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

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

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| **AGENDA ITEMS\*** | **COMMENT** | **ACTIONS** |
| **1 Minutes from 1st September** | * These were circulated to those present for agreement – no comments | * 1/9/11 minutes agreed; * **KCH** will send these and previous minutes to **AB** for the website |
| **2 ‘Fringe Festival 21st – 23rd October** | * DH confirmed the reasons for holding the fringe festival: to keep the festival in the ‘public eye’, to expand our audience and attract new volunteers; fund-raising; * Publicity was discussed and actions agreed – Facebook, Daily Info, Indymedia already done * DH has arranged for fringe to be filmed | * **DH** will put posters up @ the Cowley Centre; send out flyers to mail list; **KCH** will put in the Oxford Mail * **CE** has the pull-up and table cloths: **DH** will arrange with her to pick up * **AH** knows some photographers and will arrange for them to take photographs * **KCH** will collate leaflets and materials for a table at each of the events |
| **3 Website** | * This is now up and running (thanks from all to AB) * PayPal link requested for website; we’re unable to have a Justgiving site as we’re not a registered charity (nb: this was investigated earlier in the year and is both too expensive and too labour-intensive for our group) | * **KCH** to send all minutes to **AB** for website; in future only link need be sent out to mail list * **AB** will arrange for a PayPal link * **AB** add a counter of visits to the website |
| **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” - LL distributed some nomination forms at the last meeting, and all are encouraged to complete one when they visit Waitrose * NatWest Community Force grant – we’re on the list for this and need to vote * ZJ offered to run another car boot sale * One World Fair * Craftivism workshop – will make things to sell; there are still books and tee-shirts to sell * Fundraising disco – provisional date set for 3rd December (KW knows some DJs in Germany who might come over for the festival in March) * AH running a poetry competition and a poetry event during the Festival * Any further ideas for fundraising gratefully received!   Grant application forms – someone is needed to do these; LL can direct; AB knows someone who might be able to fill out the forms and coordinate this for us  Merchandise – mugs, bookmarks, badges, tea towels, key rings; before anything is purchased quotes must be obtained and passed to the treasurer | * **DH** will organize a Co-Op tin shake closer to the festival * **DH/AH** looking into advertising; anyone with suggestions to contact **AH** * **AB** will approach her friend about organising grant applications; **DH** can provide a copy of last year’s to copy detail over * **AH** will circulate link for NatWest grant; **AB** to put the link on the website * **All** to vote for our NatWest grant application and complete Waitrose fundraising forms * **PG** is the contact for the Tesco charity fund * **ZJ/DH/KCH/AH** to liaise re car boot stuff * **DH** organising booking form for One World Fair * **LL** to organize mugs and badges; **ZJ** will look at tea towels * **DH** to book EOCC for disco * **KW** to speak to her DJ friends about coming over for the festival next year |
| **5 Dorothy Hodgkin Lecture – committee response** | * YR has sent an email to Somerville to confirm that the lecture doesn’t comply with OIWF criteria this year, suggesting that in future years the pool is widened to include women from other areas of science * AB suggested a panel discussion in honour of Dorothy Hodgkin during the festival (including 6th forms and schools?) * Do FEST have an event in March? May be able to link up | * **KCH** to send a letter reiterating YR’s points on behalf of the committee * **AB** to sound out and gauge interest * **YR** to look @ FEST |
| **6 2012 programme – application process** | * AH has prepared an application form and guidance * 21st November is deadline * Priority will be given to those who attend meetings and put a date in early * Leon Link will put in an event, Barton and the Vagina Monologues also | * **DH** will circulate form and guidance |
| **7 Main event 8th March – planning** | * This should be high on the agenda for the next meeting, post-fringe * Suggested acts for the evening are being sent to AH | * **KCH** to add to agenda for November * **AH** collating details of suggested acts |
| **9 AOB** | * An archive of all the festival materials was discussed, with the aim of some being added to the website and a potential exhibition of materials in the future; * AB, who is researching the history of OSARCC, is also planning to collate festival materials * Volunteer fair 13th October – DH will investigate * Community Groups – we should make a list of groups and decide who would like to deal with each according to their interests * Diverse images for programme – consultation required as agreed at last meeting * Promotional spaces for festival to be booked (Library/Westgate/Cowley Centre) | * **AB/KCH/DH** to visit the farm to pick up any archive leaflets, etc; **KCH** to hand over materials obtained from **CE** * **DH** to discuss archive material with Katherine Bradley * JJ and PG suggested **AB** visit the Oxfordshire Records Office to identify further archive material * **DH** to investigate volunteer fair with Sue Holten (?) * **KCH** will make a list of community groups for discussion at next meeting * **KCH** to put diverse images consultation on agenda for next time * **YR** to book promotional spaces |
| **10 Date of next meeting** | * 3rd November * 1st December * Agreed 12th January for new year meeting * Possible Christmas social | * **KCH** to ensure rooms booked for November, December and January meetings + add to OFN calendar * **DH** will speak to **JJ** regarding food for a Christmas get-together |