



## Elks Lodge 2581 House Committee



Meeting Minutes  
August 11, 2015

### Opening

The regular meeting of the Elks Lodge 2581 House Committee was called to order at 09:00 A.M. on August 11, 2015 at Elks Lodge 2581 by Reed Simpson, Chair..

### Present

Dan Fajardo, Tony Woodbeck (ER), Ira Silverman, Bob Howe and Reed Simpson.

### Purpose of the Lodge House Committee:

The House Committee is the governing body with responsibility for (from the Bylaws):

“THE HOUSE COMMITTEE SHALL HAVE FULL CHARGE OF THE OPERATION OF ALL CLUB FACILITIES (BAR, KITCHEN, AND JANITORIAL) AND ARE CUSTODIANS OF ALL PROPERTIES CONTAINED THEREIN. THE HOUSE COMMITTEE SHALL BE RESPONSIBLE FOR THE ENFORCEMENT OF HOUSE RULES AS ADOPTED BY THAT COMMITTEE AND APPROVED BY THE MEMBERSHIP OF THE LODGE”.

### Liaison Responsibilities:

- |                                     |               |
|-------------------------------------|---------------|
| 1. Committee Chair:                 | Reed Simpson  |
| 2. Committee Secretary:             | Reed Simpson  |
| 3. Building and facilities liaison: | John Link     |
| 4. Lodge Behavior:                  | Bob Howe      |
| 5. Kitchen:                         | Dan Fajardo   |
| 6. Bar:                             | Ira Silverman |
| 7. Bingo                            | Bob Howe      |
| 8. FaceBook Web Page                | Ira Silverman |

### Committee Actions – The following actions/decisions were taken by the committee:

- Lodge event/function seating: Effective **September 1, 2015**, seating at all lodge events will be first come first served – there will be no reserved seat designations. This is necessary to ensure the best utilization of available seating as well as to make sure that all ticket holders have the same chance to get their preferred seating location.

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2. The Lodge FaceBook/Web page administrator (Joan Hill) will be invited (at a time and place of her choosing) to brief the House Committee on the functioning of the site with the objective of ensuring that the Administrator is receiving whatever support is needed to maintain and operate the site in an accurate and timely manner (Ira Silverman).
3. The pool table will be relocated from its current location on the dance floor. The relocation will be done in conjunction with the carpet replacement, lounge improvement and floor leveling project(s). It appears that the best location is in the Lounge, just inside the movable wall.
4. Approval was received to investigate and procure (pending Board funding approval) round “bistro” style tables (to seat 5+) for the Lounge – to replace the existing rectangular tables (Dan Fajardo).
5. Approval was received to investigate the feasibility of replacing the main room tables with 8+ person round (60+”) tables (Dan Fajardo).
6. Approval (pending Board funding approval - \$15/mo.) was received for a 6-month On-Line “store” feasibility study. The store would be utilized to sell tickets for events, automating dues payments and facilitating direct donations, etc.
7. Notices to the lodge member email distribution list are restricted to authorized individuals only. Authorized individuals are responsible for posting their notices and must provide instruction to the Office for any additional postings. The Office will not automatically re-post notices sent to the lodge member list.
8. Kitchen inventory will be changed from monthly **manual count** to **perpetual**.

### Open Issues:

1. Event Ticket prices: Event tickets purchased after the Tuesday preceding the event will be subject to an additional charge of \$5.00 per ticket (“service charge”) to encourage advance purchases and to allow for the purchasing of adequate food.
2. Drink pricing: 16 oz. drinks (double shot) will be priced at \$7.00 – Ira Silverman to work with Joan Hill on pricing.
3. Use the perpetual inventory method for Bar inventory? Ira Silverman to work with Joan Hill and Kathy Miller on Bar inventory practices.

### Projects:

1. Lounge area redesign: The lounge area redesign project was approved – subject to approval of details by the House Committee and of the Board if any funds are needed. (see Committee Actions - #4).
2. Lodge carpet replacement: Floating Luxury Vinyl Tile style flooring will replace existing carpeting using Home Depot Allure Ultra or equivalent commercial grade materials. The pool table will be relocated as part of the project. **Project on HOLD pending receipt of funding**
3. Capital improvement projects - **on HOLD pending receipt of funding. – priority to be established.**
  - a. Paint lodge outside
  - b. Carpet replacement
  - c. Level Floor

Contact the House Committee at: [house@bpoe2581.org](mailto:house@bpoe2581.org)

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- d. Gutters
- e. Dining hall tables/seating
- f. Roof repairs
- g. Bar floor repair/replacement
- h. Bar dishwasher replacement

### Agenda for Next Meeting

TBD – members to submit.

### Adjournment

Meeting was adjourned at 10:00 A.M. by Reed Simpson, Chair.. The next regular meeting will be at 9:00 A.M. on September 8, 2015, at Elks Lodge 2581. A special meeting will be called as required.

Minutes submitted by: Reed Simpson.

### Lodge Contacts:

Board Of Directors [board@bpoe2581.org](mailto:board@bpoe2581.org)

Exalted Ruler [er@bpoe2581.org](mailto:er@bpoe2581.org)

House Committee [house@bpoe2581.org](mailto:house@bpoe2581.org)

Lodge Office [office@bpoe2581.org](mailto:office@bpoe2581.org)

Lodge Secretary [secretary@bpoe2581.org](mailto:secretary@bpoe2581.org)

Lodge Treasurer [treasurer@bpoe2581.org](mailto:treasurer@bpoe2581.org)

Web Site <https://www.elks.org/lodges/home.cfm?lodgenumber=2581>

<https://www.facebook.com/oceanshoreselkslodge>

<http://clamdiggerrodrun.org>

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