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.