

Present were Marilyn Wheeler, Neil Perrin and Jan Milliken  
Apology from Philippa Seager

The meeting was held to discuss the Colours of Ukraine event held at Capel-le-Ferne on Saturday 23<sup>rd</sup> September 2023

1. The working party met to discuss payment to Lena now that sufficient details have been received (V5 and Ukrainian certificate of arrival which included the Registration and VIN number of the vehicle.) The vehicle has now arrived in Ukraine.

The decision was made to pay the sum to Lena's account so that she can pay the vendor.

Neil to follow up negotiations with Lena to establish the sum to be paid and the need to obtain a receipt for the paper trail audit.

2. What went right

The project raised a little short of £4,000 so was a great success. It was sufficient to buy a secondhand vehicle and have it sent to Ukraine. The money raised may also be sufficient to prepare the vehicle for humanitarian service. Waiting for confirmation of the cost from Lena then payment will be made. (thank you Maureen).

There was very good support from villagers, supporters, suppliers and volunteers in order to raise such a great sum. The Ukrainian singers and dancers were very entertaining. Nick Tadd K9 rescue was well received as was the Ukrainian food zone.

Running the film in the background worked well. We all felt it was better to just run it and let people watch at leisure. Technical support/PA system was excellent (thank you Matthew)?

A resident kindly paid hotel costs for the Ukrainian family, and other performers were hosted by Neil (thanks go to them.)

The Silent auction raised much more than was anticipated, as did the Rabbit lottery and the sale of the young Ukrainian boys' pictures.

3. What would we do differently.

The whole event to be contained within the main hall as once people had entered, they didn't go back to the sales table and the Tombola was in the old post office room meaning some of the working party missed all of the entertainment.

The amount of alcohol provided was sufficient (thank you Neil) but too many soft drinks were supplied and could not be sold on due to expiry dates.

Too many corks were removed from wine bottles in one go. Remove less in future.

Better targeting of suppliers for raffle and tombola prizes needed. Maybe assign certain areas to different people to prevent duplication.

There were a lot of Tombola prizes and the price of tickets could be reconsidered to raise more money. (The amount raised was not commensurate with the value of the prizes.)

Not try to plan an event unless Lena is in the country as it became difficult for us to plan. (we don't have the contacts for entertainment)

Neil expressed regret at having closed down the event rather abruptly when the public, entertainers and others should have been formally thanked.

The Hotel Burstin would have done a special deal to host the entertainers if they had been asked. (instead of using Booking.com)

4. Would we do it again. The three present, said yes.

5. Things to do.

Gain wider involvement and commitment from within the Community earlier in the planning stage (although many thanks go to John, Ian, Ann, Pam, Jim, Glynis, Barry and probably many more for such great support on the night)

Assign a designated person to be responsible for collecting the cash raised on the night.

Ensure there is a team to support the exit of the hall after the event.

Do we want the vehicle "badged"? (Messaged received that it would cost money so would be wasted)

Formal letter of thanks to be done by Neil and hopefully "flowered up" by Maureen and possibly laminated and given to the providers of prizes.

Neil liaising with Lena re the sum to pay and then liaise with Maureen to do the transfer.

No other business.

Meeting concluded at 20.40