

AGENDA

Fair Planning Meeting

Date: Monday 15 May 2017

Venue: Bel Figre Café at Round Corner, Dural

Time: 8.00pm-9.30pm

Present: Amanda Rademaker, Sarah Coogans, Angela Cice, Artemiss Keyhani (Minutes)

1. Future Meeting Dates – Next meeting was set to Monday 12 June which is a public holiday; has now been rescheduled to Wednesday 14 June.

ACTION: Artemiss to advise date change in school newsletter and Facebook Community group.

2. High school “Loth Lorien” show (years 8-12, including music, dance, drama, speech, fashion, wearable art etc) will take place on same day as Fair in lower performance hall.

Suggested time (by Norm) is for Fair 10am-3pm, with show 4-5.30pm – tickets strictly limited and must be pre-sold. Fair Organising Group agrees and will plan to this.

ACTION: Artemiss to notify all stall holders and schedule accordingly.

3. School to proactively communicate and engage parents about their role in the Fair. Greater number of people are needed to spread the workload so everyone has the opportunity to enjoy the day.

A guide of what could be done by each family includes:

- a. Lend a gazebo and/or portable table for use on the day
- b. Prepare items for the cake stall and/or other food stall beforehand
- c. Prepare items for an activity (eg prizes for Pocket Man) and/or class stall beforehand
- d. Work a minimum of 3 hours (at class stall or other activity) per available adult; eg parent(s), grandparent(s) and other interested family member(s), including students 16+ years of age
- e. Transport buckets of dirty dishes from food stalls to washing up station, and bring clean dishes to food stalls

NOTE: Even if a parent can not attend (or stay for long) on the actual day of the Fair, they can still participate via the first three steps.

ACTION: Artemiss to email above list to Norman by 25/5/17.

4. List of activities and food options for class selection – were reviewed, amended and finalised.

ACTION: Artemiss to email information to teachers by 25/5/17.

5. Explore possibilities of parents helping in specialist areas (ie in stalls not organised by their own class); or assisting other classes who have need for more helpers.

ACTION: Artemiss to outline ideas/options to teachers.

6. High school creativity – years 10-12 will be invited to design the following items for this year's Fair, with Fair Organising Group members selecting most suitable options to use:
 - Lorien Fair 2017 Poster (colouring-in bw version as well as original colour version)
 - Lorien Fair 'Thank You' card/certificate/gift (for sponsors and donations)

ACTION: Artemiss to liaise with Leanne Clark regarding guidelines and deadline for both items (poster by end of Term 3, Week 1).

7. To remedy the bottle neck of activity which occurs early on Fair morning as stall holders try to set up before ground keepers have the opportunity to distribute the furniture and equipment, stall holders will be asked to take on more responsibility by:
 - collecting labelled tables, chairs, gazebos, eskiis etc from a central area on morning of the Fair
 - depositing all cleaned furniture to common area after Fair
 - picking up own clean dishes and water bottles from washing up station

ACTION: Artemiss to include this information in Stall Holder Guidelines document.

8. Facebook page – last year's page will be updated to 2017 to take advantage of current following.

ACTION: Artemiss update graphics and text on page banner.

9. Tantric Turtle – inclusion agreed to.

ACTION: Artemiss to extend invitation to Yia Alias.

10. Rainbow Café – check for suitability of VET students for barista and café assistance work.

ACTION: Artemiss to check with Kristina.

11. Aboriginal activity – interest expressed in having Aboriginal group/presenter run group activities, eg aboriginalincursions.com.au. Discussions held about importance of respecting the Welcome to Country and not having activities on during this speech but essential to keep it to a short time.

ACTION: Artemiss to speak with Janine about Elder's availability and best way to organise timing.

12. Water service options – to be explored in place of plastic bottles.

ACTION: Arthur Sannen to contact Sydney Water for fountain options.

13. Food wastage – to avoid food wastage as occurred at the end of last year's Fair, a central area to be allocated for all left over foods to be brought to at the end of the day, to be sold in plastic containers and/or given to helpers for free.

ACTION: Artemiss to include this information in Stall Holder Guidelines document.

14. Prizes/sponsorship – Norman to advise of fundraising goal to be included in document. Lydia Shelley has offered to assist in collecting prizes. Ideally need 1-2 other helpers.

ACTION: Artemiss to update document with new info and liaise with Lydia Shelley. Also advertise in school newsletter and parent contact lists for more helpers.

15. PR – to get info into local papers, businesses (eg fire station) etc

ACTION: discuss at next meeting

16. Decorations (school wide and individual stalls)

Observations shared that last year saw many amazing decoration items (created by Emma Peterson and helpers) displayed throughout the school; and a few stalls who had created a deliberate and attractive experience/environment for their participants... while other stalls were ad-hoc and lacking ambience.

Suggestion made for a few design-orientated people to liaise with classes so they can help create a more cohesive and colourful event overall, and not in pockets.

Possible area for high school helpers?

ACTION: Artemiss to discuss with Leanne Clark.

17. Entertainment – ideas explored for entertainment before/after class performances, including choir performances and open mic.

ACTION: discuss at next meeting.

18. External stalls – ideas explored for external stalls which adhere to Steiner ideals and not compete with existing school stalls, including biodynamic farming/fruit and veg (Warrah) and bee keeping (sell honey).

ACTION: discuss at next meeting.

19. Mallorn Tree stall – ideas explored to set up Mallorn Tree stall in place of White Elephant last year.

ACTION: discuss at next meeting.

20. Theme for Fair – as this year marks the 100th anniversary since the first Waldorf school was opened, this may lend itself as a theme to our Fair.

ACTION: discuss at next meeting.