Community Family Lunch – Fairmead & The Edge

Steering Group meeting

The Source, 10.30am – 12pm 10th Oct 2014

Agenda

1. Identify volunteer to take minutes
2. Apologies:
3. Agree minutes from last meeting
4. Pilot loose ends
   1. Thank you letters/Invitations to Volunteers (Sue)
   2. Thank you letters to sponsors (John)
   3. Coffee morning event (Dawn)
   4. Press release (Neal)
5. Recruit for Roles for summer 2015 events/re-evaluate duties of these roles :
   1. Project Lead
   2. Chair
   3. Secretary
   4. Funding management
   5. Kitchen staff
      1. The Edge
      2. Fairmead
   6. Food
      1. Fare Share/other – enough fresh veg?
   7. Menu planning
   8. Menu printing/design
   9. Information Table
   10. Activities
   11. Food storage/deliveries
   12. Volunteer recruitment/planning management
   13. Referral system
   14. Safeguarding agreements
6. AOB
7. Arrange next meeting.