

Club Service Meeting Committee Duties

Programs Help

Please touch base with the Programs Chairs (Dave Sem & Richard Curtis) to see if they need assistance with any programs during your month. Additionally, aim to have your committee brainstorm at least one program idea to pass on to the Programs Chairs to help fill program spots.

Regular Meeting Duties

During your month as active Club Service Meeting Committee, please ensure the following roles are filled for each meeting:

- Set Up (2-4 people)
Arrive by approx. 6:30 am; set up greeter table - set out badges, sign in sheet, cash box; set up presidential podium – microphone, podium, bell, annual banner, 4 Way Test banner; ensure tables & chairs are set up; assist with breakfast or coffee if necessary
- Greeter (2 people)
Assign two people to sit at greeter table starting at 6:45 am to greet members and guests as they enter. Take down guests' names and help them get settled, introduced to other members, get a temporary name tag, etc.
- Flag Salute (1 person)
After president calls meeting to order, assign one person to lead salute
- Inspiration (1 person)
After flag salute, assign one person to give short inspiration
- Clean up (2-4 people)
Break down all supplies that were set up; take out trash; ensure chairs are tipped up; vacuum

You can either fill them internally from your month's committee or solicit help from the club – it's up to you! If you solicit help from the club, be sure to remind members who volunteer a few days in advance. Please also let the president know who will fill what roles (or simply "cc" the president on the reminder email!)

"Fun Club" Duties

Additionally, feel free to customize the meetings or have some fun! Meeting happening on National Donut Day? Work with the breakfast committee to find a way to celebrate! Know it's a milestone birthday for a member? Decorate or find a way to celebrate the birthday! This is your month to bring some fun and excitement to our meetings. Be as creative and silly as you want!

To: MONTHLY TEAMS

From: Your Friendly Breakfast Chair--Val

GUIDELINES FOR SET-UP: *TURN ON THE COFFEE POT AT THE SURGE PROTECTOR.*

Someone please arrive about 610A to turn on the coffee pot as it takes almost 20 minutes to get ready to make the 3 pots of coffee. Use the plastic pitcher to measure water—1st to the top line and then 2ND add just a little more to the line near the bottom.

Set all the chairs in place and add two tables for the buffet and one for the check in area with 2 chairs. The podium table should be in the room near the bar but the podium is under the sink in the men's bathroom. Bring up the 4 way test sign (you may find it on top of the refrigerator. The pole is in the unit) and put it next to the podium and put the sandwich sign outside downstairs. The top shelf in the metal cabinet has the name badges, drawing basket, metal container with attendance sheets, visitor name tags. Take it down carefully as it tends to fall, and bring it up to the reception table.

Bring up the tub on the 3rd shelf from the metal storage unit in the basement which should have coffee/coffee liners, plates, bowls, coffee cups, juice cups, white pitchers for milks, napkins, tea, sugars and maybe the tablecloths. There should be no need to bring up the bottom bin which stores tablecloths, décor and dishes the cook may use. Bring up the milk, half-half, orange juice and yogurt from our refrigerator. Bring dry cereals up. Bring up the 3 coffee dispensers and the hot water pot for tea. The 2nd shelf in the metal cabinet should have extra plates, cups, plastic glasses, bowls, coffee, filters and napkins.

The silverware is in the 3rd drawer under the coffee station—just set the whole thing at the end of the buffet tables with plates and napkins. Set out a metal pan with soapy water for the dirty silverware on the bar. Help the cook by taking any items out to the buffet (fruit-breads etc.) Milk goes in the white pitcher for cereal and half and half in a white pitcher by the coffee station. ***HELPFUL—TURN ON THE DISHWASHER AND RUN AN EMPTY CYCLE before meeting begins to warm it up.***

GUIDELINES FOR CLEAN UP: *TURN OFF THE COFFEE MAKER AT THE SURGE PROTECTOR.*

Clear the buffet table to the kitchen with plates/napkins/bowls going back in the transfer bin. Take the silverware holder from the buffet to the kitchen so it can be loaded with the clean silver. Empty the coffee dispensers, rinse them and return them to the 2nd shelf of the metal cabinet with the tea water pot. Pack up the transfer bin with napkins, plates, cups, bowls, coffee, filters, tea holder, teas and white pitchers if they have been washed. Add the tablecloths if they are clean –if not please wash and return. Include kitchen towels in your wash please. Bring in the sandwich board and return the four way test to the basement. Tilt all the chairs into the tables. Close up buffet tables and return to the stack. Do the same with reception table. Return the podium to the space under the men's room sink. The little wheeled table can just go to the wall in the hall. Dismantle the 4 way test sign. The pole folds up and stores in the unit and the sign rolls down into the unit although reluctantly sometimes!! Return to the top of the Refrigerator.

KITCHEN: The cooks are not obliged to also do clean up. Make sure the dishwasher is set to on—switch is at the bottom of the unit. Load with silverware either flat in a flat container or in standing in the silverware container add any dishes you won't be handwashing. You will find dishwasher trays in the kitchen pantry and beside the sink counter. No soap needed as it's hooked up already. Just close the dishwasher door and it will start a cycle of about 3 minutes. When done just put ***wet*** silver in the silverware keeper that belongs in the 3rd drawer under the coffee station. Put any AYC dishes/utensils back in their places. Our utensils have a black little paint mark on the handles. We have 4 little white pitchers. ***TURN OFF THE DISHWASHER*** when all loads are done.

GARBAGE: There will be a garbage can in the kitchen to add to the can in the main room. Someone needs to take it to the marina dumpsters at the end of clean up. You may use the big black garbage bags found in the kitchen pantry to line the garbage cans. Place the one in the main room in the niche below the coffee station please.

TO LOCK UP: Turn out all the lights. Some are in the buffet section, some in the bar area and the kitchen is just in the hallway by the bathrooms. The door to the back by the kitchen locks automatically when you pull it shut tightly. The other two doors in the main room have lock switches on the inside. The normal front door can be locked from the outside by hitting lock on the key pad. BE SURE...the slider is closed, locked and the wood brace is in the bottom tray! Downstairs shut the metal cabinet turn out the light and close the door. LOCK the bottom door from either the inside if you are exiting elsewhere or from the outside using the lock button.

THANK YOU FOR KEEPING US ORGANIZED AND TIDY!!

If you note any supplies that are running low please notify Val