

2024_01_03 LeithChooses steering group meeting notes – online via Teams

Actions and decisions are green-highlighted.

1 Dramatis personae

- Present: Jack Caldwell, Abigail Cunningham, Sally Millar, Susan Rae, Bruce Ryan, Douglas Tharby
- Apologies: Don Giles

2 Gallery, social media/advertising, online voting

- Now fully checked, so Bruce to make it public, then send link to all.
 - All to publicise gallery, online voting, voting-day
- Jack has mocked up countdown graphics for the website and social media.
- We look forward to a preview of the voting mechanism – Jade's work.
- Susan to talk with trams people about putting posters on trams.
 - Posters topic to be revisited next meeting

3 In-person voting event (and set-up)

- Set-up Friday 28th (afternoon)
 - Discussion of who can be present for this.
 - Advice is to wear gloves because tables can give splinters, and it might be cold anyway.
- Sally has visited ordered wristbands.
- Rob Levick/community centre are now in charge of locking and unlocking the lift. It should be opened all day, every day, so stall-holders should be able to get their kit into the building.
- Becks Hamilton – very speedy face-painter – is available on the day. Her costs for 3 hours are £180 for 1 person, £340 for 2 people. Decision: 2 people
 - Sally to ask BH for a booking form, check cost includes material, work with Jade for CEC to pay this cost.
- Don has agreed to provide/obtain 'best stall' prize for best stall: 2 boxes of cupcakes.
 - Sally to speak with Debbie about fine detail of this competition. (Susan to prime Debbie about this.)
- Sally has success in signing up volunteers. But we also need training day for them. Hence
 - Sally to ask Rob Levick if Persevere room is available on evening of Wednesday 24th.
 - Sally to update previous years' instructions for volunteers
- Food for event
 - All to think about food provision of *individually wrapped* items, satsumas, bananas.
 - LC to check with Jade how the food will be bought if CEC is paying for it.
- Live-tweeting
 - Sally to check if Citadel can still do this, CCing Susan.
 - Bruce to share LC twitter login details with Jack
 - Sally to share Facebook login details with Jack

4 Results event

- Suggestion is evening of 20 February for in-person event.
 - Sally to check with Rob Levick if space is available that evening.
- There was also discussion of an evaluation event, but nothing was decided.

5 Date of next meeting

- 10 January 2024 – in-person at McDonald Rd Library