

**Interim Committee Meeting**  
**u3a St Austell Open Day**  
**17<sup>th</sup> March 2022**  
**St Austell Arts Centre**  
**11.30 am**

**Present:** JB, MT, LD, CF  
**Apologies:** JH, AS, PW, CS, CC, JS  
**All agreed JB to Chair the meeting.**

**OPEN DAY TO DO LIST**

- Inform the Car Parking Team that we may be busier than usual. **CS will do before he goes away.**
- Budget agreed - £100.00 to include plants (£30.00) – agreed increase to £150.00 if needed. **Agreed by all.**
- Plants planted out in containers for the entrance. **CF will organise.**
- Sail Flag set up to be viewed from the car park – **needs to be seen from the car park – away from the scaffolding – CC to do.**
- Signage for Arts Centre entrance – printed and laminated + balloons – **blue and yellow - Done**
- Helium Cylinder (**non-toxic and non-explosive**), Blue, Yellow Balloons and Curling Ribbon – to be purchased. Ribbon to be curled before the day. Mick Skipp to inflate balloons on the day and use balloon weights – how many of these do we have? **Need to check how many. Balloons need to be inflated on the day or they will deflate overnight. 50 x 9" balloons. £35 for cylinder. Extras will fit in with budget.**
- Membership Forms printed – how many? **50 suggested.** Bearing in mind these will need to change when the capitation charge goes up from April 1<sup>st</sup> 2022 to £4.00, this needs to be transparent on the form and will also affect the fee Associate Members pay - £16.50p current, will reduce to £16.00. **JB to do**
- Welcome Leaflets (Version 3) to be printed – how many? **50 + 20 spares suggested. Leaflets current with new groups added – JB to do**
- Latest Social Events Calendar to be printed and inserted into Welcome Leaflet – how many? **JB will include with Welcome Leaflets, black and white.**
- Membership Cards to be printed – how many? Not likely to be any wastage as can be used up through the year. **LD to do. Need to find the master copies for membership cards.**
- We need someone on the door to direct guests to the welcome desk. **Need to let meet and greet team know.**

- How many tables do we need:
  - Meet and Greet Table – Val B, Jackie H, Eleanor W – need list of meet and greet team plus all can welcome visitors
  - Welcome Table for visitors as proposed by Jenny to prevent queues forming. Names of visitors to be recorded so that we can follow up and see how many visitors joined us. We also need a log of how people heard about us. JS needs this information for a report for National u3a. The Welcome Desk to be first point of call. Attendance Record designed and printed – this has been done. Welcome desk will need a clipboard and pens, Welcome Leaflets and spare copies of the TAM magazine. Visitors should feel welcome and comfortable and given time to decide whether they would like to join or not. It can be off-putting if they feel they have to make a decision too soon. JB to man the Welcome Table and let Meet and Greet Team know.
  - Group Information Table (may need to be two tables) – Maryanne to have files available with group information for members and visitors to browse. Will need to be placed where she can plug in her laptop.
  - Theatre Table – as bookings will be taken will need a table.
  - Social Events Team Table – as bookings will be taken will need a table, the team will be taking cheques rather than using the cash machines to prevent queues building
  - Membership Table for visitors wanting to join us. Suggestion that the Membership Table be located in the quiet area between the Assembly Room and the Bar Area. AS would prefer to be in the Assembly Room, agreed AS in the Assembly Room opposite the door. Clipboards, pens, membership forms and membership cards needed. Who will be assisting Ann? Josie B to assist
  - Payment Table – to be located near the stage in the Theatre, keeping the fire exits clear. Jenny to use both card machines. Who will be assisting Jenny? Nicky T to assist?
  - BACS Payment Membership Card Collection Table. CF will do plus Family History
- Table Plan agreed – work in progress - JB/LD
- Table Labels to be printed out – Done
- Blue tablecloths used for the tables + balloons – Check how many blue cloths we have – do they need to be laundered/ironed? – Will use as they are – plasticised paper so can't be laundered or ironed.
- Kathryn and Pietro to purchase extra catering supplies to cover the free tea and coffees on the day – Kathryn and Pietro are aware of this and will be providing a receipt for Jenny. JB has spoken to Kathryn and this is organised.
- Steve Bird contacted with a request for him to take photos of the event. Steve B has not responded, may be away at present. If not available JB will approach Kay A.

- Wine Appreciation (Amanda) has requested use of the blue screens for her group display, screens to be located in the Theatre. **CC** to assist with erection of screens.
- Jonathan is away on the 25<sup>th</sup> but has agreed to pop in on the day and open the Theatre up for us.
- Request sent out to members for no longer required copies of the TAM magazine, these to be handed out to visitors. **CF and JB to bring spare copies**
- Maryanne to contact all Group Leaders to ensure maximum attendance on the day. **Some group leaders said they have not been contacted so MT will send out another email.**
- We need some type of identification for Group Leader so that visitors know who they are. Can we use the yellow ribbon pins we already have? **JB has organised.**
- Do we need blue ribbon pins for Committee Members? **Organised.**
- Chris Crane to agree what social media marketing he will be doing and how he will be promoting the Open Day on our website. **It has already appeared on Face Book.**
- Maryanne to arrange radio slot – this is done and will be 9.00am on Wednesday 23<sup>rd</sup> on St Austell Bay Radio who have also offered us space on their website – how do we want to use this? **MT to follow up**
- Advert agreed and placed in St Austell Voice two issues - Wed 16<sup>th</sup> March and Wed 23<sup>rd</sup> March. This is done and we have permission to download and display the advert as we wish.
- Copies of the advert printed out A4 size and distributed around St Austell – Community Centres, Village Halls, and Libraries etc. **Done**
- Who is available to help on the day – Meet and Greet Team, Committee Members, members. **COVID may cause issues on the day.**

Meeting ended 12.10 pm