

Clubs & Amenities Committee
Meeting Minutes
March 1, 2022

Present:

Committee members: Mary Delameter, Laurie Petrie, Valerie Schuyler, Sherrye Steffens & Gayle Waiwaiole

Lots of discussion, but here are the main points/decisions made.

Review Room Rental Process:

- Office vets the room rental form.
- Confirms the applicant is a resident in good standing.
- Checks to be sure the alcohol question is answered. If yes, gives them the Facility Rental Addendum.
- Confirms the requested room is available and enter the rental into the database.
- Collects the rental and deposit checks from the applicant.
- Keeps the first page of the form and gives the applicant the attached pages. (*Can offer to also give them a copy of the first page.*)
- Emails form to Mary Delameter.
- Mary will look over and pass the form to Sherrye Steffens who will assign it to the next member of the C&A committee on the list. (*Assignments made on a rotating basis to available committee members.*)
- (*Val will make some revisions to room rental form including asking whether or not the renter has used this same room before and room capacity information.*)

Review Club Registration Process

- General Policies: KCCA does not charge a club for use of room for regular meetings. If the club wants to hold a special event in one of the rooms, they pay the going rate. (*May take another look at this at some later date.*)
- C&A should review forms to be sure are okay for new clubs.
- Forms should be delivered to the office. (*Need to add question regarding whether or not the contact person is a KCCA resident.*)
- C&A Committee will assist with processing these forms during times when workload is too heavy for the office to handle.)
- During annual club registration, might add a question regarding whether or not the club has a cubby.

Things that need future discussion.

Review Cubby Rental Process (*Will discuss next time. Maybe take a field trip.*)

- Rules such as no unsealed food or hazardous materials will be stored in cubbies.
- Two keys—one for office and one for club contact person.
- Banquet Room Instructions

- Official capacity for each room.
- How to handle the corded mikes that are available to room renters.
- Ceramics and woodworking shop capacity and safety measures.
- Do we want outside groups to be able to pre-empt regular club meetings by renting the entire Clubhouse?

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, April 5, 2022 at 10:00 am.

Prepared by Gayle Waiwaiole, Secretary