

Events

- Picnic Planning
 - Select date with board, location, and tentative menu
 - Contact Austin Parks and Rec to reserve location and date – Cost \$60.00
 - Provide picnic announcement for newsletter and information on signup to Ray Voith for publication in email.
 - Make announcement about picnic specifics at quarterly meeting.
 - Contact restaurant and make tentative date for picking up meal on date of picnic.
 - Signup people and treasurer collects money or pay at picnic.
 - Visit picnic venue to understand table configuration.
 - Set up spreadsheet for attendees.
 - Acquire extra tables and chairs for picnic and transport.
 - See attached Picnic Day Checklist for all other items to supply on day of Picnic.
 - Contact restaurant four or five days prior to picnic to give them a final number of meals.
 - Solicit board members to help set-up the day of picnic and someone to take attendance and picnic day payments.
 - Submit picnic purchase receipts to treasurer for reimbursement.
 - Ensure treasurer has cash prizes for all of the games and the bingo games.
 - Pickup meals and ensure food tables set up.
 - Solicit people to cleanup
 - Provide a summary of the picnic for the next MAAC newsletter.
 - Provide treasurer with a financial report of monies received and picnic cost.
- Quarterly Meeting Lunch
 - Provide coffee pot and coffee to make 30 cups of coffee at each meeting.
 - Purchase and store supplies for coffee: coffee, cups, sugar, artificial sweetener, decaf coffee bags, dry coffee creamer, and stir sticks.
 - Purchase drink cups, plates, napkins and plastic wear for pizza meal.
 - Bring ice chest and purchase 10 lb bag of ice for drinks.
 - Solicit help to put ice in cups and pour sodas for membership during lunch.
 - Manage pizza boxes during lunch.
 - Arrive at 9:20 AM on day of meeting to set up coffee with time to perk and set up supplies on tables for pizza meal (plates, napkins, plastic wear and drink cups).
 - Submit purchases to treasurer for reimbursement.
 - Ensure everything is cleaned up, supplies packed up and returned to residence