the various areas. NOT ORGANISING THE AREAS OR PEOPLE IN CHARGE. People in charge must organise their own area.
* Change of set up was briefly discussed:
  + John-Peter is not in the office this year so he doesn’t have the capacity to do what he did last year.
  + Lisa will be in the office only until 4th Sept. (to be confirmed)
  + Cornelius will be available at the end of Sept. He will be helping Reingard and running the Youth Group.
  + Karyn also cannot do what she did last year as she has started a job and her daughter is doing a home school matric.
  + A large amount of work is dependent on the community to do.
* We looked at who was doing what:
  + Children’s Activities – **Karyn**
  + Craft workshops – **Sonnya, Kerry and Jean**
  + Food – **Martin S, Mark and Anne G**
  + Music **- Javier**
  + Stalls – **NO-ONE**
  + Marketing – **NO-ONE**. The various actions can be broken down and given to existing people to do but someone is needed to strategise and steer it.
  + Money – **Martin K**
  + Logistics – Human Resources – **J-P/** Set Ups – **Leila**
  + Admin&Coord – **Karyn & John-Peter**
* Other items that were discussed:
  + Get donations for specific items and also for general expenses. Mark will phone existing list. Martin K will ask Leila to phone others.
  + Get stalls (all fair vendors) to donate their materials to minimise costs and ensure a large profit margin. Second best options is to get large discounts.
  + Idea to charge for parking.
  + Idea of entrance fee does not fit our style of fair.
  + Martin S has offered to print t-shirts with a logo. Reingard has 100 t-shirts, which can be used for fair and then for the camp. He also offered to create a poster – WHICH IS MIRACULOUSLY ALMOST FULLY DONE AND VERY EYE-CATCHING!
  + No decision was made to allow outside stalls as there is no-one in charge of the STALL area. We discussed the pro’s and cons of outside stalls and what our financial policies would be: i.e. charging for the space as a one time payment – or taking a percentage of their takings.
  + John-Peter will investigate the road closure and security measures required by the SAP.
  + Javier agreed to be in charge of the music area. THANK YOU!
  + Next meeting will consist of feedback from groups on their ideas, research and actions.
  + Dates and deadlines (What needs to be done and by when?) will be set onto the Advent Fair Count-down Calendar.
  + Food and craft people will meet separately before our next meeting on **Wed 22nd August at 6.30pm.**

**Minutes taken by Karyn Cardoso**