

Social Committee Meeting
September 21, 2007
Hosted by Stephanie & Jay Hutchens

Topics:
Pig Roast (October 20)
Appreciation Dinner (December 1)

Call to Order 8:06pm

Members Present: Stephanie Hutchens, Jay Hutchens, Mike Boyle, Chris Boyle, Karen Arnold, Gary Arnold, Ginny Schneider, Pete Graziano and Wayne Lewandowski

Members Absent: Susan Grossman, John Schneider, Lisa Weiser, Chris Weiser and Jim Gallant

Guests Present: Jon Ishinger and Basil Hangemanole

Agenda Items	Discussion	Follow-Up
Great Eastern Ski Lodge	<p>This event has always been held in the lodge. The space provides accommodations for about 300 people and has everything we need to successfully hold this event. The only other location on mountain that could be used is the Conference Center, but they are booked with other venues. It was suggested that the committee consider other places, but we feel the lodge is the best place.</p> <p>The event date is Saturday, October 20 from 5p-9p. Residents are asked to bring a generous covered dish (or two) to share.</p>	Susan has left messages for Mark Litz. It was decided for Susan to call once more, and if no response, then Mike Boyle will call promptly to confirm the date, times, ABC license question, available bartenders (need 2), and beverage orders (beer and soda).
Security	The doors to the lodge need to be opened for set-up and clean-up.	Mike will request a key from Keith Beam in Security.
ABC License	<p>The social committee has always applied for a separate banquet license for the lodge for Monte Carlo Night and the Pig Roast. A new regional manager (?) that issues the ABC license stated that because the lodge has a permanent ABC license, that the MPOA Social Committee does not need an additional license at that location.</p> <p>Two bartenders are needed to work this event. Mark will offer the position to his staff. Each bartender will be paid \$100 for their time and keep any tips they make.</p>	Susan or Mike will confirm with Mark that we do not need to apply for a separate license. Then, Stephanie will follow up Pam Shaffer Gordon at the MPOA office about the license and checks needed for the bartenders (\$100 each).
Meat	In the past, Charles Ahrend prepared and delivered the pork and sauce. Last year, Charles was not available and the BBQ Ranch supplied the meat.	<p>Karen offered to research the area BBQ restaurants, make a selection and place an order for 100 pounds (or whatever feeds about 300 people) of pork and sauce. The food should be delivered to the lodge no later than 4:30pm on Saturday 10/20.</p> <p>Karen will request a check for the restaurant from Pam.</p>
Supplies	<p>Beer and Soda</p> <p>Wine</p>	<p>Susan or Mike will confirm the beverage order with Mark for beer and soda.</p> <p>Pete will check the inventory and purchase the wine to total (3 white, 3 blush, 3 red).</p>

	<p>Coffee</p> <p>Paper Products</p> <p>Water and Dinner Rolls</p> <p>Paper for the tables.</p>	<p>Wayne will be responsible for checking the inventory for the coffee supplies and purchasing additional coffee, creamers and sweeteners.</p> <p>Wayne will also check the inventory on the utensils, napkins, and cups (there are plenty of Styrofoam cups, may need wine cups and solo cups) and purchase additional as needed. Large divided plates work the best for this event and can be purchases at the dollar store.</p> <p>Lisa and Chris will go to Costco for the small dinner rolls (to make 300 sandwiches) and 3 cases of water.</p> <p>Pete will pick up the paper in the storage room for the event.</p>
Theme & Decorations	<p>A theme spices up this annual event and turns the pig roast into a family fun party. The following theme ideas were mentioned: rock n roll, toga, disco, Caribbean, beach and superheroes ☺ After a few laughs, the committee decided on the beach theme and decided to advertise as:</p> <p style="text-align: center;">“Massanutten Rockin Beach Bash” No shoes, no shirts, no problem.</p>	<p>Nancy’s Party Things, ABC Distributing and Oriental Trading are often used for ordering decorations, prizes for contests and centerpieces.</p> <p>Ginny will make the selections and order according to our theme. She will also get the prizes (1st, 2nd and 3rd) for the winners in each contest category.</p>
Publicity	<p>Promotional signs will be displayed at the mail stations. A large sign will be placed at the guard gate and an article in the Villager.</p>	<p>Susan will submit the article to Patty at the Village that will appear in the October issue.</p> <p>Stephanie will prepare the posters for the mail stations.</p> <p>Karen will take care of the sign at the guard gate.</p>
Entertainment	<p>DJ Ron. Cost \$300. Mixing the likes of Jimmy Buffet, Bob Marley, the Beach Boys, and much more. He will also bring his karaoke machine which is always a hit with the kids.</p> <p>The committee also agreed to have a hold contests for the kids and adults. There will be 1) Kids Limbo Contest, 2) Adult Hula Hoop contest and 3) Couples Dance Contest.</p>	<p>Susan will coordinate this and request the check from Pam.</p> <p>The committee will serve as “judges” for the contests. Prizes will be awarded for first, second and third place for each category. Lisa will develop the criteria for judging.</p>
Attire	<p>The committee will wear there favorite tropical island outfit. Guests will be encouraged to dress up in beach attire.</p>	<p>Karen will design name tags for the committee members (and day-of volunteers). Susan and Stephanie will confirm the names within the next few weeks.</p>
Children’s Activities	<p>Last year, we provided supervised kids activates in the loft area. It was a big success and highly recommended to provide again.</p>	<p>Wayne will check with his children and ask if they along with a few of their friends would be interested in planning, implementing and supervising the kid’s activity area. The designated time will be 6p-8p and the social committee will pay each “sitter” \$25 for their time.</p>
Opening ceremony & theme	<p>Chris will ask Harry Hall to say the blessing and the kids will be asked to sing the national anthem.</p> <p>Susan will prepare the opening remarks.</p>	<p>Chris to follow-up with Harry.</p>

Set-Up/ Clean-Up	<p>The committee will meet at the lodge on Friday night at 7pm for set-up of tables, food area and decorations.</p> <p>Committee members to stay after the event to help clean up.</p>	<p>Mike will secure a key to get into the lodge.</p> <p>Committee members will arrive on Saturday at 4pm and stay after to clean up.</p>
Jobs assignments during the event	<p>* Subject to additional jobs and change of assignments as needed *</p> <ol style="list-style-type: none"> 1) Check-In: Ginny, Chris B. and Basil 2) Food Area: Stephanie, Lisa and Carol 3) BBQ Servers: Gary and Jay 4) Coffee Station set-up & clean-up: Wayne and Jon I. 5) Table Monitors: Jim and John S. 6) Kids Area: Karen 7) Announcements: Susan 	
Other Business	<p>Appreciation Dinner and Reception: Saturday, December 1</p> <p>Next event: Angel Tree Lighting, Dec. 8th.</p>	<p>Details: 6p-11p Massanutten Conference Center 6p-7p Cocktail Hour 7p-8p Dinner and Dessert 8p-11p DJ, Dancing and Karaoke</p> <p>The MPOA office will send out and receive RSVP's for this event. All committee members, including block captains will be invited (along with a guest). Stephanie will work with Bethany in Banquet services to coordinate this event.</p> <p>Next meeting date in early November hosted by Mike and Chris Boyle. Details to follow.</p>

Meeting adjourned at 9:45pm.

Respectfully Submitted,

Stephanie Hutchens