

## PDay 2018 Planning Meeting Tues 21 Nov

### 1. Decisions made:-

Potato Delivery storage a) Pre PD b) Leftovers after the Day	a) Stored by James Dingwall, on trailer b) stored at Duncan Scott's	<b>Action</b>
Congestion feedback from last year a) Hall layout b) Sales points c) Advertise 2 timings again 11-1pm, 1.30-3pm	<b>Fewer potatoes so more space</b> <b>No veg/bread stalls - increase space</b> <b>Move sales points to beside the door - see hall plan</b>	
Onions Paper bags Potato Grow bags Hessian bags Compost	2 varieties of onions (1 red, 1 white), no shallots Yes, same again Yes Yes No, but point people to it	Julie - let M+T know Julie - order again, 500 Julie - research and order Duncan - research Include on handout given on entry

### 2. Tasks

#### Pre P. Day

Area	Detail	When	Who
Hall booked		Done	
Potato ordering	Incl orders from Soirbheas, TTF, Beauhy, Dan Ross	Dec-Jan	Trish and Maggie
Potato donations	Dalcross Drumderfit, Resolis		Peter has liaised Maggie and Trish respectively

Advertising	Newsletter - first mention Poster to poster people, on website Poster in newsletter Newspaper ICA ? Facebook	Dec Late Jan End Jan, Feb End Feb	Nov ? as no newsletter end of Dec.  Julie liaise with Comms group
Handout to give out on entry	Poss A5 size, incl map of hall, price list .....		Penny
Liaison with storage owner			Julie - done
Volunteer Rota			Julie

### Potato Day

Area	Detail	When	Who
Hall set up	Tables out and boxes on	On the day	Jimmie Hepburn - Lead
Signage and sundries needed	Entry door - entry price, how to pay Hall - on potato variety boxes, above tables (First Earlies etc), Sales Points, Experts Point Sales Points price lists  Cash boxes, pencils, blutac, Sellotape, staplers, scissors, cash bags		Peter ?
Oversee transportation of potatoes	2 trailer and 2 barrows	On the day	Duncan - Lead
Catering	Kitchen and cafe		Lesley Lead + 2 (2 in Morn, 2 in afternoon) + 1 vol for wash-up
Door	Manage entry process, monitor numbers (Hall capacity 200)	On the day	
Parking ?			

Experts			Trish and Maggie
Monitoring potatoes	Ensure quality, sift out bad, ensure topped up. Ensure half kept back for afternoon session. Tally quantity at beginning of day, and tally at end of day before transport to D's)	On the day	Jimmie Lead, Duncan assist  Duncan Lead at end of day.
Money gathering during day	Periodically collect money from sales points, café, and entry door.		Julie
Seed Swap table			Seed swap group members Clive/Julie P

#### Post P.Day

Co-ordinate leftover delivery to markets/schools			
Income tallying			Julian