

Clubs & Amenities Committee
Meeting Minutes
October 4, 2022 at 10:00 am at the Crown Center

Present were committee members: Mary Delamater, Laurie Petrie, Valerie Schuyler & Gayle Waiwaiiole.

- It was decided that the person assigned to an event where alcohol is being served will check **three weeks prior to the event date** to see if the alcohol addendum and proof of insurance coverage has been turned in to the office. If this paperwork has not been completed, Mary will work with the office to ensure that this is done before the deadline which is two weeks prior to the event.
- Mary will update the alcohol addendum form to emphasize the deadline for completing this paperwork.
- Mary will update the Scheduled Events spreadsheet adding column(s) to indicate if alcohol is being served and the date the paperwork for that is due.
- The issue of renters using the venue well before the time they have signed up for was discussed and it was agreed that when this happens, we will let the office know and they can track this to see if it seems as though it's becoming a problem. If so, they can meet with us to come up with a solution.

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, November 1, 2022 at 10:00 am in the Crown Center.

Prepared by Gayle Waiwaiiole, Secretary