

Havurah Brunch Committees

Updated 3/31/08

Dates: All brunches are scheduled for the first Sunday of most months between October and May.

Rooms: Unless otherwise specified, brunches are held in the auditorium of the Social Hall (with a good size kitchen and entrance directly from the outside.)

Times: The kitchen and auditorium area are reserved from 9:00 A.M. to 1: P.M on the Sunday of the brunch.

On Saturdays and Sundays, the Social Hall building opens at 9:00 A.M. and the brunch itself is scheduled to begin at 10:30 A.M., giving the committee 1 ½ hours to set up. (Members come early, but don't have to be let in before 10:30 A.M. if the room isn't ready.) (There is a charge of \$25 per hour if the room is used before 9:00 A.M.)

Shopping: If you need to use the kitchen at any other time (like the Saturday immediately before the brunch to prepare the food) you need to see or call Coco Sullivan, Facilities Coordinator, whose office is near the back door of the Vistoso Center. Her phone # is 825-3711, Ext. 118, to see if the kitchen is available the hours that you need it. You have to make sure the refrigerator is available for storage if you shop on Thursday or Friday. If it is NOT, call the Brunch Coordinator 225-0625 for alternative storage sites. Note: the 2 doors on the left as you face the refrigerator IS the refrigerator, the door on the right is the FREEZER. You also need to check whether it is "safe" to leave foods overnight in the refrigerator. If you do leave anything overnight, be sure that it is clearly labeled "Havurah-Do not Use".
You must leave the kitchen as clean as you find it, including the floor.

Supplies: Havurah has a locked cabinet in this kitchen with many supplies needed for food preparation, serving and clean-up. The Social Hall monitor is the only person with a key to the cabinet. Summon the monitor to unlock it and relock it when you are finished.

In the cabinet are serving trays and bowls, knives, serving utensils, cutting boards, Slicers for tomatoes, cukes, onions, etc. baggies, Saran Wrap, aluminum foil, dish towels, washcloths, and dishsoap. Also in there is coffee, tea, Sweet & Low, sugar, dried coffee creamer, salt & pepper shakers for the tables.

Budget: A charge of \$8 per person has been set by the Board. Children under 12 years of age are charged half price. The budget for the brunch is \$8 X the number of persons making reservations. Paper goods and coffee are not charged against the committee's budget.

Attendance: Usually 60-80 members attend. Guests are often brought. Anyone (who pays) and lives in Sun City is welcome, but may come only one time as a guest before becoming a member.

1. The initial meeting of the committee should be held before the General meeting that precedes the brunch. This means that the initial committee meeting needs to be held at least one month before the actual brunch.

An early initial meeting of the committee and the brunch coordinator is important to:

- A. Set a date (or dates) for the taking of reservations and select a person in charge of collecting the checks and keeping an accurate record of the receipts.

- B. Determine your menu.
 - C. Determine a theme (optional)
 - D. Assign general/specific responsibilities (i.e. cooking, shopping, decorations, clean-up)
 - E. Decide when and if you need additional committee meetings.
2. Reservations: The person in charge of reservations must set a deadline for the taking of reservations which will be 5-7 days before the brunch and set a date to sell tickets in the Social Hall lobby. Get this information to the Publicity Committee before the 5th of the month preceding the month of the brunch so it can get into the Tipster, Newsletter and Website.
- A. This person can take reservations by phone and members can drop off their checks to this person's home.
 - B. Reservations are always taken before the regular monthly General Meeting, from 6:30-7 P.M., which is held on the third Monday of the month at Catalina Vista.
 - C. Your committee must take reservations on another morning in the Social Hall lobby, between 9-11 A.M. or 10-12 A.M. on a date after the General Meeting and a week prior to the brunch. You don't need to reserve a table for this. Just find the monitor on the day you take the reservations and he will set up a table & chairs for you in the lobby.
 - D. Acceptance of reservations after the deadline is at the discretion of the committee as are granting refunds for illness, emergency, etc.
3. Seating: Havurah Policy states: "Seating at all brunches will be at tables randomly assigned by members of the Brunch Committee. Parties of not more than four members coming together will be seated together unless such seating is not available. This is to encourage members to mix and get acquainted with other members..."

Two members of the brunch committee should sit at the door and check members off of the reservation list as they come in. They will also hand out table assignments, using numbered chits.

4. Room arrangements:
- A. A diagram of the arrangement of tables and chairs needs to be submitted to Coco Sullivan 5-7 days before the brunch. Order 2 sets of 2 tables to serve on directly outside the kitchen. The Brunch coordinator has sample diagrams and will help you with the submittal.
 - B. Other equipment that you can order from Coco is as follows:

Microphones (portable and stationery)	Slice carousel
Overhead projector	Whiteboard
Monitor projector	Portable screen
Tablecloths (\$2.50 each, either long or round)	TV-VCR-DVD
Easel	
 - C. Keep a copy of the diagram and your requests for Havurah records.
 - D. Kitchen Help: A paid helper has been contracted to help in the kitchen. She will make the coffee, regular and decaf, and hot water for tea. The coffee takes about one hour to brew. One pound of coffee makes 100 cups (or 1 small styrofoam cup to 20 cups of water. There are enough water pitchers for each table.
5. Budget:
- A. This is predicated on the number of reservations times \$8.
 - B. White cloth tablecloths cost \$2.50 per table. (Let Coco know how many you want) Include tablecloths for serving tables in the number you request.
 - C. The paid kitchen helper will help with preparation and cleanup. Her fee is \$15 per hour. The treasurer pays her on the day of the brunch. You must include her fee in your budget.
 - D. "Normal" paper goods are on hand and are not charged against brunch costs. Check with the brunch coordinator to be sure what you need is on hand and when you can pick them

up and return unused items to the brunch coordinator.

- E. All receipts of brunch purchases should be kept and submitted to the brunch chairman. Remind all committee members not to mix personal items with brunch costs on submitted receipts. Be sure that your name and date are on each bill. The committee chairman will do a tally of the income and expenses of the brunch, submit the bills to the treasurer and submit a financial report to the brunch coordinator. The treasurer will reimburse the committee members.

6. Menu:

- A. Can be any items committee decides (within budget)
- B. Quantities needed can be compared to records of similar past usage.
- C. Check out items that other members may be storing from past events that you may be able to use.

7. Leftovers:

- A.
 - 1. All leftovers should be taken to the kitchen and tallied by the chairpersons before distribution.
 - 2. All tables should be cleared. Tablecloths ordered from Coco may be left on the tables for the monitor to pick up.
 - 3. The paid kitchen helper should empty the coffee grounds and clean the pots.
- B. Depending on the items and amounts left over, the chair(s) may choose to:
 - 1. Give the monitor a sampling of what is served plus some additional leftovers and/or
 - 2. Make up a sampling dish to go to members who are ill and could not attend and/or
 - 3. Give some to the paid kitchen helper and/or
 - 4. Divide what's left among committee members and/or.
 - 5. If the amount of a leftover item is large, it can be sold to any Havurah member who is interested for a nominal fee (set by the committee chairperson) and/or
 - 6. If any item (a significant amount) can be stored well over time and can be used at another Havurah event (and a member is willing to put it in their freezer). Be sure to record who has what for the next committee and/or
 - 7. Donate and deliver it to the fire department and/or
 - 8. Throw it away.

Leftover paper goods should be returned to the Brunch Coordinator.

Sometimes, Havurah members, who are not committee members, will help themselves to leftover foods without checking first with the committee. The committee chairpersons decide what to do with leftovers. Please inform whoever tries to do this that the committee chair(s) will let them know if there are any leftovers they may have.

After the event, the chairperson(s) should assess the pluses and minuses of the event and make recommendations to future committees. Please fill in the usage form and give it to the brunch coordinator. This includes a statement of the number of persons attending, the amounts purchased, what (if anything) was substantially over-purchased and what (if anything) was short of what was needed for the number of person attending. This kind of list is very helpful to future committees.

- 8. Acknowledgements: At the close of the brunch, the committee chairperson reads off the names of all who worked on the brunch so they may be recognized and appreciated.