**MINUTES DISCUSSED BY THE MOMBASA REGION TALENT SHOW BUDGETING COMMITTEE ON 12/3/2015 AT MOMBASA BAPTIST HIGH SCHOOL**

**MEMBERS PRESENT**

Ben Kivuva -Pf Kinango/Mazera

Silas Fondo -KE

Martha Oguna -KE508

Kashero Kingi -KE534

Phoebe Maina -KE762

Leonard Ndai -KE331

**AGENDA**

1. Preliminaries
2. Update of the regional talent show venue
3. Invitation of guests
4. Participants
5. Budgeting
6. First Aid and health issues
7. A.O.B

**MIN01/2015: PRELIMINARIES**

The meeting set off at 11.35 a.m by a word of prayer from Leonard. The chairman then welcomed the members for such a crucial meeting of coming up with the budget for the regional talent show.

**MIN02/2015: UPDATE OF THE VENUE**

So far, the flex team had settled on Mombasa Baptist School as the favorable venue for the talent show. This was because of the available much space, compared to other proposed venues.

After the negotiation with the school administration, in was agreed that charges per head would be Sh. 700 per day. Any adjustment of these charges would be communicated later.

**MIN03/2015: INVITATION OF GUESTS**

The following were the guests to be invited during the talent show:

Peninah Malonza

Benedict Kuto

Peter Gitonga

Martin Maraga

Robert Obura

Children Officers (Mombasa, Kwale, Kilifi)

County Officer (Kilifi County)

Antony Jaramba

Mtana Lewa

Mr. /Mrs. Mtawali

Phoebe was to write official invitation letters and send to them.

**MIN04/2015: PARTICIPANTS**

The accommodation capacity of the venue is 600. It was agreed that each cluster should have 150 participants. This would comprise of position 1 and 2 of each item presented from each cluster and their teachers. Others who would attend the event include;

Coast region Compassion staff (PFs),

All patrons from the competing projects

All chairpersons from the competing projects

All Project Directors from the competing projects

A caregiver/cpc parent rep from the competing projects

Six adjudicators (four for music related, two for skills)

The issue of those who wish to come along with the position three’s to be spectators would be sorted by their respective pfs.

**MIN05/2015: BUDGET ESTIMATE**

After a rigorous brainstorming and discussion, members came up with the following budget estimate for the event

|  |  |  |
| --- | --- | --- |
| **ITEM** | **AMOUNT** | **TOTAL** |
| Accommodation of 600 participants | 600@700 for two days | 840,000 |
| Lunch for pfs,patrons,charpersons,pds | 200@200 for two days | 80,000 |
| Public Address system | 3000 for two days | 6,000 |
| Adjudicators: Music related  Livelihood skills | 4@5000 for two days  2@2000 | 44,000 |
| Nyaguthie(Papa Shirandula) | 10,000 | 10,000 |
| Mtawali’s | 10,000 | 10,000 |
| Round neck T-shirts for the participating children | 600@500 | 300,000 |
| Polo T-shirts for the pfs,organizing committee, first aiders | 20@800 | 16,000 |
| Publicity(Shaky fm) | 30 @ 200 per announcement | 15,000 |
| Water and soda for the high table | 25@250 bottles soda(6250)  20@250 bottles mineral water(5000) | 11250 |
| Awards | 700 certificates@50 | 35000 |
| Fully stocked first aid box | 10,000 | 10,000 |
| Miscellaneous | 22750 | 22750 |
| **TOTAL** |  | **1,400,000** |

1,400,000/60 projects in the region

Each project to pay sh. 23,334

Any adjustments and mode of payments would be communicated later.

**MIN06/2015: FIRST AID AND HEALTH ISSUES**

A team of four nurses was selected to handle any health issue that may arise during the event. The team will comprise of: Pamela KE358

Muinde KE711

Francis KE622

Martha KE508

The agreed referral hospitals would be Tudor District hospital and Tudor clinic.

**MIN 07/2015: A.O.B**

Ben arged members to do a thorough research for affordable prices for printing of the certificates. He went ahead to asked member to have different quotations before settling on who would be given the tender to supply the T-shirts

Joel (KE 424) was to do a follow up on the issue of publicity with the Shaky fm media

The participating projects were encouraged to carry cash, incase of an emergency that would arise.

Having no any other business, the meeting was adjourned at2.30 p.m by a word of prayer from Phoebe. The next meeting, which would be joint with the rest of the organizing committee, was scheduled on 19/3/2013 at A.I.C Tudor Church from 11.00 am.

**Confirmation:**

Secretary Chairman

Leonard Ndai Silas Fondo