

Ukraine Event Planning Meeting.

Present: Jan Millegan, Marilyn Wheeler, Neil Perrin and Philippa Seager.

The purpose of the meeting was to start to organise the Ukrainian Evening on Saturday 23 September 2023.

The Village Hall is booked from 6-10pm and paid for through funds held by CPC.

Film duration and content – check with Lena and, if possible, arrange to view it.

Setting up hall for film – check screen and other equipment needed for the evening so that this can be sourced if necessary. Information and photographs regarding the evacuation vehicle and the two already provided to be on show.

Provision of food. Contact Lena re type of food being planned. Check crockery, cutlery etc.

Possibility of other stalls – crafts, fundraising.

Raffle prizes or finding sponsorship for the evening. Each member of group to source 15 possible organisations across the area. PS to ask Maureen if she is willing to draft a letter with appropriate letterhead which can be taken to each company explaining the fundraising and background of the appeal.

Tickets – suggestion of £5 per head to attend film with possible drink included. Tickets to be available before the event so that catering quantities can be assessed. Food to be purchased separately.

Can we serve Uranian wine if sponsor can be found? Will need to be sourced if so.

Promotion of the event – posters, FB, local radio etc. Needs to be over a wide area within reasonable travelling distance.

WhatsApp group to be set up between group members including Lena.

The £500 funding being sent for the emergency appeal from Capel has been returned with bank charges deducted. Maureen has managed to get these back. However, it was felt that we have to find a different method of transferring the money which must have an audit trail. Marilyn to send the bank details of Lena to Maureen. Lena will provide evidence of the transfer when it takes place.

Next meeting to take place on Monday 24 July 7pm at 146 Capel Street.