

Food and Beverage Committee Minutes

May 7, 2009

Call to Order: Meeting called to order at 5:30 PM by Gary Whitfield, Chairman

Attendance: Lee and Carol Blasquez, Sandy De Haven, Bob Higgins, Bill Keller, Dan Norvelle, Gordon Riedel, Roy and Anita Silliker.

Introductions: Gary introduced Suzy Shaffer, HAN Staff and Norm De Haven, Ass't Chairman. Gary then asked attendees to introduce themselves and state how long they had been Hot August Nights volunteers and tell the group their favorite Radio Station where they lived in the "50's and '60's. Gary especially recognized Gordon Riedel, a new volunteer who drove all the way from Portland, Oregon for the meeting.

Hand Outs Distributed:

- Meeting agenda
- HAN Annual Events/F & B Meeting Schedule
- Sign-up reminder slips
- F & B Route/ Venue Maps
- 2009 HAN Policy and Procedures Guidelines

Topic: 2009 HAN Policy and Procedures Guidelines.

Discussion: Norman De Haven reviewed the Policy and Procedures Guidelines with the group reminding them that each member of the committee read and be familiar with the Manual.

Topic: Spring Fever

Discussion: The upcoming Spring Fever Event was reviewed. The Event will be held in the West Parking lot of the Atlantis Hotel and Casino from 10:00 am to 2:00 pm on Saturday Feb 16. Each Member was instructed to be there at 8:30 am or earlier to help set up ice, water, etc. Roy Silliker summarized past events for the group. Each member to wear their last years HAN shirts and badges, help with serving lunch. Only car participants and volunteers are eligible for lunch to be served again by A & W. Dan Norvelle volunteered to help Norm Pick up the ice at Crystal Ice at 8:30 am.

Topic: Event functions and Responsibilities

Discussion: Gary conducted a general discussion of our various functions and responsibilities during the event in August. He reviewed that the food (from Port-A-Subs) will be delivered to the HAN office (thanks to Shana), the Ice Van pick up and delivery, the need to deliver pamphlets, etc, from venue to venue as needed and the delivery locations on the map handout, shifts, routes etc. Gary also had each member who might be driving a Van or shuttle bus to have their driver's licenses and Proof of Insurance copied for the HAN Office.

Gary passed around an availability sign up sheet for the August Event and asked if anyone could help with the Cruise Cart to put down “CC” on the sign up sheet. The cruise night responsibilities were reviewed.

Action Items:

- Correct the map handout for the next meeting to show the food location at GSR.
- Suzy Shaffer to e-mail the waivers (for driving) to the members for them to sign and bring back to the June 23rd meeting.

Topic: Committee Services Shuttle Van

Discussion: Carol Blasquez 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.

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

Discussion: Gary reviewed the problems in the past and confirmed that the keys will fit the locks on the ice machines and will be kept in the Vans.

Topic: The Sunday Parade

Discussion: Gary reviewed 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. Any members who have registered cars for the Event can park them in the Walgreen’s parking lot and enter the parade as desired. No “doggie” bowls will be allowed this year. 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. 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 not been finalized yet.

Action Item:

- Review “Cool-Down” Party at the next meeting.

General Discussion and Action Items:

- “Pre-events” and meal ticket process will be discussed at the next meeting.

Meeting Adjourned at 6:30 pm

NEXT MEETING – June 23 at HAN Office at 5:30 pm

Minutes submitted by Norm De Haven