

## Minutes – Clubs & Amenities Committee

July 16, 2019

Present: Laurie Petrie, Valerie Schuyler, Mary Delamater, Marilyn Mason

Discussion topics –

1. Review Annual Club Registration Form –
  - a) Need seen to have form have multiple functions, such as renewal only or change of information. Suggestion to add boxes for club to check off – prompt to show only changed info, etc.
  - b) Add note that an email address is required.
  - c) Discussion to add a version of the Room Use Policy to this form and to add the “read and agree...” language to the signature area as well.
  - d) Leave the year off title – add a line to fill in. Change turn in date to Nov 15<sup>th</sup>?
  - e) Mary will work on this.
2. Discuss article for KCCA newsletter – request by Ronnda
  - a) Talk about the amenities and their use – expectations of renters and club users and the expectations of KCCA. (occurred to me to ask Ronnda for FAQs – a Q&A format might be an option)
  - b) Mary volunteered to work on a draft. Goal will be the September newsletter which closes on 8/10.
3. Review Room Rental Form – Goal to be approved in August so Budget Committee can have it
  - a) Note- ROOM “4 hours max” needs to include setup and clean up
  - b) Add “whole day” options to all ROOMs
  - c) Drop “+ living room” from banquet room
  - d) Drop “4 hours max” on ADD-ONS
  - e) Add “whole day” option to ADD-ONS
  - f) Room use policy as separate page?
4. Start discussion about clubs being involved in the quarterly welcome session again. Laurie will talk to Steve.

Committee agreed to regular meetings – first Tuesday of each month – 10:00 am Crown Center.

Next meeting – August 6<sup>th</sup>. We will hope to finalize the room rental fees and talk about advance booking cutoffs.

We will continue to look for additional committee members.

Laurie Petrie, Committee Chair