



## **THE BEARWOOD INVITATION**

### **ACTION NOTES OF CAR EVENT SUB CTTEE MEETING**

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***Venue:*** Bearwood College – BPA / NNS

***Date/Time:*** 16 January 2010 ~ 10.00am – 11.30am

***Attendees:***

Bob DuGard (Chair)	(BD)
Dean Hallows,	(DH)
Leon Levy	(LL)
Mark Probert	(MP)

***Apologies***

Chris Collins	(CC)
Yvonne Dick	(YD)
Dave Green	(DG)
Carole Brown	(CB)
Beverley Lake	(BL)
Sal Spring	(SS)

	<b>TASK</b>	<b>ACTION</b>
1	Application form for use of college facilities	<b>BD</b>
2	Contact Barkham & District (BAD) Classic Car Club ( <i>post meeting note positive response received</i> )	<b>BD</b>
3	Take detailed photos of venue + views of college	<b>BD</b>
4	Mobile Toilet Hire - contact Sally re her contacts Speech Day + A1 loos. ( <i>post meeting note - Sally isn't involved in Speech Day</i> )	<b>BD</b>
5	Measure up and dimension South Terrace. Contact Mike Small for accurate measurement of layout. Ask Mike Small for tape or bring home measuring wheel	<b>BD</b>
6	Contact Beech Hill Garage	<b>MP</b>
7	Contact Berkshire Bugs (VW Camper vans)	<b>MP</b>
8	Request Sal to produce publicity leaflets for (a) Newbury Classic Car event (b) parents Classic & prestige cars. Supply text.	<b>MP/ BD/SS</b>
9	Broadcast Licence ( <i>post meeting note the College has a broadcast licence up to 11.30pm</i> )	<b>BD</b>
10	Contact. Edmunds Rally Cars and investigate other car clubs	<b>DH</b>
11	BMW Vines Dealership. Sponsor / raffle prizes	<b>LL</b>
12	Scholars / friends custom cars	
13	Additional help required for organising prizes, raffle, food & drinks, PA music, YE , Car wash, cash floats, Bearwood Admirals, Commercial stands (driving schools), Risk Assessments etc	<b>Volunteers</b>
14	<b>Start/Finish Timing</b> Vehicles arrive from 11.00 am Event opens at 12noon finishes 3.00pm	<b>To note</b>
15	Audience - open to public or just participants and school + friends??	
16	Check College Liability Insurance cover	
	<b>Date of Next Meeting</b>  <b>27<sup>th</sup> February 2010 at 9.45am prior to main BPA meeting</b>  <i>Remaining meetings for 2010</i>	