

Date: Monday August 3rd 2015

Venue: RAILWAY STATION

Meeting opened at 7.30PM

Present:

Julie Patey, Prue McAdam, , Phillip McDonald, ,Andrew Skeoch, Sarah Koschak,

Apologies: Claire Collie Horse, Ann Berg.

OPENING

Sarah is liaising with Victrack re OPENING

- Sarah has the running sheet of proceedings. RSVP Bort Community reps
- Genevieve Barlow cannot do the meet and greet. VICTRACK have a running sheet and a MC.
- Decided that Julie Patey could do the meet and greet.
- Saide is to ask Horse to do 3 min overview of the Salon and the establishment of Railway Artshub.
- Prue is to ask Belinda Prest if she could decorate the outside of Railway with flags or whatever she thought effective festive elements.
- Phillip Mac is going to do signage. Directions to get to Railway from town.
- Parking signage needs to be stepped out and defined and roped off.
- Julie to bring in any A Frames for printed Railway Notice to be put at end of Road.
- Parking Marshall in High Vis vests need to be used on the day

CATERING

Cakes

2 x Sally Roadnight

3 x Sarak K

2 x Saide

Sandwiches

2 loaves x (4 point) Mary Park Salami

Phillip to drop in salami to Mary parks House Wyhdham St Sat morning

2 loaves x (4 point) Sue Culvenor Egg and mayo lettuce

Zucchini slices

2x trays Prue McAdam

Scones

Julie to make at home Sat morning and bring to Railway (120 scones)

Scones assembled Jam and cream at Railway

Sarah to bring whipped cream and jam and knives

Sarah to bring napkins

Everyone bring a platter to arrange food

Prue is buying 200 teabags / herbal teas/ cordial/2 litres milk/sugar

Crockery

- Ask Don and Sue to bring down 100 plates, glasses, mugs/ teaspoons from Rec Reserve
- Geoff to ask Geoff Hatton if we can borrow some seating and collect with trailer.
- White sheets for tables Saide and Prue
- Tables x 2 Sarah and Andrew and 1 x Community garden
- Microphone from Ron Snep

ADVERTISING

Andrew to print off Posters for around town and smaller sheets to distribute at PO
RTC Shop Supermarket

Installing the Hanging system.

- Hanging system should be ready to install from Friday. Need people ladders
drills, spirit levels , cutting saws.
- When we have it Ask Don, Geoff, Gary Pierce?, Phillip for availability.
- Julie has wires and hooks

Meeting closed 9.00pm