Royal British Legion

Falkland Islands Branch

Committee Meeting Minutes.

15th October 2013.

Present: Liam Shelbourne (Chairman)
Pam Budd (Vice Chairman)
Keith Biles (Secretary)
Dave Lewis
Mark Brook

Apologies for Absence: Dave Morris

1. Form MS1 was signed by all committee members present.

2. The Poppy Ball

Dave Lewis advised that there would be 10 tables of 10 persons per table plus one extra table of 12. There was the possibility of adding one further table once layout has been finalised.

The following would be responsible:

Jason Lewis/ FIODA:	Lighting and sound systems.
Karen Drysdale:	Obtaining Bar Licence
John Birmingham:	Running the bar
Pam Budd:	Balloons/ table decorations
Liam Shelbourne:	Flag decorations for stage (MPA)
Nigel Bishop:	Supply of red carpet and bar
Liam Shelbourne:	Supply of table cloths and candelabra (MPA Mess)
Liam Shelbourne:	Design and print tickets and posters
Liam Shelbourne:	Design and arrange for adverts
Jason Lewis:	M/C
All Committee members:	Set-up on Saturday 9th November – 10 am onwards.
All Committee members:	Clear-up Sunday 10th November – 4 pm
Keith Biles:	Finalise the Town Hall booking.

Stewards: David Lewis + Keith Biles
Fire Officers: Jason Lewis + John Birmingham

- Dress code to be: Lounge suit (although DJ or Mess dress would be appropriate).
- Tickets to be sold at £35 each person.
- Tickets to be numbered for potential draw

Corporate Sponsors to date: Décor Services (Wine- 2 red + 2 white per table)

Wilkins Kennedy (Cash ?)

Donors of Raffle prizes: Decor Services (Gift Voucher)
Keith Biles (Case of wine)
Malvina House Hotel (Meal for 2)
Pod Gift Shop (?)
FIGAS (Flights)
A Lodge (?)

Tickets to be on sale as soon as possible on application to Dave Lewis only. Payment to be made on application.

2. Next Meeting:

The next meeting of the Committee will be held prior to the Branch meeting at 7 pm on Monday 4th November 2013 in the Pinn Inn, Hillside Camp.

Keith Biles.
Secretary.