

# **HOSPITALITY COMMITTEE**

## **Function Statement**

**October 2012**

### **SCOPE**

Provide refreshments at general meetings, including set up and clean up.

### **TASKS**

Arrive a little early and stay late. Brew decaf coffee in one coffee pot and hot water in another (for tea). Put out pitchers of water with lemon slices. Provide a clean trash bag for empties and take home to recycle. Provide either homemade or purchased snacks, such as cookies, nuts, etc.

Two coffee pots are in Effie Yeaw Nature Center kitchen cupboard, clearly labeled Sacramento Audubon. Clean out and put away at end of evening. Wipe down table and check room for mugs, napkins, etc., left in odd places.

Ceramic mugs for tea and coffee are taken home by committee member each time, to be washed. (Purpose of use is to minimize paper/plastic waste.)

Supplies, sugar, creamer, tea bags, coffee, extra paper plates and napkins, etc., are purchased and kept by committee member, and brought to each meeting.

Members are reimbursed for all purchases.

Leftover cookies, etc., are sometimes offered to caretaker on duty there. For potlucks, or other special events, co-ordinate with board members.