

Conference Planning meeting

Present: Pat, Eilish, Majella, Joan, Bernadette, Brid and Shelagh.

Minutes and matters arising

Correction of the last minutes under Finance, it is the Conference budget that will pay expenses not the LIWC.

Publicity

The poster will be ready on Friday to go to printers. There is a possibility of Hackney Council doing the printing, we will go ahead with printers in Tottenham if we don't hear by Friday.

Distribution

Haringey 500 leaflets, 20 posters Majella to organise

The AGIY can distribute 400 and some posters in their mail-out to Irish groups.

The LIWC mail-out to members and to women's groups.

The following could be contacted to get leaflets distributed in libraries and boroughs.

Camden - Aidan Flood, Lambeth - Pat Reynolds, Hammersmith - Pauline Savage.

Advertising

Shelagh to try to get some free advertising in The Post and the London Irish News.

Creche

Creche workers booked by Albany, 2 supervisors to cover all day Conference to pay.

Children's entertainment 'Confused Sisters' already booked. We need more entertainers,

Do you know of anyone? especially, someone with an Irish cultural slant.

Majella to contact Set dancing tutor re adult and creche workshop.

Volunteers

5 volunteers already asked, Jill, Lou, Babs, Lyser and woman from Deptford Women's Centre

We need more, drivers for mini-bus also required with HCT test.

Brid and Shelagh to draw up list of Jobs, when who etc.

Workshops

We have 10 workshops with 8 spaces available.

Brid and Shelagh to 'devise' plan for day.

Speakers

Bernadette Hyland has been confirmed - we want her to speak on position of Irish women in England not just on second generation. Shelagh to clarify.

Falls Rd women's Centre have confirmed speaker from North.

Angie to sort out ! speaker from the South.

Venue

The bar will be covered by the pub next door to the Albany, who will restock and staff the bar. We will have to pay £40 for this. Agreed.

Shelagh and Brid visited the Albany, Pat Hextall wants a list of the space we need for personal belongings, equipment, dressing room? and also when equipment will be set up. We need an induction loop in the cafe area which is OK with the Cafe people, the best time to install it would be on the Thursday. Brid to check.

Cafe - Food

The cafe will provide the food and charge for it themselves. We must give them a list of the food we would prefer, also times of breaks etc. They will serve tea and coffee throughout the day until 5.00pm.

We will ask the Greenwich pensioners group to do soup and rolls for the break from 5 to 6.00.

Stalls

Because of lack of space, we will have only 4 stalls.

2 bookshop - Green Ink to be asked. Maedhb Publishing from Belfast may also do one. One stall from the LIWC and one other information stall for groups to display their literature.

At next meeting we need to discuss Menu, Stalls, Exhibitions, videos, volunteers distribution, plenary session resolutions and recommendations.

Provisional Budget

Expenditure	£	Income	£
Albany	950	Brent	700
Creche Supervision	60	Ealing	650
Bar	40	GLA	550
Publicity	200	Irish Business's	400
Advertising	500	Door Sales	800
Workshops/vols	200	LIWC	190
Set dancing/Relaxation	40		
Childrens food	100		
Speakers (Travel/expenses	300		
Entertainment	900		
Total	3290	Total	3290

THE DATE OF THE NEXT MEETING IS WEDNESDAY 18th OCTOBER AT 2,30.