

# Meeting Minutes

07/11/2025

Attendees: Gemma, Dana, Jess, Sam, Ronnie, Becca

## 1. Updates

Reference made to “Coop Blue” email sent by Ronnie to Jess — follow up as needed.

## 2. Upcoming Events

Limes Event:

Two stalls confirmed.

Date: Thursday, 28th November (Dress Down Day).

Communicate to everyone that we will have stalls on this date.

Visit the Swan to discuss participation?

Stall Time Slots:

9:00–12:00

12:00–2:00

2:00–4:30

Santa Hat Run:

Planning and promotion required.

## 3. Promotion & Engagement

Create and distribute “Save the Date” posters:

28/11 – Dress Down and donations.

07/12 – Needham Christmas fair.

Order raffle tickets.

Develop a positive engagement campaign to rebuild goodwill and keep people informed about upcoming Christmas activities.

#### 4. Finance & Payments

Explore using SumUp for taking payments via phone.

Next meeting TBC.