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

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| **Present** |  | **Apologies** |
| Anna Hobson (AH) |  | Andie Berryman (AB) |
| Kate Clayton-Hathway (KCH) |  | Ann Marie Browne (AMB) |
| Bette Jones (BJ) |  | Sarah Cavanagh (SC) |
| Zohra Jenkinson (ZJ) |  | Chris Eady (CE) |
| Louise Livesey (LL) |  | Pat Green (PG) |
| Anne Ryan (AR) |  | Debbie Hollingsworth (DH) |
| Haldi Sheahan (HS) |  | Maria Jaschok (MJ) |
|  |  | Jane Mercer (JM) |
|  |  | Helena Nielsen (HN) |
|  |  | Margaret Norwood (MN) |
|  |  | Yasmin Robson (YR) |
|  |  | Berna Saddik (BS) |
|  |  | Sandy Thin Mar Oo (STMO) |
|  |  | Aruna Vadher (AV) |

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| **AGENDA ITEMS\*** | **COMMENT** | **ACTIONS** | |
| **1 Minutes from 6th June** | * as a number of those present on 6/6 weren’t available to comment, it was agreed that KCH would circulate these for agreement separately to the meeting. | * KCH circulated to 6/6 attendees and collate comments and feedback (*this was done and the minutes are now agreed, KCH*) | |
| **2 Committee Positions for 2012 festival (*based on ‘job descriptions’ previously circulated*)** | * Informal planning meetings have taken place since the end of the 2011 festival with the interim committee, which consisted of KCH secretary, DH co-ord/chair, LL treasurer, AH programme coordinator, AB website designer. The ‘formal’ positions for 2012 (which have been advertised around the mailing list) were agreed as: * Coordinator / chair: *Debbie Hollingsworth* * Secretary: *Kate Clayton-Hathway* * Programme Coordinator: *Anna Hobson* * Treasurer and Grants Officer: *Louise Livesey* * Fundraising Officer: No-one offered to ‘lead’ on this, but both AR and ZJ will be happy to take part in a sub-committee and associated activities; AR has media, publicity, fundraising and web design experience which she can bring to fund-raising * Distribution Officer: Chris Eady has taken this role previously – action not needed until later in the year * Media and Publicity Officer: No offers to lead; AR happy to be involved and has a media list we can use * Key Events Coordinator: No offers to lead on this; agreed it is crucial that this role is filled due to the amount of work needed to coordinate the main event * Website Officer: *Andrea Berryman* * Non-specific Planning Committee Officers: The role of non-specific committee members was acknowledged as an important part of the structure of the committee and that their input will be sought for major decisions. Those who are regular committee members OR confirmed at this meeting that they would like to be listed for this role are: *Chris Eady/Maria Jaschok/Bette Jones/Zohra Jenkinson/Jane Mercer/Yasmin Robson/Anne Ryan/Berna Saddik (via LL)/Sandy Thin Mar Oo (via email)*   Sub-committees will be established to coordinate events such as the Launch Event, and also separate ones for fundraising, etc | * Try to attract further volunteers to take leading roles on the committee – methods include advertising on our publicity flyers and recruiting via OCVA (LL suggested OCVA but it was agreed that this had proved to be inefficient and unsupportive in the past); **action tbc** | |
| **3 2012 Programme – festival image; application process; main event planning and pre-booking promotional spaces** | Festival image – AH organised a photo shoot of a 3-woman group, based on initial committee discussions, with the aim of producing a simple, striking image for the 2012 programme. A set of photos was circulated amongst the committee for discussion. Concerns were raised as the photo does not contain a representative of the Asian community, and some felt the images don’t reflect the true diversity of Oxford’s women. The point was raised that it’s impossible for one photograph to capture the huge range of diversity in Oxford across different ethnicities, sexual orientation, gender identities, disability, etc, so therefore the images aren’t a ‘literal’ interpretation of equality and diversity. Other factors are that an ensemble photograph was used very recently (2009), and the logistics of another photo shoot would hold up the image for the programme. The current images were therefore voted upon and one chosen by those at the meeting: it was agreed to feature other images in the programme to reflect some of Oxford’s diversity  Application process – Application forms for events will be accepted between 1st October and 21st November; places in the programme will be allocated on a first-come, first-served basis. If there is oversubscription, preference will need to be given to regular attendees at planning meetings  Main event planning – the Town Hall is booked for 8th March, and it’s been initially agreed to have a music/song/dance event with a range of diverse groups of women. It was also agreed that we really need someone to lead on this as it will involve a lot of organisation  ZJ has been collecting details of possible ‘acts’ for the main event – the details of these should be passed to AH.  Promotional ‘spaces’ – the Westgate, The Central Library and Temple Cowley: these need to be booked in advance | * **AH to circulate** chosen image to the wider committee (some of whom could not make Sept meeting); AH to proceed with the selected image and use on promotional materials; * Consultation to take place on additional ‘diverse’ images to appear in the programme (**committee to action – KCH to add to Oct agenda**) * Notice to go out to mail list with application form to solicit applications (**AH/KCH**) * Recruit ‘main event coordinator’ (**committee to discuss further action**) * **ZJ and others** to pass details of possible events and/or contributors to main event to AH * **Committee to agree who will coordination ‘promotional spaces’ asap** | |
| **4 ’Fringe’ festival 21st – 23rd October** | * KCH confirmed the line-up of events currently proposed * LL awaiting confirmation from Lashings of Ginger Beer, and the craft event in conjunction with Reclaim the Night (RTN) * ‘Act of Dishonour’: awaiting confirmation- Sat or Sun (CE); * Basic flyer has been done; some handed out at Elder Stubbs * RTN have offered us space on the back of their leaflet – agreed this should be used both to advertise festival AND appeal for volunteers * It was noted that the fringe should be used as a key opportunity to publicise the wider festival * A range of actions to start publicising have been agreed | * Look for opportunities to circulate fringe flyers (**all on mail list/committee**) * Flyer to be put up on OIWF web page (**AB**): **AH to send pdfs to AB for publication on the website** * Full details of fringe events to go to AH as soon as these are finalised (**LL/CE/DH**) * Press release is urgently needed prior to the Fringe Event, 21st – 23rd October (**action by person tbc**); **AR** will circulate to her mail list * **AH** will create separate events on Facebook for the Fringe once details confirmed * **LL** will add it to the Feminist Network calendar * **BJ** will circulate details via NOW; * **AH** to send the updated flyer to DH for circulation, once the 2012 image has been added; * **AH** to send wording for the RTN flyer that LL will coordinate. Wording to include a call for volunteers and details of the Fringe Events | |
| **5 Fundraising** | * AH announced that she will be running the poetry competition again and will hold a poetry event during the Festival * AH apologised for missing the deadline for Oxford Inspires, but reported that she will send them details of the Fringe Weekend so they can publicise it on their website * AH has submitted the preliminary application to NatWest Community Force, and anticipates hearing from them within 7 days * LL distributed Waitrose ‘Community Matters’ nomination forms * Car boot sale and Elder Stubbs raised some funds – there is stuff left to sell if anyone wants to do a boot sale etc (KCH/AR/CE have this) * Any further ideas for fundraising gratefully received! | * **AH** to circulate details of poetry competition and to Oxford Inspires; * **AH** to follow up on NatWest application * Complete and submit Waitrose Community matter forms (or hand back to LL) (**All**) * **KCH** to circulate a request for fundraising ideas | |
| **6 Communications / mail lists for 2012 (including website; email communications; Facebook and Twitter** – AH and AB are currently in discussion about the website, etc; will discuss this further at October meeting | | | |
| **7 Date of next meeting** | * Thursday 6th October, Oxford Town Hall, 7pm * Note that it will be necessary to meet before then to plan the fringe festival – those involved directly with event planning (**CE; AH; DH; KCH; LL**) will meet separately | | |
| **8 AOB** | * Dorothy Hodgkin Lecture – YR raised this as an issue as the speaker chosen for 2012 is male. YR provided a summary of what to consider, and it was discussed at length. A separate email will be circulated around the committee to save making the minutes too long. * Finance issues – the bank signatories form needs re-signing | | * **KCH** to circulate issues around Dorothy Hodgkin Lecture around committee following discussion at September meeting * **LL/CE/DH** to organise re-signing the form |