**100yrs Meeting 26/04/18**

Attendees: Chick, Sarah, Steph, Liz, Sam, Catherine

Apologies: Jo, Camille

1. **Program:**
* **Day:**
	+ Section Activities 11:00 – 16:00
		- Climbing Wall £413 phasels
		- Cooking display from RSC – Chick to contact
		- Cubs - Fire Lighting marshmallows
		- Cubs - Armpit Fudge
		- Inflatables/Bouncy Council
		- Bowling Alley
		- “I’m a scout” activities
		- Axe Throwing??
		- Ballista
	+ Section and Leader Award presentations – 16:00 – 17:00
	+ Displays of Archive in hut during day – Tea and coffee available
* **Evening: 19:00**
	+ Hog Roast
	+ Live Band X4
* do own bar – charge
* Voucher for food + Plus a drink £3 per person
* Cake will be Made by Marie Lawrence – Scout Camp design with Red/Blue/Gold LC colours and 100 yrs Logo
* Youngest & oldest members to cut cake.
	1. **Actions**
* Invoices for sponsorship – Chick
	+ St Albans Car sales £200
	+ Coopers Hyundai £100
	+ Tim Gold Crest £200
* Email Parents for more sponsorship - Sarah
* Apply for Licence - Chick
* Give design to Marie for Cake and get cost – Sarah
* Ian sourcing drinks for bar – Sarah to speak to Ian for quantities
* Purchase Tea/coffee/Squash/Salads/Glasses/serviettes etc on Friday before – Sarah/Liz
1. **Archive and displays**
* Photos on display both Rolling electronic and display boards on tables
* Stickers & book for people to request copies of photos for a price (number as people request).
* Tea & Coffee on offer Parents to Man.
* Parents sign up list created with other events lists.
* Bunting
* Rope Lights
* Large Scarf – on poles
	1. **Actions**
* Leaders to get info from sections from 2009 e.g. Photos, event details, camp programs, dates, displays of any work done that has been kept. – Sarah Sent email waiting on leaders
* Timeline add to with stuff from Minutes - Camille
* Members Lists for Roll Call 2007 – Sarah & leaders
* Purchase and set up Scout NAS (using own temporarily) – Sarah
* Make boards for display cost around £100 for 6 – Ken by next weekend
* Copies of Certificates for competitions – Chick putting in folder
* Uniforms for display Liz to bring scout uniform, camp blankets - Liz to ask Mick
* Cost for photos printing – Steph
* Book and stickers for photo ordering - Sarah
1. **Invites & documentation**
* Invites to dignitaries send End Jan
* Invites to Past members end of feb
* Invites to current leaders and Committee beginning of April
* Invites to current members Mid April after Easter
* Invites to neighbours
* Invite design - Emily’s Logo design, scouts be prepared logo, red/blue & Gold RSVP to 100 year email address.
* Brochure/souvenir newspaper few adverts 7-8 pages 200 detail up in Feb/March time
* Posters less formal version of stuff on invite. 20 posters A4 including the activities & details for tickets via email.
* Calendars – 2019??
	1. **Actions**
* Mayor invite email – Chick to follow up
* Frank Brittain – chick to chase
* Invites for district people – Chick – 10 invites 1 to Sam
* Posters – Invite basic detail plus details of activities, for details/tickets email - Sarah
* Brochure – 2 weeks from approval to print. Design ideas drafted, WIP – Sarah
* Tickets – Logo date number boxes - Sarah
1. **Advertising**
* Herts Ad/St Albans Review (Archant) Frank to send details– nearer the actual date – Catherine/Sam Last week in May.
* Radio Verulam – nearer the actual date – Sarah
* Colne Ranger – email poster to Bret Ellis for column.
* Facebook pages - all – repeat on sites periodically
* Chick to email Guy for Banner contact details
* Put details on Website – Ian
1. **Others**
* Badges Elyptical with dates based on Logo– for 100 years challenge
* As competition designs too complex use badge design in brochure and Mugs
* Photographer – pictures during day Roger Morton with option for DVD to sell after.
* Liz – Sponsored events to raise funds
* Yeti – Sponsored hike back from Watford Whole group
* Gilwell Stone – group camp in September to visit
* Parish council contacted for use of Park –Definitely ok to use.
* Sell old badges on the day?
	1. **Actions**
* Mugs – TBC – Steph – in progress
* Order 100 yr challenge Badges - Sam.
* St Bernadettes as car park - Catherine
* Get a list of queen scouts - Steph
1. **Costs**



**Next Meeting – Thursday 24thMay @ Sarah’s House**

**Display Planning – Saturday 2nd June @ Hut/Sarah’s House**

1. **Complete**
* Dates 2nd Beaver Group started? & 2nd Cub one? – Sarah
* London Colney News – Steph to check for January Edition
* Book Band – Chick
* Cake – Sarah to Speak Marie
* Get details from leaders of daytime activities – Chick
* Design ideas for cake – ALL
* Get copy of photo from Archives at Well End – Frank to send
* Get all electronic info Jo/Guy/Past members have in terms of Minutes and AGM’s & Paper stuff – Sarah Upload from memory sticks
* Address List Steph to update address as best she can then Sarah will add address to more recent members– Steph/Sarah
* Sarah to contact GM for design of invites. Quote for 500 copies, Quote for brochures and Posters – Meeting 24/01/18
* London Colney News - Easter invite advert – deadline 29th Feb Steph to draft a Advert based on invite
* Scarves – ordered Daniella is adding Gold edging
* Tea Towels – Steph to look into for shop in town £3 per towel cost? Too hard
* Steph to see if she can do embroidery badges for winners - No
* Chick to chase on the commemorative brick paperwork and details. – got a certificate and framed
* Radios form District – Chick
* Big Folders – Steph
* Book Hog Roast – Chick
* Terry Able email invite as no address – Sarah
* Review what we’ve sent and what left to do - Steph/Liz
* Invites for Leaders/committee beginning of April – Sarah
* Invites for Members to be ready for each sections after easter – Sarah
* Reply to RSVPs and update Ticket list Spreadsheet – Catherine
* Badges for big Scarf – commemorative badges only send to Steph – All Leaders- done
* Roger Morton other contacts for photos on day - Chick – done DVD of photos to sell after.