



The Sleigh Bell Foundation: Meeting Minutes

Meeting Type: Meeting (Regular)

Date, Time & Location: Wednesday 2nd November 6.30pm,
14 Brisbane St, St Lucia

Attendees: James Nicholson (Chair)
Joy Nicholson (Secretary)
Lara Givinchy (Treasurer)

Meeting Chair: Joy Nicholson

Topic / Motion	Contact	Discussion	Outcome
Update of foundations current administration standing	James	Website is live and so is the go fund me account www.gofundme.com/sleighbell I have created a run sheets and a 'to do list' please email me if there is anything I need to add to it	Email if things need to be added to the run sheet or to do list etc.
Financial report	Lara	We have had confirmation that Nathan from equip 4 hire will donate a 9m X 9m marquee in case it rains but also if its really sunny to offer protection The gift packs will have a budget of approx. \$10 per head	We have had \$70 in donations from the initial set up of the Go Fund Me
Update on bookings for the XMAS event	Joy/ James	For the xmas event we plan on having approx. 60 people. This will be 10 families of 4 and members of EPICC (disabled group) that total 12 (approx..) which includes their carers. This leaves us some wiggle room for extra guests.	Nathan might need help putting up and taking down the marquee We have to pack down on the Sunday as Maleny Retreat has a booking on the Tuesday of the following week

		<p>36 gift bags will be budgeted for 30 kids plus 6 EPICC members but this may change once we receive more RSVP's</p> <p>Need to book the bungee run as we think this is better than a bouncy castle for kids as the bungee run allows for teenagers too</p> <p>We have volunteers now for Santa and an Elf on stilts (although we need to make the silt pants)</p> <p>We have a a facepainter confirmed for free/donation</p> <p>We can use the Giant Garden Games at the retreat for free</p> <p>Marc is confirmed for the Poi demonstration and if we get long socks and tennis balls then everyone can have a go</p> <p>Chris to conduct buggy rides and tours of thevenue to show people the amazing view</p>	<p>James to send out confirmation emails to all volunteers etc. to lock in their services</p> <p>James to look for a polaroid camera for a photo booth</p> <p>Joy will be in charge of the table decorations</p> <p>Most decorations will come from wrapping up boxes (piles of fake presents) and from our own xmas tree etc.</p> <p>We need to dress the buggy up on the day with tinsel etc – Lara will do this</p>
Update on invites and families	James	Update on The Smith family is that they have lined up some families and as soon as the invites are completed we can get them out so we can get some RSVPs	Joy to go and get the invites printed at office works once they are finished asap

Confirmation on what menu we will serve	ALL	<p>Discussion surrounding what menu items we are looking at so we can begin to budget and think about any dietary requirements</p> <p>We checked for food license requirements and as a one of charity event with no more than 12 per year this is not necessary – absolutely no alcohol will be allowed at this event</p>	<p>Concluded that it will focus on ‘traditional’ in that we will have roast chicken (cooked from woollies etc) veg, roast potatoes etc. We will have chicken nuggets for children. We will have sweets for dessert in the form of a dessert buffet</p>
Update on charity Status	James	<p>Waiting to hear back – submitted online – will take a little while</p>	<p>No further action until we hear back from ACNC</p>
A.O.B	James	<p>Need to find someone that will play Santa</p> <p>We will give out packs for the children in the form of a present gift bag. We will put inexpensive items in there like bubble blowers and sweets etc</p>	<p>Email Smith Family as they said they had people who wanted to volunteer</p>

Date & Location Next Meeting: Wednesday 30th November,
14 Brisbane Street, St Lucia