



Elks Lodge 2581 House Committee

house@bpoe2581.com
[Lodge Web Site www.bpoe2581.com](http://www.bpoe2581.com)



Meeting Minutes
December 1, 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”.

Meeting called to order at 9:05 AM.

Approval of the Minutes of the November 11, 2015.

The minutes were approved with the following correction(s):

The following responsibilities reinstated to the scope of the House Committee charter:

1. Investigate the feasibility of replacing the main room tables with 8+ person round (60+”) tables (Dan Fajardo).
2. Bar Job duties will be prepared (meet with Bar personnel) to determine how Lodge Management can best manage/support the volunteers.
3. Investigate the feasibility of re-introducing Pull Tabs.

Committee Actions –Open items/decisions:

4. Lodge Event rules and policies:
 - a. Who/how are events scheduled?
 - i. All events are scheduled, budgeted and are the responsibility of the Exalted Ruler.
 - b. Who/how are ticket prices set?
 - i. Event ticket prices are set by the Exalted Ruler and the event coordinator.
 - ii. Tickets must be purchased/paid for in advance (Prior HC action).
 - iii. Early purchase discount for Dinner/Event ticket (2.50/ticket) implemented (Prior HC action).
 - iv. No early purchase discount for “dance only” tickets.
 - c. Who may purchase tickets?

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- i. Members Only?
 - 1. Members ONLY may purchase tickets, including tickets for their guests.
 - ii. General Public?
 - 1. General public may purchase tickets only for public/membership drive events.
 - d. Who may enter Lodge?
 - i. Ticket Holders?
 - 1. Holders of tickets purchased per (1.c) may enter the Lodge during the event.
 - ii. Non-ticket holder Lodge Members – Per Grand Lodge Statute – stating that when the bar is open, any Lodge member may enter (ref: ????? Dan to furnish cite).
 - 1. Limited to Bar seating and other restrictions (i.e no participation in event functions).
 - 2. Restrictions to be posted at Event check-in location or provided in writing to non-ticket holder Lodge members.
 - 3. Enforcement of the restrictions is the responsibility of the designated Lodge Officer for the event.
5. Lodge Calendar:
- a. Implementation Follow up:
 - i. Responsibility for updating and follow-up.
 - ii. The Lodge Calendar is fully implemented.
 - iii. Several individuals have been trained and given authorized access.
 - iv. Timely updating of future events is lacking.
 - v. Weekly events are not being updated before the week begins.
 - vi. Future major event details are not being provided well in advance of the events.
 - vii. Key individuals still prefer to work on their prior procedures and are not updating the on-line calendar as a priority.
 - b. 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.
 - ii. Three individuals have been trained and have authorized access based on need.
 - iii. Other individuals have expressed an interest and are eager to commit to assuming certain aspects of the calendar – they will received training and access credentials as needed.
 - c. 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.
 - d. This facility is currently being used only by the calendar administrator as the only other user who could use it, has not elected to do so – instead continuing to use the obsolete text based lodge email list.
6. Lodge Store Polices and opportunities.- post “go live”.

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- 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.
7. 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.
8. 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.**
 - ii. **Dan Fajardo presented his proposed procedure. It was approved with 2 minor corrections (See attached).**
9. Post Event Report:
- a. The need for post-event reporting to the House Committee was discussed.
 - i. The Exalted Ruler presented 3 post event reports for review and the procedure for their preparation was explained. The House Committee Chair requested that the reports be emailed to the house committee at house@bpoe2581.com upon completion.
10. Drink pricing: Review drink pricing with Bar personnel.
- a. No further action taken.

Meeting Adjourned at 10:10 AM.

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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Exalted Ruler er@bpoe2581.com
House Committee house@bpoe2581.com
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Lodge Secretary secretary@bpoe2581.com
Lodge Treasurer treasurer@bpoe2581.com
Web Site [Lodge Web Site www.bpoe2581.com](http://www.bpoe2581.com)
[Elks Lodge Listing on Elks US Website](#)
[Lodge Facebook Page](#)

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EVENT TICKET SALES PROCEDURE

The majority of Lodge Events should be in the Exalted Ruler calendar for the year, as part of his/her Budget, a few could be added through the year at the ER's request; these events should have a date, budget and designated purpose. The Secretary shall keep the Calendar of Events up to date and make sure they are announced to the Membership with ample time to make the Events successful, each event should have a Chairperson to coordinate and prepare all facets to make it a success ie.. Flyers, Tickets, Food, Entertainment, etc...

Once the event is finalized and announced to the members we will conduct the ticket sales as follows:

1. The office will make a Master List with all the issued ticket numbers. No other lists will be made.
2. Master list will be in the office during business hours and at the bar all other times. The Secretary will be the Custodian of the list, and will make sure it goes to the bar after office hours.
3. The Secretary will be responsible to maintain ticket sales up to date, those sold in the Lodge as well as the Website Store. The website sends a report for every ticket sold with name and date of purchase, the Secretary will verify that the buyer is a Member of our Lodge.
4. Tickets can be purchased at the Lodge office, the Bar or the Website Store. Also members can call during office hours and purchase the tickets over the phone with a credit card. There will not be any reserved tickets without payment.
5. Bartenders are responsible for tickets sold at the Bar, they must include the name of every ticket holder and their guest if any. Make sure the Master List goes back to the office with the daily money bag.
6. The day of the event the Master List will be at the reception desk and all Tickets will be confirmed at the door.

If the event is for pre-sold tickets only, those without a ticket will not be allowed to participate in the function; however the Bar is always open for all members. If the event is Dinner/Dance and the Guests have Tickets for dancing only, they will have to wait until dinner is finished before they can go to the Main Lodge Room; this provision should be stated on the Ticket for dancing only as a seating time.