



Elks Lodge 2581 House Committee

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



Minutes
February 9, 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 A.M.

Executive Session held to discuss Lodge member behavior standards and requirements.

Open session – members invited to attend.

The Minutes of the January 12, 2016 meeting were approved.

Additions to Agenda: none.

Committee Actions –Open items/decisions:

1. Lodge Calendar:
 - a. Implementation Follow up:
 - i. Progress toward full “commitment” was reviewed. The process of planning/scheduling and execution of events was discussed. There is an still 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. Lodge Store Polices and opportunities. - post “go live”.
2. 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.

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- ii. No further action taken.
- 3. Post Event Report:
 - a. The need for post-event reporting to the House Committee still exists?
- 4. Drink pricing: Review drink pricing with Bar personnel.
 - a. No further action taken.
- 5. Member communications:
 - a. 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. A notice will be sent to all members with their annual statement requesting updated contact information (including email address).

Agenda for Next Meeting

TBD – members to submit.

Lodge Contacts:

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House Committee	house@bpoe2581.com
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