**Oxford International Women’s Festival  
Planning meeting – 1st December 2011**

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| **Present** |  | **Apologies** |
| Kate Clayton-Hathway (KCH) |  | Andie Berryman (AB) |
| Chris Eady (CE) |  | Janette Davies (JD) |
| Anna Hobson (AH) |  | Pat Green (PG) |
| Debbie Hollingsworth (DH) |  | Bette Jones (BJ) |
| Jovanka Igboebisiokwo (JI) |  | Louise Livesey (LL) |
| Emma Jones (EJ) |  | Jane Mercer (JM) |
| Junie James (JJ) |  | Anne Ryan (AR) |
| Helena Nielsen (HN) |  | Yasmin Robson (YR) |
| Margaret Norwood (MN) |  |  |
| Aruna Vadher (AV) |  |  |

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| **AGENDA ITEMS\*** | **COMMENT** | **ACTIONS** |
| **1 Minutes from 3rd November** | * These were circulated via email to those at the 3/11 meeting and there was no feedback; we also looked at them again in this meeting to check actions outstanding. | * 3/11/11 minutes agreed; * **KCH** will send these to **AB** for the website, then circulate the link to the mail list |
| **2 2012 programme** - programme events - adverts - diversity images | * The programme looks good – already a significant number of entries, though still a lot of information outstanding. The events which have been included have priority now over anything else which is sent in, according to the ‘first come, first served’ ruling put in place earlier in the year. * DH has emailed the unions about advertising, and AH will contact Clare Cochrane re OSARCC. * Inclusion of ‘diverse images’ is still being looked at –AH is in discussion with a photographer about a possible stock of existing photos which might be used; we may use images from previous Festivals – AH will explore other sources.   **The deadline for details of programme entries is 15th December** | * **AH** to explore sources of diverse images for the programme * **DH** & **AH** to follow up with potential advertisers * **ALL event holders to provide any outstanding details for the programme by the deadline** |
| **3 Distribution & Publicity** | * 12,000 programmes will be produced, of which # will be distributed across Oxfordshire through a paid distribution company * Distribution – CE to contact Rory regarding distribution of programmes end of first week of February * A leaflet will also be produced, to distribute in addition to the programme (giving us greater coverage at lower cost) * Press release – we’ll ask Anne Ryan, who’s offered to do these, closer to the Festival; * Brookes – DH in contact with Bev Clack, UCU Equalities Office so will collaborate * OUSU/WomCam – KCH to contact Women’s Officer (Yuan) about speaking to them closer to the Festival * Church groups – MN will look at ways of contacting them * Library displays – CE will approach Library Service and Westgate Library * EJ will approach central book shops * JI will ask her composer friend about a display in book shops linking with the musical aspects of the Festival * Fringe video – DH is following up with Ellie * Local magazines: North Oxford, Abingdon, BBL, Headington, Barton, Kidlington, Rose Hill, East Oxford, Osney are all known to have local magazines or newsletters; all to contact DH with any details of these and she’ll follow up with them (*AH has written a 400-word article for Jan/Feb edition of ‘In Oxford’, and this might be adapted for local newsletters OR we might produce something localized*) * Ensure Tourist Information is on the distribution list – we forgot them last year! * Tourist Websites – AH will contact Oxford Inspires * Oxford Journal – DH has a contact who has a page each month to fill – contact her * Oxford Mail – DH has a contact number * Radio Oxford – they contact us! | * **DH** follow-up with Ellie and Bev Clack * Action for January/February to ask **AR** re press release * **KCH** follow up with OUSU Women’s Officer * **MN** follow up re church groups * **AH** to produce a festival leaflet in February * **ALL** to contact **DH** with details of local magazines or newsletters which might feature the Festival * **CE** follow up with Rory and approach Library Service and Westgate Library * **JI** to approach her composer friend * **Committee** – ensure Tourist Information is on distribution list * **AH** to contact Oxford Inspires * **DH** contact Oxford Journal and Oxford Mail |
| **5 Fundraising** | A number of fundraising ideas have been suggested (at this and previous meetings) as follows:   * Co-Op tin shake (*DH has in hand*) * Tin shakes at another supermarket (Tesco at Carterton was raised in a previous meeting) – DH to investigate * Selling advertising space on the website and in the programme (*AH and DH dealing with this*) * Tesco charity fund – no action yet agreed * Waitrose “Community Matters” - all are encouraged to complete one when they visit Waitrose * One World Fair – *around £40 profit made from Janette’s ‘guess the weight of the cake’, ‘name the doll’, etc and lots of interest in the festival* * Fundraiser on 3rd December – *film night and raffle held* * Fundraiser at the Port Mahon – *originally planned for 12th December: cancelled due to lack of acts so close to Christmas, and to be revisited in 2012* * AH running a poetry competition and a poetry event during the Festival * Kashmira who ran a cookery class as a fundraiser would be happy to do so again – *AH will liaise* * DH will chase local union branches - *done* * MN mentioned Sandy Toksvig as a possible speaker at a fundraising event for 2013 * DH followed up with Peggy Seegar, and has obtained some materials (perhaps for auction?) * EJ obtained Lush raffle prize * KCH contact our email list for items to sell – possible table-top or further car boot? * Any further ideas for fundraising gratefully received!   Grant application forms – **JJ** confirmed City Council small grants are monthly; also consider Co-Op & Oxfam? DH will revisit the dates for submission, and a sub-committee meeting (which EJ is happy to be part of) is scheduled (see item #)  Finances - KCH to contact LL and ask for financial update and a projection of the amount we’ll need to run the 2012 Festival so we can do some planning around fundraising | * **All** to pick up and complete Waitrose fundraising forms * **KCH** to contact mail list for pre-Christmas clear out items and unwanted items after Christmas * **AH** to contact Kashmira re a cookery class fundraiser * **Fundraising subcommittee** to meet – see below * **KCH** to contact LL regarding latest balance and projection * **DH** to investigate tin-shake at Tesco Carterton?   Actions carried over from Oct/Nov   * **KW** to speak to her DJ friends about coming over from Germany for the festival next year * **AB** will approach her friend about organising grant applications; **DH** can provide a copy of last year’s to copy detail over * **PG** is the contact for the Tesco charity fund, though no action yet agreed on applying for support from Tesco |
| **6 Website** | * AB provided update via KCH: the website has been updated as discussed in previous meetings and the total number of hits Oct/Nov is 6,568. | * **AB** will arrange for a PayPal link (*carried over*) |
| **7 Main event 8th March – planning** | **Format**: diverse singing/dancing acts running concurrently with stalls; 3pm-9pm with performers every half hour throughout the day (approx 10 acts?); some stalls may pack up before 9pm, though they may stay if they wish; no break in activities (this is where we lost people last year); emphasis on campaigning and informational stalls to use for networking, these stalls were the most successful last year; stalls will be charged £10, and this will include a ‘slot’ all day at the main event + at the OIWF committee-run networking event which is one of the programme events; food and drink? To be investigated, though it was felt the event would suffer if people can’t get something to eat or drink.  Ticket price – not yet agreed, but we’ll change a day or evening price with a ‘family’ ticket option and allow people to come and go by stamping hands  **Stalls:** KCH will lead on this  **Performers:** AH will collate a list of possible acts; AH to speak with LL about expenses for performers who travel a long way: what can we afford? (*suggestion during the meeting is mileage at the agreed rate, capped to, say, £40*)  **Possible acts:** AH has a growing list, mainly singers at present. A few possibilities for dance groups were discussed and these will be contacted (see ‘actions’). | * **KCH** contact **LL** for a list of last year’s stallholders and will approach these plus the entire mail list; * **AH** put together an application form for stalls; * Sing Barton – **KCH** will put **AH** in contact with Ann Marie; * **JJ** will let **AH** have contact details for Soul Samba, Messy Jam and Afro Fusion; * **DH** will visit BBL Acvite Women (who used to be ivolved with Afia); * **DH** to seek clarification about the restrictions (possibly via the Mayor, Elise Benjamin) around providing food and drink at the Town Hall (what do Oxfam do for the One World Fair?) |
| **8 Dorothy Hodgkin Lecture –** response from Somerville and OIWF letter | * YR agreed text of a letter produced by KCH; this was discussed in the meeting and DH signed on behalf of the committee | * **KCH** to send letter to Somerville - *done* |
| **9 AOB** | * **EJ** reported availability of 2 Afghani Female MPs who might come to Oxford to speak, either as 2012 fundraiser or on 2013 programme * **MN** reported Pakistani female speaker who might be suitable for 2013, and also that she’ll find out contact for Sandy Toksvig from Soroptimists as a possibility for the 2013 festival | * **EJ** and **MN** to research and feed back |
| **10 Date of next meetings** | * 12th January planning meeting @ Town Hall (*Barrister’s Room booked*), 7pm * 12th January – pre-meeting of fundraising sub-committee, G&Ds Café, St Aldate’s 6-7pm * 16th January for social (East Oxford Community Centre), 6.30 for 7pm * 16th January – pre-meeting of Town Hall Event planning committee, G&Ds Cowley Road (Old Music Hall), 6pm * 2nd February for planning meeting @ Town Hall (*Barrister’s Room booked*) | * **DH** will circulate menu for social on 16th |