

Community Events Team Annual Report, 2019

2020 Co-Chairs: Emily Myer and Liz O'Neill
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2019 Overview

Achievements

- Successfully implemented 3 major events, assisted with another 3 whole school events and multiple Plant & Produce markets and BBQs.
- Positive feedback from the community about the range of events.

Challenges

- Sole co-ordinator supported by one other active member of the committee and a very small number of volunteers to assist at individual events.
- Concerns of volunteer burn-out and transparency of allocation of funds raised.

Reflections for 2020

- Communication in regards to what form and how best to reach the school community.
- New strategies for presenting the Community Events Team (CET) to the community and having a thriving team running events and fundraising.
- For all team members to have a thorough understanding of the budget process and timing from the Finance Committee.
- Discussion around whether each event should have a leader, as opposed to CET in general.

Acknowledgement

We would like to acknowledge the 2019 Chair of CET, Stacey Roberts. Stacey did a magnificent job co-ordinating the events on her own with a diminished CET team and team of volunteers. We would like to publicly thank her and her family for the many donated hours and time spent away from them. Thank you!



2019 Review

Event	Review	Funds raised
Plant & Produce Markets	<ul style="list-style-type: none"> • 6 markets across the year • Emily Myer took on co-ordinator role in Term 2 & successfully implemented year level coordination of individual markets and online sign-up sheets 	\$8,322.00
End of term BBQs	<ul style="list-style-type: none"> • 4 BBQs • Difficulty in securing a co-ordinator & volunteers resulted in Sprout taking over BBQs in 2020 	\$2,931.00
Volunteer Drive	<ul style="list-style-type: none"> • Information session held prior to AGM to boost team membership and volunteer numbers 	-
International Food Night	<ul style="list-style-type: none"> • Successful evening in which families were able to casually mingle and share a meal 	\$170.00
Whole School Sports Day	<ul style="list-style-type: none"> • Assisted with recruitment of volunteers 	-
Trivia Night	<ul style="list-style-type: none"> • Glam Rock theme • Evening clashed with Federal election and Eurovision therefore, attendance was down compared to previous years • Organisation of the evening and support from the wider community via donations was great 	\$6,175.00
Election BBQ	<ul style="list-style-type: none"> • Organised volunteers, donation of baked items & serving 	\$3,299.00
Winter Magic Market	<ul style="list-style-type: none"> • Original date changed due to availability of stall coordinators • Be Collective used to coordinate rosters • Despite the horrific weather forecast still a great day and turnout • General expenses greater than previous years 	\$39,514.00
Commotion Bar	<ul style="list-style-type: none"> • Organised and ran the bar for the inaugural event • Cleaned up afterwards 	\$1,497.00
Art Attack	<ul style="list-style-type: none"> • Organised and ran the bar 	\$840.00
Grade 6 Graduation	<ul style="list-style-type: none"> • Canapes prepared and drinks served • Donations accepted for drinks 	\$141.00
		\$62, 889.00

2020 Intentions

New co-chairs, Emily Myer and Liz O’Neill reaffirmed the aims of the Community Events Team and subsequently set goals and an action plan for 2020.

Aims:

- To uphold the values of the school – specifically Connectedness through events that build and support connections and a sense of belonging
- To work in co-operation with the Principal, School and Junior School Council, and staff
- To organise events that benefit the school and community both financially and socially
- To enthusiastically encourage and support the participation of families in the school life of their children

2020 Goals:

1. Increase the number of members on the Community Events Team Committee with representation from all year levels to ideally a total of 6 – 8 members
2. A small team of committee members takes responsibility, with the full support of the entire team, to coordinate specific events
3. Take direction from the School Council and the Principal for all events, in particular WMM
4. Increase visibility of fundraising targets and allocation
5. Engage with the school community, including JSC for events to evolve/new events included
6. Keep accurate records including financial statements
7. Document and develop Standard Operating Procedures (SOP) for all events
8. Develop policies and procedures in line with school policies, for example purchasing of items and reimbursing of individuals

2020 Major Events & Budget Projection

Event	Target
Plant & Produce Markets	\$8,500.00
Wominjeka Picnic	-
Whole School Sports Day	-
Trivia Night	\$10,000.00
Commotion Bar	\$1,500.00
Winter Magic Market	\$45,000.00
Spring-a-Ding-Ding	-
Movie Night	\$3,000.00
Grade 6 Graduation	\$500.00
	\$68,500.00

Readjustment due to COVID-19

Sadly, the turmoil that we are all facing will significantly impact our wonderful school community. For so many of us, our Brunswick North West community is what makes our school so unique and distinctive. The Community Events Team is currently in discussion about how we can maintain, build and eventually reconnect our community.

This will be the primary focus of the team for the remainder of 2020.

It is hoped that once permitted, we can provide opportunities for us all to regather together to reconnect, celebrate, hug/elbow tap, laugh & cry and return our kiddos to their teachers! The team is committed to also be creative in how we can maintain our BNW community and connection whilst physically isolated.