

EVENT / ACTIVITY: Thursday Meeting Coffee and Breakfast Coordination

POC: Mike Henderson

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(If both Mike Henderson and Mike McLaughlin are away, Bob Mize can assist.)

WHEN OCCURS: Every Thursday morning for Kiwanis meetings,

MANPOWER NEEDED AND TIME COMMITMENT:

1. 1 Kiwanian to make and bring breakfast to the meeting (prep time varies, bring food by 6:45 am)
2. 1-2 Kiwanians to prepare meeting room and coffee before the meeting and tear down (2.5 -3 hours, arrive at 6:00 to set coffee and prepare room)

PROCEDURES:

- Breakfast coordination – Circulate roster for breakfast volunteers ahead of the month. Let club members know when there are unfilled dates to get volunteers for that day.
- Coffee and Room Set up – Arrive at PDC by 6:00. Need access key to open the PDC. Harley Moberg, Mike Henderson and Mike McLaughlin have keys to the PDC. Get supplies from storage room and set up on 2 serving tables. Begin brewing coffee (regular and smaller decaf pot) and hot water for tea. (Some have set up coffee on Wednesday late afternoon for early morning brewing.)
  - Set out Kiwanis display banners, podium, opening bell, microphone, box with Kiwanis badges, cash box for donations and sign-up sheet.
  - Breakfast supplies include
    - Coffee and Tea – donated or purchased locally
    - Biodegradable coffee cups – can be bulk purchased at Smartfood's
    - Paper items (plates, napkins, etc.) – usually donated by the breakfast server or can be purchased
    - Plastic utensils – Dollar Store has the least costly ones
    - Tablecloths (to cover food tables) – these are in the Storage Room
  - Arrange member seating in three rows, perpendicular to the front of the room. Attempt to have adequate spacing between rows for member movement.
- Room tear down
  - Replace Kiwanis banner, podium, bell, boxes, coffee pots, paper and plastic items in storage room. Note any shortages for replacement.

- Submit any receipts for reimbursement by club Treasurer