



## Elks Lodge 2581 House Committee

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



Minutes  
March 8, 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.

Committee Members:

Reed Simpson, Chair; Dan Fajardo, Director; John Link, Director, Bob Howe (absent),  
Dave Brandt (absent)

Lodge Members in attendance:

Tony Woodbeck, ER; Karen Woodbeck, Board Member; Mei Fajardo, Audit  
Committee; Ron DeVore, Board Member/Incoming ER.

The minutes of February 9, 2016 meeting were approved.

Additions to Agenda: none.

### **Committee Actions –Open items/decisions:**

1. Lodge Calendar:
  - a. Implementation Follow up:
2. Progress toward full “commitment” was reviewed. Several additional members have taken an active interest in the scheduling and management of Lodge events and meals. This has resulted in additional participation in Lodge meetings, weekly meals and special events. Lodge calendar notice preparation quality has increased with the training of additional individuals in the use of the system.
3. Kitchen and Bar inventory will be changed from monthly **manual count** to **perpetual**.
  - a. Implementation plan

## **Elks Lodge 2581 House Committee**

- 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.
4. RV space reservations:
  - a. Discussion was held to determine if the Lodge should consider handling RV space reservations on-line.
  - b. The consensus was that the feasibility of adding RV reservation capability to the Lodge web site should be evaluated.
  - c. Reed Simpson will begin the review and report back to the House Committee.
5. Member communications:
  - a. Email notices?
    - i. 150+/- members are not receiving electronic (email) notices due to the lack of an email address in lodge records. Notices are being included with member annual dues statements and the next Clam Digger requesting email addresses. Pending the results of these efforts, it will be necessary to contact the remaining members by phone to obtain the information – Lodge Secretary has responsibility to maintain member records and to obtain missing email addresses.
6. Status of Lodge renovations?
  - a. Flooring – Complete in meeting room and lounge area. Hallway and stage areas remain to be completed.
  - b. Painting – pending better weather.
  - c. Meeting room tables – pending funds availability.
  - d. Bar Floor – Epoxy paint being considered (referred to Board for funding).
7. Calendar and Notice policies for non-Elks use of the facilities:
  - a. List event in Calendar – Non-Elks events held at the Lodge may be listed in the Lodge on-line calendar if desired.
  - b. Only official Lodge activities will be actively promoted using electronic and other means.
8. Event attendance policies:
  - a. Facilities open to paid attendees only?
  - b. In order to accommodate members who may want to use lodge facilities (bar) while a lodge event is taking place, the divider between the meeting room and the lounge area will be closed during the event and non-paying members will not be allowed in the meeting room. A notice will be prepared and posted at the door (Dan Fajardo to prepare).
  - c. Dance only admission after 7:00 P.M – Members purchasing “dance only” tickets to events may enter after 7:00 P.M.
  - d. Tickets sold at door – Dance only tickets may be purchased at the door or in advance. Full events tickets are only sold in advance ( at Lodge office or on-line).
  - e. Ticket discount

## Elks Lodge 2581 House Committee

- i. Tickets purchased by Tuesday prior to event are eligible for a \$2.50 per ticket discount.
  - ii. Dance only tickets purchased in advance are NOT eligible for a discount.
9. Lodge metrics needed?
  - a. The possible need for the collection and publication of some Lodge metrics was reviewed. Metrics as defined here consist of simple performance indicators or measures. Examples include Membership, Delinquent, Event attendance, Weekly meals, Cost Of Goods Sold (Bar/Kitchen/?). Ideally, a metric should be already available as a normal function of Lodge activity and should not require any additional burden other than collecting the information.
  - b. It was agreed that the publication of certain metrics to Lodge members would be desirable.
  - c. Certain metrics may be sensitive and would be for Lodge management only.
  - d. A project will be started to identify potential metric candidates which will be designated either public or private as a part of the process.
  - e. All Lodge members will be encouraged to submit possible candidates.
  - f. Reed Simpson will coordinate the project and report back to the House Committee.
10. Publication of House Committee Minutes to Members?
  - a. The House Committee approved the publication of these (House Committee) Minutes to Lodge members. There is disagreement from (at least 1) Board Member on this policy. The opposing position is that the House Committee minutes are private and should NOT be published to the Lodge membership.
  - b. The minutes from the March House Committee will be published.
  - c. Further consideration of the policy to publish future House Committee minutes was tabled until the new Board takes over in April.
11. Transition to new House Committee Chair.
  - a. The new Chair of the House Committee will be selected in April when the new Board Members meet.

Meeting adjourned at 10:15 P.M.

### Agenda for Next Meeting

TBD – members to submit.

### Lodge Contacts:

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

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

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

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

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

## **Elks Lodge 2581 House Committee**

Lodge Secretary [secretary@bpoe2581.com](mailto:secretary@bpoe2581.com)  
Lodge Treasurer [treasurer@bpoe2581.com](mailto:treasurer@bpoe2581.com)  
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