



Elks Lodge 2581 House Committee

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



Minutes
January 12, 2016

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 9:00 AM.

The minutes of the December 1, 2015 meeting were approved.

1. A discussion was held concerning whether the House Committee Minutes should be published to the Lodge member.
 - a. A motion to continue to publish the House Committee Minutes was made/seconded and carried with the understanding that any sensitive personnel matters will be documented separately and not distributed to the general membership.

Committee Actions –Open items/decisions:

1. Lodge Event rules and policies:
 - a. **No further action taken.**
2. Lodge Calendar:
 - a. Implementation Follow up:
 - i. Responsibility for updating and follow-up.
 1. Progress toward full “commitment” was reviewed. The process of planning/scheduling and execution of events was discussed. There is an urgent need for an active Event committee in order to share the load and ensure that calendar information is initiated and updated in a timely manner. Lodge Calendar updating is a continuous process beginning with the tentative schedule that is developed during budget preparation and continuing until the execution of the event itself.

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- ii. Notify members who are not currently in the email notice list of the availability of BPOE2581.com and notice communications?
 - 1. Action will be taken to acquire the email addresses of any members who are not currently receiving email communications in order to notify them of the availability of the newly developed communications options. Now that the Clam Digger is being published semi-monthly, the most current information will only be available on the Lodge web site, thru email notices or in the Lodge on-line store.
- 3. Lodge Store Policies and opportunities. - post “go live”.
 - a. Products?
 - i. Current Lodge store “products” include event tickets, annual dues and donations to Lodge Charities.
 - ii. Additional “product” possibilities?
 - 1. Additional products discussed included Lodge themed tea shorts and Elks pins. These will be added to the store when and if detailed information is received by the store administrator.
 - b. Store activity is increasing as more members learn of it and begin to use it to purchase event tickets, pay lodge dues and make donations. Ticket sales for December events (Christmas/New Year’s) were successfully processed by the store and handled according to the Ticket Sales Procedure developed by Dan Fajardo and approved by the House Committee. Advance purchase discounts are implemented and most on-line purchases have taken advantage of the discount.
- 4. 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.
 - ii. No further action taken.
- 5. Post Event Report:
 - a. The need for post-event reporting to the House Committee still exists?
- 6. Drink pricing: Review drink pricing with Bar personnel.
 - a. No further action taken.
- 7. Member communications:
 - a. Clam Digger
 - i. It was learned that the Clam Digger member’s newsletter will be published semi-monthly from now on.
 - b. Email notices?
 - i. The change in Clam Digger publication schedule will result in 150+/- members who will receive no Lodge Communications from the lodge unless they agree to take advantage of the electronic lodge communications now available.
- 8. Meal pricing:

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a. Meal pricing policies were discussed and the following guidelines were approved.

Meal Type (or similar)	Served	Target Price
Burger/Soup/Breakfast...	Tue – Thur, Sat/Sun	\$6.00
Tacos	Tue – Thur, Sat/Sun	\$5.00
Steak	Friday	\$12.00
Banquet/Full meal w/band	Saturday	\$25.00
Banquet/Full meal wo/band	Saturday	\$15.00

Agenda for Next Meeting

TBD – members to submit.

Lodge Contacts:

Board Of Directors board@bpoe2581.com

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House Committee house@bpoe2581.com

Lodge Office office@bpoe2581.com

Lodge Secretary secretary@bpoe2581.com

Lodge Treasurer treasurer@bpoe2581.com

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

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