

Abingdon and District Model Railway Club

Minutes of the *ABRAIL* show Committee Meeting held on Tuesday 15th February 2022 @ 19.30 On Line.

This meeting is to finalise as much as we can re the Abrail show on the 19th March

1. Opening remarks

The Chairman welcomed everyone to the meeting and suggested the easiest way to conduct it would be to use Dominic's 'To Do' list as the agenda. This was agreed. The list comprised of nine sections listed under the members' names who had each been tasked to organize parts of the show.

It was also agreed to record the meeting for the benefit of the Secretary.

2. Trustees present and apologies

Apologies: Eric Young. **Present:** P. Hunt, B. Marnane, A. Skinner, T. Slaughter

Committee Members present and apologies

Apologies: D. Lloyd. **Present:** J. Barclay, F. Clarke, M. Taylor.

3. *Abrail 22* - To Do - list actions & Progress

Dominic – Layout and Exhibition Manager

- Booking Confirmation Done
- Risk Assessment Done
- First Aiders Done
- Layout Confirmation In hand, but because of Covid uncertainty will be last minute.
- Confirm Layout Budget As above
- Confirm and walk- through floor plan with Show manager To be done
- Provide Fraser with draft programme In hand, but because of Covid uncertainty this will be last minute.
- Organise set up and operators for Lego layout Done
- Check operation and format of on-line ticketing In Hand

Peter – Secretary and Trader organiser

- Confirm catering requirements Done
- Organise rotas for 'On the day' operation In Hand
- Provide meal vouchers for exhibitors and members Done

- Organise Tombola prizes and tickets In Hand
- Write invitation to Mayor to visit exhibition To be Done - Andrew to advise
- Speak with booked traders for advice on other possible traders to attend
Concern because main traders are booked for another major event happening on the same day at Alexandra palace and they are quoting staff shortages because of Covid pandemic.
- Add Show floor manager and 1st Aiders to lanyard inserts In Hand
- Speak with Brian Denton re large banner for railings outside Club premises In Hand

Trevor - Treasurer

- Confirm Final Budget In Hand, still awaiting final costings re College and Layouts
- Book Hotel accommodation In hand
- Organise Cashless entry It was proposed that we purchase two handheld devices, one with the ability to print receipts with direct access to the bank account and another smaller backup machine with a telephone linked app, which can be used on second hand stall and Tombola. This was agreed unanimously.
- Reimburse exhibitor expenses This can be done on the day, but the treasurer would like to do this by direct bank transfer if possible. Agreement to be sought from Exhibitors.
- Ensure sufficient float available to pay expenses and cash desk. In Hand
- Requested secretary ensure second cover for Treasurer In Hand

James – Transport & printing

- Book Van Done - Luton van hired
- Co-ordinate loading and unloading and ensure enough help on day – In Hand
- Organise printing and installation of street signs - In Hand, printing due delivery by 18th Feb, distribution to be carried out on weekend 28th – 29th
- Radios for communication on site available - In Hand

Mike – Floor management on the day

- Advise, and assist Dominic as required In Hand
- Check and confirm floor plan with Dominic In Hand

Eric – Street Sign and Belgrave Road co-ordinator

- Ensure Street signs are assembled and correctly positioned In Hand
- Organise dismantling, transportation and setup of Belgrave Rd layout In Hand

Bill – Club chairman – Thomas co-ordinator and Sundries

- Organise Layout commemorative plaques Done
- Organise dismantling, transportation and setup of ‘Thomas’ layout In Hand
- Organise publicity re Media In Hand

Fraser – Social media and marketing

- Organise on-line marketing Done

- Finalise printing of Programme, 500 required Awaiting final copy – In Hand
- Order New pop-up banner In Hand
- Update and print new membership leaflets In Hand

Other Outstanding Items to be dealt with

- Tombola pricing To be decided
- Organisation of Club stand In Hand

There being no further business the meeting closed at 21.45

Peter Hunt, Secretary