

LAKE RAPONDA ASSOCIATION

DUTIES OF SOCIAL COMMITTEE

Social Committee is responsible for welcoming new residents to the Lake Raponda community and for arranging the two annual member meetings.

WELCOME NEW RESIDENTS

When committee notices new property purchase, we'll drop a 'Welcome to Raponda' flyer in their mailbox with details on the LRA, dates for the two summer meetings, as well as contact info for social committee members. We will also ask them to let us know whether they plan to attend one or both summer meetings so that we can introduce them to the group.

HOST ANNUAL MEETINGS

Invites: Send out invitation to community 1 week before. Communicate date, time, location, parking guidelines, any information on if it rains, and anything else pertinent. Link to agenda for the meeting on the [Association website](#). Everyone is asked to bring their own chairs and water bottles.

Coordinate with Host: Contact the host at least one week before. Explain that you will come to their home to set up about one hour before meeting begins. Try to set up in shady areas. Inquire about tables, coolers, trash barrels, registration table, extension cords, etc.

Day of: Arrive at least an hour before meeting to set up tables, trash and recycling containers, food, and beverages. Hang LRA sign at street entrance and set up card table for registration. Clean up after meeting.

Permanent Supply Stock to check on or purchase:

Serving Supplies hot/cold cups
 paper plates
 disposable forks, spoons, knives
 napkins
 tablecloths, 6 plastic ones
 tea (herbal as well as caffeinated) sugar/sugar substitutes,
 stirrers, etc.
 trash bags
 2 large LRA coffee pots
 1 small tea pot

LRA banner, 2 long LRA tables

Things committee may have to provide:

Containers for plastic utensils (large plastic cups suffice)
Extension cords
Labels to indicate ingredients in pastries - i.e. nut and gluten free
Tables in addition to ones owned by LRA
Buckets for ice and coolers for beverages or coffee cream

STATED MEETING - JULY

Overview:

Stated Meeting is held on the second Sunday in July and begins at 10:00 a.m. Attendees are asked to arrive by 9:45. Everyone is asked to bring their own chairs and water bottles.

Social Committee should pre-order and provide a tray of pastries for ~40 people with gluten-free and nut-free options (label these). Order ~2 weeks before. Arrive at location around 8:30 to brew coffee. It takes about an hour, and members show up early and thirsty. There are two coffee pots and it works well to have a coffee pot on each side of the long table for more efficient flow. Skip decaf. Provide hot water for tea (we have a kettle), tea bags, and milk/cream on ice if possible. Sugars, stirrers, cups, napkins, and plates should be in supply stock. It works well to have all the coffee/tea add-ons: sugar, cream, stirrers, napkins, etc. on a separate table to keep the flow moving. It is also a good idea to have one dairy-free creamer such as oatmilk.

ANNUAL MEETING - AUGUST

Overview:

Meeting is on the second Saturday in August at 4 p.m. Social time/potluck follows at 5 p.m. This meeting is usually ~50 people, and often weather is hot. Set up in shade if possible.

Send a [SignUpGenius](#) or Google doc to all the members a week before the event asking members to sign up to bring an appetizer or dessert. Please remind them to bring any serving utensils they might need.

Social Committee is responsible to order and supply all beverages: a case of mixed wines, beer, soda, juice, lemonade, iced tea, etc. They should also provide 6-10 bags of 10# ice and stocked serving supplies such as plates, cups, napkins, tablecloths etc. Treasurer will reimburse all saved receipts.

Coffee and tea are not served at August meeting.

Gifts: Check with the president about any gifts or recognitions needed and purchase gifts. Gift certificates from local shops, or LRA-themed gifts are welcome ideas.

Purchase and present a hostess gift to the persons hosting the meeting. ~\$40

If there is an out-going president or long-standing Officer. ~ \$100.00. This is often a gift certificate to a local restaurant.

Greeters. Value approx. \$25.

At Meeting:

Present gifts

Ask for volunteers to host the next-year's meetings, both July & August.

Give your expense slips to the treasurer for reimbursement.