

## COMMITTEE MEETING ACTION REPORT

### Committee: Check-In

April 26, 2010

Submitted By: Corrinne A. Carmignani,  
Acting Secretary

The Check In Committee Meeting was opened by Chairman, Sue Lund.

A written agenda was provided all in attendance. The agenda gave an overview of the Check-In procedural process and the many task description associated with the different "Areas" in putting on some events, along with dates of upcoming events and membership social events. ..

#### Welcome/Introductions

Sue introduced the Assistant Chairmen, Managers and Assistant Managers in attendance for the seven (7) different sub committees and Kathy Schaffer. Sue then asked for any and all new members in attendance to please stand and then called upon the various different years of tenured members to stand and she thanks all for their support to HAN..

#### Subject Number One:

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#### Overview of the Check-In - Car Participants Registration (Silver State Pavilion, Grand Sierra Resort)

Sue provided us with a highlighted description of what the seven (7) Area's responsibilities are in preparing for and performing their tasks at the Car Registration Check-In Event and some time schedules when volunteers are needed.

Sue advised us that starting in May there will be some mini-training sessions scheduled established to teach volunteers the various tasks of some areas..

#### Subject Number Two: HAN SOUTH LAKE TAHOE EVENT

Sue provided us with a date, time and task preparation schedule for this event. This schedule provided us with guide lines to prepare for and to perform at the Car Registration Check-In event. Volunteers for various shifts were requested to sign in on the Blue Sheets at the end of the meeting

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We were advised that there would not be a shuttle bus service in So. Lake Tahoe

**Subject Number Three: Volunteering during the Reno/Sparks Event**

**August 2<sup>nd</sup> through August 8<sup>th</sup>**

Sue reminded the members of some of the rules and standards that apply to members volunteering at events including the following:

- Work at least 16 hours during the event
- Must wear your HAN shirt & badge (no alcohol while wearing your shirt)
- Lunch tickets and food vouchers – can use outside vendors
- The importance signing in and out of your work areas and that the volunteer must do this for themselves.
- Yellow shift sign up sheets will be available at the end of the meeting

**Subject Number Four: Volunteer Recruitment**

Sue thanked everyone for there continued membership and encourages us to try and bring in new members, as many are needed to continue to have successful events. We were reminded volunteers must be 18 years of older. Many members did voice during the meeting how much they have enjoyed being a part of organization.

Sue reminded everyone of the Recruitment contest this year and the winning prize – 3 days at South Lake Tahoe Fireside Lodge.

**Subject Number Five: Upcoming Calendar Events**

Sue took us through the calendar of events starting on May 15<sup>th</sup> and running through August 28 which included the following: Spring Fever, Member Party that has the theme of “ Gilligan’s Island , Grab &Go ( time to pick up this years shirt and badge), SO. Lake Tahoe event, Goody Bag Packing Party, set up and packing at the Silver State Pavilion for Check-In days, the HAN Sunday Parade and the Member Thank You Party..

Next Committee meeting date May 24

Future Committee meeting dates: June 28th, July 26th

Issues Needing Additional/Further Resolve(s)