

IWD Zonta Bendigo March Tuesday 5th March – All Seasons Bendigo Conservatory Minutes – initial meeting 2/10/23 via zoom

Present : Naidene Parry, Sue Brown, Sue Clarke, Tiffany Gill, Kim Stewart, Kylie Stewart, Robyn Williams, Laura Bean

Apologies : Rosalind Deacon, Sally Thomson *to be included next meeting – Glenda and Ember

Purpose of meeting – to establish working party, draw on experience of previous IWD events and experienced members and get ball rolling for 2024

Item	Current	Background	Goal	Action
Venue	Conservatory at AS	Large room used – poor acoustics, returned to conservatory.	Establish post COVID capacity and facilities on site.	Robyn meeting Ima – new AS events manager 10.45am 13/10/23 – feed details back - working party. Menu, \$ etc Lauren to join if available.
Guest Speakers	Marnie Baker Bendigo Bank and Amy Doak local Author	Marnie CEO BB Amy Local Author	Sure up speakers and gain relevant bios and details for advertising	Robyn liaise with Lauren Bean regarding Marnie. Amy confirmed her participation today with Robyn – very comfortable with 1 of 2 speakers
Raffles	Sue Brown designated to raffles.	Sue has done a wonderful job making prizes look great on the night	Adequate prizes without exhausting goodwill of previous donors.	Kylie liaise with Sue Brown regarding raffle donations.
Awards	JMK, HW, STEM, GSS, YWPA, IA	IWD evening is an advocacy event, evening of celebration. Funds raised go towards scholarships.	Raise funds that go towards covering the scholarships.	Robyn check in with Roslind and Rosalie the ins and outs of the Scholarship winners and any follow up jobs needed.
Publicity	Tiff attended on behalf of Comms group – also involved with Be.Bendigo – well across all platforms.	Sue Clarke and Naidene attending meeting with Tiff in her Be.Bendigo capacity	Tiff to have access to Bio details, dinner details price booking etc to get	Tiff will look after this on behalf of the Comms committee.

		– in favour of a Bendigo IWW	advertising on socials and other sorted.	
Tickets	Sue highlighted some suggestions for possible improvements to booking process.	Capital Theatre – Elizabeth Simpson great support. Only charged a charity rate, walk in or on line.	Continue with current booking process. Addition of a static floor plan may be helpful. Establish Zonta member price and general public price.	Checkin with the Capital before/after confirmation of ticket prices (robyn will feed back AS cost post 13/10/23)
Sponsorship	Kylie expressed Fundraising committee keen to support – help to raise funds to cover event expenses	AFS accountants historically – gifts for speaker/s Kate Mannix AFS contact.	Raise adequate funds to cover scholarships as they currently stand – whilst maintaining a celebratory feel to the evening.	Kylie refer to email from Kim with fundraising recommendations.
Set Up March 5 th	Lauren hopefully available Robyn Available Kim – helper	AS staff very good. Draw on experience of those involved previously – “ a picture is worth a 1000 words “	All will be organised with running sheets etc – ready for set up on the day	Confirm set up crew and final running sheet 1 week out.
Advocacy opportunities	?? opportunity for formal and informal advocacy on the night.	Sue, Sue and Naidene were able to speak from experience as to what has/hasn't been a hit over the years.	Ensure a fun celebratory evening with just enough advocacy, formality and raffle prizes that we can emulate the success of 2023.	Robyn Liasie with Sue Clarke regarding possible videos/backdrops etc to help evoke a positive feeling towards Zonta and encourage on boarding.

Notes :

Thanks to Kim for sharing email regarding previous years request for raffle donations and sponsorship opportunities. I will forward this onto the working party with the minutes.

Next Meeting : Monday the 30th of October 7.30 pm via zoom