



Elks Lodge 2581 House Committee

house@bpoe2581.com
[Lodge Web Site](#)



Meeting Minutes
November 10, 2015

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”.

Committee Actions –Open items/decisions:

1. Volunteer(s) use of/protocol/coordination/dialog and communications.
 - a. General discussion was held concerning the need to make special efforts to treat volunteers/members with sensitivity, dignity and consideration for their efforts.
2. Lodge Calendar:
 - a. Determine/Assign responsibility
 - i. Responsibility for initiating calendar events and maintaining the “master” copy of the Lodge calendar will be placed with the Secretary who will be the only individual/office authorized to enter events into the on-line Lodge calendar.
 - ii. Updates/actions to calendar events will be performed by the event sponsor and/or the calendar administrator (currently Reed Simpson).
 - b. Eliminate duplicate calendars/efforts
 - i. The Lodge on-line calendar that was recently implemented will be the “master” and will be the source for any calendars printed or published.
 - c. The calendar is visible on-line at bpoe2581.com or as a smartphone app.
 - d. Usage training
 - i. A training protocol has been established and will be provided (along with a logon) to anyone needing (and authorized) access to the calendar to update events.
 - e. The Calendar system also contains a facility to send email messages to list members unrelated to a calendar event. This facility (email cast) will be made available to any authorized user and will replace the current member-list email relay facility. This will eliminate the need to maintain several email address lists.

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3. Lodge Store Polices and opportunities.- post “go live”.
 - a. Back Office processing
 - i. Kathy Miller and Vicki Storment will assist the Secretary in setting up the procedures necessary to process any “sales” made on the Lodge store.
 - b. Products?
 - i. Current Lodge store “products” include event tickets, annual dues and donations to Lodge Charities.
4. Fund Raising – beyond dinners/events
 - a. Discussion was held concerning the possibility of encouraging members to donate to the lodge charity that is linked to an event, in lieu of or in addition to event attendance. The Lodge Store currently supports this option.
5. Kitchen and Bar inventory will be changed from monthly **manual count** to **perpetual**.
 - a. Implementation plan
 - i. Dave Brandt is developing the necessary procedures for the Kitchen – these will be used as a prototype for the Bar.
6. Event Ticket prices:
 - a. Event tickets purchased before the Tuesday preceding the event will be receive a \$2.50 discount each in order to encourage advance purchases to allow for the purchasing of food.
 - b. Effective Date – December 1, 2015.
 - c. Lounge/Office procedures.
 - i. Procedures will be developed for use by the Lodge Office and Lounge to handle event ticket sales, records and check-in to support the discount policy, the Lodge store and previous processes. **Dan Fajardo to develop and present to the House Committee for review and approval.**
 - d. Reserved ticket policies – All paid for in advance:
 - i. All event tickets that are requested must be paid prior to the event. Any requested tickets that are not paid prior to the event will be cancelled. The past practice of calling to reserve tickets and paying “at the door” will be ended. Three avenues to pay for tickets are now available – these are:
 1. Pay in person at the Lodge Office or Lounge
 2. Call the Lodge Office and pay with a credit card
 3. Purchase Tickets on-line on the Lodge store.
 - ii. Only tickets PAID prior to the Tuesday preceding the event will be eligible for the early purchase discount.
7. Post Event Report:
 - a. The need for post-event reporting to the House Committee was discussed.
 - b. It was revealed that some reporting is already in place (?) but that distribution of the information has been limited.
 - c. The House Committee is specifically requesting that any post-event report be distributed to the Committee members for review.

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8. Drink pricing: Review drink pricing with Bar personnel.
 - a. No further action taken.
9. House Committee responsibilities were discussed:
 - a. **The Chairman of the Board Of Directors stated that the House Committee has no authority over or responsibility for any facilities improvements, renovations or major maintenance projects. E stated that these are sole responsibility of the Board Of Directors**
 - b. All projects that the House Committee has been tracking for several months that fall into the above definition will be closed and eliminated from House Committee reports.
10. ~~Investigate the feasibility of replacing the main room tables with 8+ person round (60+”) tables (Dan Fajardo).~~
11. Bar Job duties will be prepared (meet with Bar personnel) to determine how Lodge Management can best manage/support the volunteers.
12. ~~Evaluate the feasibility of installing an ATM machine.~~
13. Review food/bar income/expense allocation for/to events.
14. ~~Investigate the feasibility of re-introducing Pull Tabs.~~

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.~~
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 re-located as part of the project.~~
3. ~~Capital improvement projects — **Funding received from Elks State (loan). — priority to be established.**~~
 - a. ~~Paint lodge outside — colors selected~~
 - b. ~~Carpet replacement~~
 - c. ~~Level Floor — completed~~
 - d. ~~Gutters — pending painting completion~~
 - e. ~~Dining hall tables/seating~~
 - f. ~~Roof repairs — completed~~
 - g. ~~Bar floor repair/replacement~~
 - h. ~~Bar dishwasher replacement~~

Agenda for Next Meeting

TBD – members to submit.

Lodge Contacts:

Board Of Directors board@bpoe2581.com

Contact the House Committee at: <mailto:house@bpoe2581.com>

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