

MINUTES - C&A COMMITTEE MEETING – MAY 18, 2019

DATE OF NEXT MEETING: WEDNESDAY, MAY 29TH, 9:00 a.m. (Morning Coffee will be in living room; I will reserve meeting room.

1. Present: Marilyn Mason, Mary Delamater, Marcia Enyart, Valerie Schuyler
2. Valerie reported that the C&A Committee's 3-point proposal (only members can rent, reduction in fees, and host program) was given to Board Directors in advance of the 5-14-2019 Board meeting but was not discussed at the meeting. It will be on the Agenda for the 5-28-2019 Board meeting.
3. Review "final" forms:
 - a. Annual Club Registration - OK
 - b. KCCA Room Rental forms: The only change made was to add on page 2, under For Office Use, the line "Name of Host assigned to event"
 - c. Host Invoice: one change was made, to add in the first line under section "Event" so it reads: Event Title and Member Renter name
 - d. Host Responsibilities (distributed – a couple changes were made but committee will spend time on it if Board oks plan).
 - 1) A member-renter can waive having a host if that member is him/herself a host or if the renter has had one or more successful events in the same or similar room. In this case the room rental figure stays the same; self-Hosts are not paid.
 - 2) When Host meets with member-renter in advance of the event, Host needs to "manage expectations" since other members will have been in the room so Host cannot guarantee needed furniture will be present. Host should be present at beginning of set-up to see if there are problems.
 - 3) When present during set-up and a problem emerges, the Host should encourage the event coordinator by saying "Let me help you figure it out" rather than solving it yourself.
4. Review draft 1 of "Charter" for Clubs & Amenities Committee – see 5-20-2019 version
5. Things to do:
 - a. Talk to Ronnda about what to do if a room needs to be cleaned more than an event coordinator is expected to do between events when staff is not there.
 - b. Make sandwich board signs saying "Private Event: Do Not Enter"
 - c. If Host program is approved:
 - 1) Train C&A committee members in use of rooms
 - 2) Create curriculum for training Hosts
 - 3) Make Host application form
 - 4) Select training dates
 - 5) Put ad in KCCA Newsletter for Hosts that includes dates/times/place of training.

Valerie Schuyler
Committee Chair