**Property Committee – *Club Administration***

*Chair: Duncan Cook*

*Director: Jay Mayer*

                       Current members of the **Senior** Property Committee:

                       Richard Simmons, Ward Fletcher and Duncan Cook

Serve as the point of coordination for use of the Rotary Storage Trailer behind Lakewood Plumbing and the Rotary property temporarily located in the Tacoma Golf and Country Club

Prepare and update as needed a Property Inventory

Maintain the five Rotary street signs located throughout the city of Lakewood and according to the City Engineer Rotary four of the five “Welcome to Lakewood” wooden signs located next to Carpet One, Saint Claire Hospital, Motel (100th St & South Tacoma Way) and on Nyanza Rd near Gravelly Lake Dr (Originally they included Rotary Signs which have been replaced by the street signs at three of the four. (Suggest we don’t ask don’t tell on the “welcome” signs)

Annually in May order the “Rotary International Presidents Banner” and name plate for the incoming Lakewood Rotary President and help stage the Installation Ceremony.

Coordinate the procurement of items used at Club meetings

Stage and store items used during club meetings. Identify and coordinate the transport of selected items to off-site meeting locations

Submit an annual budget

Duncan Cook, Chair

Duncan Cook
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