Waitetuna PTA |Minutes

## Meeting date | time 8 May 2019 | 7.45pm | Meeting location Waitetuna School

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| |  |  | | --- | --- | | Meeting called by | Lizzie Browne, Chair | | Type of meeting | Cross country food | | Note taker | Name | | Apologies | Jessica Otton, Tara Abbott, Ellen van der Knapp | | Lizzie Browne, Chair  Lisa Berejoni, Treasurer,  Madeline Rix-Trott |

# Agenda topics

## Agenda topic |Cross country

The PTA will be organisng the food tent of the Western Waikato Cross Country.

Cross Country will be on Friday 24 May. Want to make the event as low waste as possible, signs for bins to split into recycling, compost and rubbish. Understand that many will not sure the correct bins so PTA will sort the waste afterwards. We already have mostly compostable cutlery and bowls plates cups etc. Makre sure that how ever is on PA tells all to sort their rubbish in the bins.

Food to sell: sausages, nachos, soup, baking, crock pot hot chocolate, sachet coffee, biggest sellers from previous years. Too costly to do proper coffee.

Quantities for, nachos can be found in last years minutes, aiming for 8 crock pots full and 6 of soups. Need 6-8 litres of milk & 2 litres of cream.

Items to be organized by the PTA:

* Marquee from Ormonds
* Generator, check where it is coming from, organize collection.
* Blue Bins – Macdonalds
* BBQ – book and organize collection, Organise collection
* 5-6 Tables
* Food grade water containers
* Spare crock pots
* Mince for nachos
* Veg for nachos
* Soup
* Hot chocolate – Amy
* Baking
* Cups, Plates, napkins, spoons,
* Ask Seamus if stock are in paddocks and if mowing needed for thistles.
* Ask Richard to mow thistles
* Set up donations sheet
* Set up volunteer sheet and send to parents
* Get ticket books

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| Action items | Person responsible | Deadline |
| Find out where the BBQ is coming from and book it. Organise collection | Lisa Berejoni | in next two weeks |
| Check quantities of cups, plates etc | Lizzie Browne | in next two weeks |
| Put up volunteers list | Lizzie Browne | tomorrow |
| Facebook request for Crock pots, tables and water containers | Lizzie Browne | This week |
| Contact Ormond’s re Marquee | Lizzie Browne | This week |
| Contact Macdonalds re blue bins | Lizzie Browne | This week |
| Ask Richard to mow thistles for cross country | Lisa Berejoni | in next two weeks |
| Put together shopping list | Lizzie Browne | Once donations are in |
| Go shopping | Madeline Rix-Trott | Day before event |

**Meeting closes: 8.22 pm**