

# Food and Beverage Committee Minutes

## June 23, 2009

**Call to Order:** Meeting called to order at 5:31 PM by  
Norm De Haven, Assistant Chairman

**Attendance:** Sandy De Haven, Bob Higgins, Dan Norvelle, Gordon Riedel,  
Cheri Howard, Robert "Bo" Bohal, Jeanne Lauritza

**Introductions:** Norm asked attendees to introduce themselves and tell of their favorite  
vacation when they were in High School.

**Hand Outs Distributed:**

Meeting agenda, HAN Annual Events, F & B Meeting Schedule, Sign-up sheets,  
Sign-up reminder slips, F & B Route/ Venue Maps, HAN 2009 Daily Event Schedules,  
HAN Vehicle Use Agreements (waiver), 2009 Member Badge Replacement Form,  
HAN Member Shirt Embroidery Request Form

**Topic:** May 7, 2009 F & B Meeting Minutes.

**Discussion:** Since they weren't on-line, Members were encouraged to read them at their  
leisure after Thursday (Suzy to try to get them on-line). No approval required.

**Topic:** Meal Ticket Review

**Discussion:** Norm presented background history and reviewed the meal ticket issuance  
procedure. Meal tickets are for working members only; F & B ticket will either be numbered  
or a different color; One ticket redeemed at a time; Back of ticket to have member name, date  
distributed and approval by Gary or Norm. At Sparks venue, beverages can be obtained  
without a ticket by showing your badge and shirt. Members were asked not to redeem their  
meal ticket for just a beverage as HAN gets charged \$6.00 for that drink.

**Topic:** Sparks Ice Machine Location.

**Discussion:** Norm distributed revised maps of all locations including the new location  
in Sparks. It will be just west of the Information Gazebo.

**Action Item:**

*How is the Van supposed to get access to the ice machine? July meeting item.*

**Topic:** Sign Up Sheet Circulation

**Discussion:** Members signed up for their availability and also indicated their desire for either Van 1 or Van 2 and golf carts based on their ability to handle heavy bags of ice vs. Sandwiches and bottled water.

**Action Item:**

*Based on the members availability and ability, assigned times, vans, and venues will be distributed at the July 28<sup>th</sup> meeting.*

**Topic:** Collection/Copying of Driver's License and POI

**Discussion:** Norm informed members of the new HAN Insurance requirements and recommended that all members of F & B sign the Waivers with a copy of their Drivers License and POI.

**Action Item:**

*Verify with the HAN office who has signed waivers and who has not so that can be done at the July 28<sup>th</sup> meeting.*

**Topic:** Discussion/Review of Routes and Procedures -- Van 1 and Van 2

**Discussion:** There were additional sign-ups for availability for both vans. Norm pointed out that this is just availability and the Gary and Norm will set up an assignment schedule for the July 28<sup>th</sup> meeting. Bob Higgins suggested that any left over Sandwiches be given to the Boys and Girls Club or the Salvation Army. If that's possible, location maps should be provided.

**Action Item:**

*Set up a driving assignment schedule for the July 28<sup>th</sup> meeting. Can Gary e-mail work schedule to volunteer by next meeting?*

**Topic:** Radio Communication

**Discussion:** A different company's radios will be used this year. They will be similar to the Motorola radios from last year. Gary and Norm will each have radios and there will be one in each Van.

**Topic:** Gas for the Vans

**Discussion:** Gary and Norm will take care of that.

**Topic:** Locks and Keys for the Vans, ice machines, and golf carts.

**Discussion:** Norm confirmed that the keys will fit the locks on the ice machines and will be kept in the Vans along with the sign-in, sign-out sheets. Trish will have the Keys to the vans.

**Topic:** The Sunday Parade

**Discussion:** Norm reviewed again the fun and requirement for all members to participate in the hand out of water on the I-80 Bridge during the parade on the last day of the event. The members were reminded the a minimum of 16 hours are required during the Event and that “Sign In” and “Sign Out” sheets will be in the vans. (If you don’t sign out, you will only be credited with 2 hours of work). The members should be at the bridge to help with the water at 7:30 am that Sunday. The HAN volunteer “Cool-Down” Party has still not been finalized yet.

***Action Item:***

- *Review “Cool-Down” Party at the next meeting.*
- *Provide more towels to dry water bottles*
- *Set up who gets ice for Sunday morning*

**General Discussion:**

**Topic:** “Grab and Go” Party

**Discussion:** Norm discussed how the members will receive their Goodie bags (Shirts, badges, caps, etc.) on July 16 at the HAN Office. It will be done by their ID number over a 4 hour period. Process including parking was reviewed. If a member can’t be there at a specific hour, no problem, just come by the HAN office later. A letter will be sent out to all members describing the process and giving them their ID numbers.

**Topic:** Practice Run

**Discussion:** Norm asked if the new members would like a “practice run” of the venues and how to access them. The new members were very favorable to the idea.

***Action Item:***

*Discuss a suitable time at the July meeting to do a run.*

**Topic:** Committee Services Shuttle Van

**Discussion:** Norm reviewed the role and responsibilities of the shuttle van and asked for volunteers availability to help. Trish, at the HAN Office, will maintain the reservation requests and pass those on to the shuttle drivers. Reservations required one week in advance.

Meeting Adjourned at 6:20 pm

**NEXT MEETING – July 28<sup>th</sup> at the HAN Office at 5:30 pm**

Minutes submitted by Sandy De Haven