

Highlands Parents and Friends Association
Meeting Agenda Thursday 9th June 2022
7:00pm TBC

ITEM No.	SUBJECT	FOR ACTION BY WHOM
1.	Welcome & introductions	
2.	Previous Minutes:	See attached
3.	<p>General matters</p> <ul style="list-style-type: none"> • Rescheduling Wine tasting evening • Open evening 7&8th July • Year 7 and 8 BBQ • Inventory of stock • Uploading minutes to website • Advertising events on website 	<p>Move to next academic year – Crystal to email Rob to see when he could do another event possibly Oct. Siobhan needs refund for Alcohol license £21 or transfer to later date. £25 spent on consumables by Felicia. Siobhan to obtain gift voucher from Restaurant, Crystal to cancel flowers. To look at advertising on Eventbrite in future.</p> <p>Teas, coffees, and drinks. Promoting the events/amazon smile, we have had and profit we have made. Also, something on the wellness center and our goal. Vanessa to do poster and Karen to obtain details from school. Need to gather name and email addresses to send survey for new members. Crystal and Karen to give the talk – Felicia and Siobhan to do teas and coffees on the 7th and Eleni and Krasi on 8th.</p> <p>Crystal still to gets dates for BBQ – Felicia to send out email for volunteers. Siobhan to send details of contact for Warburton’s. Donation for Sausages and Burgers, drinks etc. Felica to find out about drinks bar. Proposing 9th or 16th July 2022.</p> <p>Krasi has a list of stock – Felicia to send details of goods she has. Krasi to share a folder on one drive or access secure part of website. Crystal to ask office.</p> <p>Felicia to ask Sue to update website with minutes and adverts to show that we are active.</p>

4.	Finance <ul style="list-style-type: none">• Miscellaneous expenses	See above
5.	HPFA Social Events	
6.	IMPORTANT DATES: HPFA Committee Meetings: - 14/7/2022 Winchmore Arms	
7.	AOB:	Nothing more.