

## Minutes

### Days Out With Dad Committee Meeting, 7<sup>th</sup> November 2012

1. **Present:** Mark Taylor, Martin Booy, David Martin, Simon Horan, Kevin Warren
2. **Apologies** from the Child Safety Officer, Jamie Rees and Health & Safety Officer, Huw Roblin
3. Minutes of last meeting approved, with the following actions deferred:
  - a. David to put together a funding request to Cargill
  - b. Jamie to review Child Safety Policy for committee review at next meeting
  - c. Martin to download and supply to Huw details from a school risk assessment website
  - d. Huw to re-jig the H&S Policy for re-proposal at the next meeting
  - e. Martin to compile a list of open days / parents evenings for local schools, giving us the option of proposing attendance for marketing purposes
  - f. David to chase in early 2013 a possible trip to a local commercial poultry unit, remembering committee suggestion to include a trip to Wynnes, given availability of minibuses from New Grove Trust funding
  - g. David to continue to chase a swimming event as a possible December event
4. **Update on Funding**
  - David has reported back to the Herefordshire Community Projects Funding team that we will raise match funding from our own reserve / event subs, but continue to seek alternative sources as well. Cargill would be one possible source.
  - **ACTION:** David to put together and distribute a press release by end November that advertises the Involve A Dad project for 2013 and mentions our sponsor.
5. **Update on Nov 2012 event**
  - Mark has agreed 17<sup>th</sup> Nov with Anna Ward of Let's Walk Herefordshire
  - **ACTION:** David to email reminder of event to distribution list, including new details of lantern-making activity which is to accompany it.
6. **Update on Feb 2013 event**
  - Martin has secured 3<sup>rd</sup> Feb as a date. Max number of 28 is a total number, but it could be expanded if only just over. Alternatively, if interest is high, we could go for 2 sessions of 10am – 12pm and 1pm – 3pm. The organiser would appreciate donations to relevant music fund – agreed as entirely acceptable by committee.
7. **Proposal to shift committee meetings to Tuesday**
  - **NOT AGREED.** There are existing attendees who cannot attend.
  - **DEFERRED ACTION:** Review again in 2013, with a view to shifting the day if and when a common day can be found that all willing attendees can regularly make.
8. **Update on Marketing**
  - Martin has successfully had an article published about Days Out With Dad in the Kingstone Academy News
  - A discussion was held about putting together material to support marketing events such as the recent School Governor's meeting, where we missed an opportunity to distribute our business cards. Having a banner with conference boarding available would be useful,

as would a selection of laminated photos and a flyer for distribution. Also, it was recognised that a better understanding of the dynamics / wishes of those on our existing distribution list would be useful in targeting marketing, and that a simple questionnaire might help address this

- ACTION: Simon to look at prices of conference boarding / banner
- ACTION: Martin to identify photos from website for laminating (David may have higher res photos if needed)
- ACTION: David to put together a draft flyer
- ACTION: Martin to put together a draft questionnaire for distribution to the existing list
- ACTION: David to look at whether our existing email mechanism can support questionnaires

9. Update on MudRunner event

- A highly successful event – all agreed that the T-shirts were a particularly good idea, for both team spirit and wider marketing purposes.
- Simon has received no response on the possibility of match-funding from his work
- He has also not heard back from all attendees as to whether they have raised funds and if so, how much
- ACTION: Simon to report on the total amount raised, when known, for publishing on the website.

Meeting closed after 1hr 20 mins

Date of next meeting: Weds 5<sup>th</sup> December, 8.30pm at Pilgrim Hotel