**Agenda: For SPN Sub Group C**

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| Date: 28 March 2011 | Start Time: 3.45pm |
| Venue: Narangba Valley SHS | Chair Person: G. Nowell |
| Attendees: L. McDonald, G. Nowell, C. Kalms, D, Nelson | |
| Apologies: S. Gregory | |
| Minute Taker: T. McCue | |

**Agenda:**

VET Network

Sandra Harrington – may have a lot of people that she can call on for VET Validation. What does she supply? What does it cost? Karen Bate

Document publicity & brochure preparation – need to find QYIL brochure and cannibalize. Cat will design brochure.

Gregg Nowell – Roy Rogers – furnishings internal review.

Invitation list & Cap

All Moreton VET & SS

100 attendees

Moreton Schools 1st

RSVP date:

Both Schools’ logos on invite & letters

Gregg & Lyn to send schools logos to Tom

Budget

Sandra’s bottom line

VET Validation costs (gifts)

Hospitality costs + 15%

* Stand & snack (lunch)
* Muffins (morning tea)
* Lyn, get menu advice

TO DO

* Tom to send Gregg, Kevin O’Sullivan’s email re the jobs drive – when is the best time to have it. Also Send to Sandra Harrington.
* Cat to design brochure from QYIL brochure.
* Lyn to get menu advice
* Gregg and Lyn to send Tom their schools logos.
* Tom’s deadline is Friday 1st April 2011.

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| Meeting Closed: | Date Next Meeting: before 15th April 2011 |
| Venue: | Chair: |

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