

Friends of St Bridget's Notes – Teams meeting 25/01/22

One item Agenda : 10K Race

Samantha shared her screen with a 'To do' list for the 10K race, tasks were listed month by month, some had been crossed out as completed and some had initials against from people who had volunteered to do them.

John Taylor (Mrs Taylor's husband) has already completed many of the tasks regarding official procedures and paperwork. Samantha is going to meet with him and Helen Hope (ex parent who set up Brigham 10K)

Samantha went through January and February tasks and the following was agreed

Tasks	Actions needed	Person appointed
Do we have enough race numbers and safety pins?	Check with Jan Douglas – although may be in Gemma Cole's garage	Samantha
Recruit Marshalls	Letter to parents explaining 10K and possible volunteers needed including Marshalls and their roles 7 responsibilities	Lisa
Ask parents to distribute fliers and take letters to business for prizes	Add on letter to parents & include Ash's email address so parents can update him	Lisa
Advertise in parish magazine	Contact magazine	Ash
Keep a check of donated prizes	List of companies were put on drop box for someone to manage & check when prizes come in Give letter to Katherine Hodgson for walkers and Vikki Bell for McKays skips Castlegate Surgery willing to donate	Ash Lisa ? Kath
Advertise with Posters	Make posters	Samantha
Deliver Posters	Lisa will add to letter to parents to volunteer Need delivering Cockermouth & Brigham etc	Laura to deliver plus others yet to volunteer
Advertise in Times and star	Write article	Samantha
Speak to person about Timing		Samantha
Photographer for the day		Diane Cooper
Organise Ice cream van	Ring Luccinis	Laura
Medals	Ask Mrs Benson re baking Ask Joanne chambers re icing	Lisa
Safety car	Talk to Barry Cole & see what he has in his garage	Ash
Manager of Marshalls needs appointing	Role needs to be clear? Understood ? Is this in the drop box documents?	We volunteered Kath before she joined Laura said she would help
Refreshments stall	Contact Churches working	Lisa

	together in Brigham	
Send list of actions to committee	Drop box	Samantha

Date of next Meetings for IOK : Tuesday 22nd February & Tuesday 8th March to update list etc

Lisa reminded the committee that they do not have to do everything themselves, there will always be other people willing to help but not be on a committee. If we had a copy of the list we could all ask other parents what they would be happy to do and report back to Samantha or committee what's app. It's hard to get volunteers when people don't know what they are volunteering for. A list could be sent out to parents if we need roles filling.