**Oxford International Women’s Festival  
Planning meeting – 6th June 2011**

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| **Present** |  | **Apologies** |
| Andie Berryman (AB) |  | Anna Hobson (AH) |
| Bette Jones (BJ) |  | Anne Mobbs (AM) |
| Chris Eady (CE) |  | Christine Tucker (CT) |
| Debbie Hollingsworth (DH) |  | Jackie Waldren (JW) |
| Kate Clayton-Hathway (KCH) |  | Jane Mercer (JM) |
| Zohra Jenkinson (ZJ) |  | Louise Livesey (LL) |
|  |  | Margaret Norwood (MN) |
|  |  | Maria Jaschok (MJ) |
|  |  | Yasmin Robson (YR) |

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| **AGENDA ITEMS\*** | | **COMMENT** | **ACTIONS** | |
| **1 Minutes from 5th May agreed** | | | | |
| **2 Forthcoming events** | * **Headington Festival 5th June** – arrangements were agreed at the meeting – this stall has now been run; Pride – share a stall with OSARCC; Elder Stubbs – possible link with OSARCC; Jericho Street Fair – though clashes with Pride, may be possible as AB lives in Jericho; Blackbird Leys/ Florence Park / Cowley Road – check dates and costs. * **‘Fringe’ events** agreed as 21/22/23 Oct – current idea is that it will comprise a film night Friday, (*showing Afghani film ‘Act of Dishonour*’) poetry event and comedy night (*one Friday, one Saturday, to be agreed*); women’s history workshop, incl history of OIWF, different women’s groups and NOW (as it’s their 10-year anniversary); ArkT and Unison may also be involved; creative arts linking up with Fusion. * Overall, the aim is to make a profit, and also reimburse CE from film night profit (agreed one third) for initial film costs. * **2012**– the main hall, Panel Room and St Aldate’s Room have been reserved for the main event 8th March; discussions underway re planning distribution of programmes. | | | * **AB** to investigate Jericho; **DH** to investigate the rest; * **CE** to organise a venue for ‘fringe’ film night; * **AH** and **LL** to liaise re poetry and comedy nights * **LL** and **DH** looking at options for history and creative events * **DH** has contacted YR re booking Westgate, the Cowley Centre and Central Library for promotional displays |
| **3 Finances and Financial Policy** | * Suggested changes to the Financial Policy from CT and the meeting agreed. | | | * **KCH** has made changes – sent to **AB** to put on website |
| **5 2012 programme** | * Confirmation of the timetable, maximum number of events and cut-off dates for applications for the 2012 programme is needed; * The 8th March will be reserved for main event only – the application form will contain a reminder of this; * The sale of advertising will be an important source of revenue; * As well as space in the programme, there would be scope to sell advertising on the website; * A document is needed with guidelines for festival participants, so they’re clear on what they can expect from OIWF, eg, we don’t provide or pay for venues. | | | * **AH** is preparing the programme timetable and guidelines for participants; * **AH** and **LL** are looking at the packages (page size, etc) offered to potential advertisers * **DH** is gathering information on the best way to approach selling advertising space |
| **6 Fundraising** | * A range of fundraising events and initiatives was suggested: * A quiz night at the Rusty Bicycle, East Oxford? * Oxfork fundraising dinners? * Get some artists to design Christmas Cards free of charge to sell? * A dinner at a university dining hall? * The Aziz is known for charity contributions, and we could offer to split 50/50 with a charity of Mr Aziz’s choice? * A ‘sponsorship’ relationship (also for promotional purposes) whereby OIWF use a venue on a regular basis in return for them advertising with us and promoting our events, eg, The Duke of Monmouth, Art Jericho (possible film nights). | | | * **DH** will call in to the Rusty Bicycle to check out quiz nights * **ZJ** will check with her artist contacts re card design; **DH** will also check with a colleague who’s done something similar * **AB** to make contact with Oxfork &Art Jericho * **CE** to speak to The Duke of Monmouth owner re a possible film night * **ZJ** to look at formal, fund-raising dinner within the university * **KCH** to speak to **MN** re contact with Mr Aziz |
| **7 Communications (esp website)** | * AB is working on a new website, and will set up a temporary bridging site with an intranet (similar to the OFN site, which allows people to log in and add content); * The new site will contain easy links to follow to relevant information including other sites of interest; additional suggestions (AB and others) were: a newsletter, blog, advertising, links to committee policies and guidelines, minutes. | | | * **AB** will provide mock-ups of screen shots to help move design forward |
| **8 Date of next meeting** | * This will be a picnic (bring your own) at Port Meadow – weather permitting! 20th July, meet at Walton Well Road entrance (next to the car park) 7pm. * There will be no meeting in August – subsequent meeting 1st September, 7pm at the Town Hall | | | |
| **9 AOB** | * OIWF Archive: CE and AM have a batch of promotional materials from previous festivals and DH has photos. There is also a collection at the farm * Promotional opportunities – AB suggested school newsletters. | | | * **AB** has volunteered to document an archive; **DH** will coordinate as it needs to be agreed what to keep, what to dispose of and what to sell for fundraising * **CE** will add school newsletters to list of promotional outlets |