**Oxford International Women’s Festival  
Planning meeting – 3rd November 2011**

|  |  |  |
| --- | --- | --- |
| **Present** |  | **Apologies** |
| Kate Clayton-Hathway (KCH) |  | Andie Berryman (AB) |
| Janette Davies (JD) |  | Ann Marie Browne (AMB) |
| Chris Eady (CE) |  | Pat Green (PG) |
| Anna Hobson (AH) |  | Bette Jones (BJ) |
| Debbie Hollingsworth (DH) |  | Maria Jaschok (MJ) |
| Jovanka Igboebisiokwu (JI) |  | Zohra Jenkinson (ZJ) |
| Emma Jones (EJ) |  | Louise Livesey (LL) |
| Junie James (JJ) |  | Anne Mobbs (AM) |
| Jane Mercer (JM) |  | Anne Ryan (AR) |
| Margaret Norwood (MN) |  |  |
| Yasmin Robson (YR) |  |  |

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEMS\*** | **COMMENT** | **ACTIONS** |
| **1 Minutes from 6th October** | * These were circulated to those present for agreement, and we also checked through them to check on outstanding actions | * 6/10/11 minutes agreed; * **KCH** will send these to **AB** for the website * **Any outstanding actions from October listed below** |
| **2 ‘Fringe Festival 21st – 23rd October** | Feedback  The fringe was a success, and worth doing again as a way of keeping the festival in the ‘public eye’. DH confirmed that Ellie has made a film of the fringe as she has funding for a community filming project. Await response from her on this. Feedback on specific events was:  Film night – 18 in attendance and donations made: new people attended (ie, those we don’t normally see at OIWF events), which was a bonus;  Craftivism – a fun event and some new faces;  Lashings of Ginger Beer Time – 70+ people, an amazing turnout and thanks to LGBT for doing so much of the organization  Poetry event – 30+ people, a really nice atmosphere and relationships built with people who could be involved again  History group – no one turned up for this, though several people called in the afternoon to ask about it. We think we didn’t make it clear in the literature that this was an all day event, not a drop-in and should note for the future to make timings clear on all materials.  Learning points   * Ensure clear timings on all our literature * Make it plain to Oxford Mail what time events are held when they feature use | * *Await response from Ellie on fringe film – useful as publicity for the festival* |
| **3 Main event 8th March – planning** | * This will be the only event, except the IGS one, on 8th March * Agreed there would be stalls from 2pm until the evening; reasonable ticket price including family ticket; * AH will coordinate the performers list; KCH the stalls; DH the lighting and issues relating to the logistics; JI will help, particularly with the creative side; possibly have a showcase in advance? * JD suggested ‘women’s hidden music in Oxford’ and JM a duo which might be suitable to add to the list of performers * A sub-committee has now been formed to organize this comprising (for now) JI, AH (collating a list of the names being put forward), DH, KCH (who will organize the stalls) | * **JI/AH/DH/KCH** to organize a meeting (*now arranged for 6pm @ Town Hall before 1/12 planning meeting*) * **KCH** to circulate an invitation to the mail list to join the sub-committee – *done* * **JD and JM** to forward performer details to AH |
| **4 Fundraising** | A number of fundraising ideas have been suggested (at this and previous meetings) as follows:   * Co-Op tin shake * Selling advertising space on the website and in the programme * Tesco charity fund * Waitrose “Community Matters” all are encouraged to complete one when they visit Waitrose * NatWest Community Force grant *– now closed* * ZJ car boot sale – *done* * One World Fair – booked and we’ll be selling our existing tee-shirts, books and fridge magnets + having a ‘name the doll’ competition (*EJ will speak to Lush for a prize*) and a ‘guess the weight of the cake’ fundraiser (*the cake is the prize*) + CE and JM will sort some car boot items to sell * Craftivism workshop – *items made to sell* * Fundraiser on 3rd December – *DH to investigate what we can do with the available room* * DH in liaison to organize a fundraiser at the Port Mahon either 5/6 or 12/13 December *(*KCH to check the date of the Amnesty social to ensure this doesn’t clash with any dates we choose for a fundraiser – *confirm this is 13th December)* * 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 (KCH to provide details of Bev Clack, UCU Equalities Officer at Brookes - *done*) * MN mentioned Sandy Toksvig as a possible speaker at a fundraising event * Any further ideas for fundraising gratefully received!   Grant application forms – **DH** confirmed Oxfam/City Council/Co-Op are not required until after Christmas  Merchandise – **LL** has suggested that we put a hold on ordering merchandise at this stage until our funds are sufficient: **agreed**  Further ideas for fundraising – a talent competition (with the winner performing at the Town Hall event); approach local ‘celebrities’ or those involved in the festival in previous years for items to auction/sell/raffle | * **DH** has emailed re a Co-Op tin shake closer to the festival * **DH/AH** still looking into advertising; anyone with suggestions to contact **AH** * **All** to pick up and complete Waitrose fundraising forms * **DH** to liaise with EOCC re fundraiser 3/12 * **DH** follow up some leads on local celebrities, eg Peggy Seegar, Meera Syal, Jennie Murray (**AH** will email a list of women previously involved in the festival) * **CE and BJ** to sort car boot items * **KCH** to diarise a request to the mail list for pre-Christmas clear out items and unwanted items after Christmas * **JD** to bake a cake for the One World Fair * **DH** to circulate details of the One World Fair and organize a rote * **EJ** to approach Lush for a prize in the ‘name the doll’ competition * **DH** to organize Port Mahon fundraiser * **MN** will check with Soroptimists regarding contact with Sandy Toksveig * **DH** to liaise with local union branches * **AH** to contact Kashmira re a cookery class fundraiser   Actions carried over from October   * **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 |
| **5 2012 programme – application process** | * Application form and guidance has been circulated * 21st November is deadline * Priority will be given to those who attend meetings and put a date in early * Programme will become one of the most important issues and will go to the top of the agenda for the next couple of meetings | * **AH** will re-circulate form and guidance as a document, with a reminder * **AH** has designed an advertising booking form which will be sent out * **DH** will check with AB about application documents on website (*some reported not working*) |
| **6 Website** | * AB unable to attend – feedback on actions moved to December | Actions carried over from October   * **AB** will arrange for a PayPal link * **AB** add a counter of visits to the website |
| **7 Dorothy Hodgkin Lecture – committee response** | * YR will be meeting with Somerville College and will feed back * FEST – YR has investigated and they’ll be having a symposium about women’s careers in engineering/science/technology | * **YR** to feed back on meeting with Somerville (*done*)   Outstanding action from October   * **KCH** to send a letter reiterating YR’s points on behalf of the committee * **AB** to sound out and gauge interest about a panel discussion on women in science |
| **8 AOB** | * Volunteer fair – make a note of this for next year * Diverse images for programme – JD will consult with a photographer friend who may be able to provide us with a choice of images to discuss at the next committee meeting * Publicity for festival – big banners with OIWF logo; early advertising of the events at the beginning of the festival; advertising in the Oxford Mail free paper were all raised. No action yet, but will add to agenda for next meeting * YR is organising promotional spaces for festival: Westgate – awaiting reply; Library doesn’t do this anymore; Cowley Centre – yes to a poster board and table (unmanned!) * CE now has a list of where the programmes will be delivered next year. We need to add to that list, including places outside of Oxford (Tesco at Carterton was mentioned) * Agreed with JJ 16th January for social at EOCC | * **KCH** to put diverse images consultation on agenda for next time * **YR** to continue organising promotional spaces * **KCH** to add publicity to next month’s agenda so we can take forward CE’s list * **DH** to contact Tesco in Carterton * **JD** will contact her friend regarding images   Actions carried over from October   * **DH** to discuss archive material with Katherine Bradley * Archive of OIWF materials - ongoing **KCH** will make a list of community groups for discussion at next meeting – *now completed* * **JJ/DH** liaise regarding food for a Christmas get-together |
| **9 Date of next meetings** | * 1st December (pre-meeting @ 6pm to discuss the main event) * 12th January * Post-Christmas social 16th January | * **KCH** to ensure rooms booked for, December and January meetings + add these and the social to the OFN calendar |