

Basement -

BTAC Executive Committee Meeting Minutes 062425

Attending: Muzette Randall, Miguel Rodriguez, Kim Stahlman, Laura Chambers, Beverly Fenello, Taree Darby, Buddy Creef

****May Minutes were approved**

Taree – administration

- New golf pro is here and settled in
- Will increase number of tournaments
- Working on additional events for BT golfers – 9 & Dine - \$60 which includes 9 holes and dinner
- July 3ng procedures – fireworks. Tavern will have food and beverages – golf menu – Band from 6:00 – 9:00
- July 4 – pool party
 - 11:00 -1:00 – kids games, music
 - 1:00 – 5:00 – grilling complimentary hamburgers/hot dogs – pot luck. Bring a dish. Will have a band
- Mail center – repainting done
- Private pass – picking up a bit – 2 new, 1 returning folks

Buddy – board of directors

- Covid employee retention program – BT just got a check for \$308,000
- Rule changes – will be more expensive to fire guns or kill animals
- Will be changing out 2 water filters in the water department – saving \$250,000 by doing two
- Paving in August – will widen toads to 14 feet when possible
- Discussed inability to get volunteers – beef up newcomers and orientation – Need visits to keep volunteers involved

****Treasurers report given out – Thank you to Barb for all of her help on Youth Fest!. Be sure and give her a preliminary budget for all events**

Muzette – new business

- BTCL liquor license – see operating procedures – addendum C regarding what we can/cannot do regarding liquor

Basement -

- Addendum C also tells who to call for help with special events –
- Special Events have to break even
- Decorations and supplies -must check out with Miguel. Need inventory.
- Admin basement – Kim Stahlman and Kim Stewart are in charge
- Storage in Club Tamarack basement – Andrea Walker and Beverly Fenello are in charge
- Storage in back room at Club Tamarack basement – Andy Kidd in charge
- In Operating Procedures – article 7 section E – as an executive committee, we can cancel any subcommittee if not enough participation. Everyone review – are we making good use of our facilities?

Kim Stahlman – Families and Children

- Family Pool Party – June 8 – was a success with about 50 people
- Youth Fest – 155 kids – good to go – Kick off dinner – 4:30 – 6:30 – great volunteers – 6-8 new classes

Beverly Fenello – Special Interests

- Bridge – appreciate all Peaches has done
- Water Aerobics – 16 participated yesterday
- Yoga – Karen is incorporating into pilates
- Tai Chi – getting people from promotions

Andrea Walker – Social Programs

- Beach Music – great band on June 21
- Electricity – breakers being blown – Have Junior look into it – need a sub-box? Get extension cords. Need to add a question to the band contract – to ask how much electricity they need. We have two 20 amp breakers
- Music is ready for July 19 – Rainmen
- Margie is firming up contracts for Last Blast – Smashburgers (Taco is back up); Coaches Hot Dogs; Ice Cream truck. It was suggested that the Ice cream truck stay later
- Monday Night Picnics – Denis is doing a great job!
- Suppers around the tree – starting a new session in August

Kim Stewart – Community Service

- Seniors – 20 for game night
- Library – closed until renovation of cottage is complete. All materials were packed up by the members of the Library Committee and moved by the Buildings and Grounds staff to the basement of the Admin bldg..

Basement -

- Mens Bible Study – still meeting through the summer with 6-9 in attendance. Nearing the end of a year long study on Jesus. Undecided on the topic of the new study starting in September
- Newcomers – June – so far – 3 – 2 P/T and 1 F/T. Coffee on June 20. 3 newcomers in attendance
- Road Race – 60 pre-registered. Reservations closed. Kristy Coleman is leading

Miguel – communications

- Under normal circumstances, only 4-5% read group emails. With a captive audience, the number is 12%. BTAC Thursday emails have a 46% reading
- Flyers can only be posted for 4 weeks. Refresh them if possible
- It is important for liaisons to report to subcommittee chairs to give information.
- Send 2025 minutes to Taree once approved to be added to BT website
- Suggestion to have a Bent Tree Jeopardy in the winter as a fundraiser
- Other suggestion – Have a volunteer fair
- Suggestion – have a Christmas Tour of Homes – approved
 - Homes volunteered – Susan Smith, Ford, Beth King, Lisa Lester, Laura Chambers. Ask Lori Holland, Bill and Tammy Johnson
 - Andy has 2 vans to be used for transportation

Operating Procedures

Addendum C

2025 BTAC EVENTS PROTOCOLS

- **Event Team:** Establish a committee of leaders to head up each major area of the event. Consult the previous volunteer list for possible team members.
 - Liaison: _____
- **Assign activity committee leaders and tasks**

<u>Activity Committee</u>	<u>Leader</u>	<u>Tasks</u>
SUBCOMMITTEE CHAIR		Oversee following checklist and guidelines- sign off on expenses - report to Liaison
LEADER		Oversee all activities & manage meetings and volunteer efforts
FOOD & BEVERAGE		Bar and entrée offering
DÉCOR		Tables, backdrops, entrance
FINANCE		Budget and expenses
RESERVATIONS		Emails, phone calls, money collection, table assignments, spreadsheet
ENTERTAINMENT		Band, door prizes, party favors, table awards
LOGISTICS		Table lay out, parking, signs, check in, set up and clean up
PUBLICITY		Flyers, social media, photos, articles, banner

- **Meetings:** Schedule a team leader meeting at least 3 months in advance of the event. See meeting agenda addendum for guidelines. Subsequent meetings should be held routinely to include all volunteers with the final meeting held the week prior to the event. BTAC Executive Committee and Liaisons should be copied on all meeting invitations.
- **Confirm location is reserved:** Check the Calendar on the Bent Tree Website (www.bent-tree.com) to confirm that your event is already scheduled. Be sure to check that rain dates for outdoor events are booked. If the calendar needs to be altered, submit the date(s) request to your Liaison. Verify that set up time and clean up time (particularly if the next day) is scheduled on the calendar as well.
- **Contracts:** All contracts for Food Vendors/Caterers, Entertainment, or any other non-BTCI provider must be reviewed by the BTAC Liaison. All contracts are submitted to the BTAC Treasurer to facilitate and must be signed by the BTCI General Manager. For entertainment, the BTAC Performer contract is preferred but a contract supplied by the vendor may be accepted.
- **Budget:** Communicate with BTAC Treasurer and Liaison before the event on payment options, how to expense costs, and the contract approval process. The Event Coordinator/Finance Leader should submit a budget to the Liaison and BTAC Treasurer prior to submitting contracts or publicizing a ticket price for their event. **Special Events are break even events** and not subsidized by BTAC (unless agreed to prior). Budgets should include all expenses for all areas; Taxes, Decor, Entertainment (band, band food, prizes, etc), Food, Beverages (bar tender fees if applicable), Publicity (banner), Logistics (signs) and any miscellaneous expenses. Preliminary budget is due 45 days prior to event and ticket cost must match expected expenses. Final budget (preliminary reconciled with actual) is due within 30 days of the event. See ***Budget*** Addendum.

- **Food Arrangements:** If you are going to have the event catered, contact The 19th Hole Manager about two months before the event and schedule a date to discuss the dinner or hors d'oeuvre selections. Access to the Club Tamarack kitchen for ice or to store/warm food must be coordinated with The 19th Hole Manager. Use of the kitchen (beyond obtaining ice) is not permitted. The Tavern should be given right of first refusal to provide food at cost for all events.
- **Liquor:** All liquor sales must be made by use of cash bars through The Tavern. The Tavern is holder of the BTAC liquor license and must be the sole seller alcohol or the license could be revoked. No alcohol should be given at no charge as a condition of the liquor license. Specialty Cocktail, beer and wine offerings and prices may have been previously negotiated by BTAC. Please consult with Liaison. If drink tickets are included in the ticket price, this cost must be included in the budget. Bar Tender charge may apply. Consult with Liaison to confirm if this should be a budgeted line item.
- **Taxes: 7%** Georgia tax is required to be paid from all income generated by each event. Be sure to take that into consideration when preparing your budget.
- **Gaming/Gambling:** There should be no games of chance used to generate revenue. As a guideline a person cannot purchase a ticket for a chance to win a prize. Raffles are not permitted. Silent Auctions are permitted.
- **Safety:** Notify Public Safety in advance of the event and apprise them of the parking arrangements. The names of entertainers and expected time of arrival must be provided to Public Safety to insure their entry at the Gate. Be certain that all rest rooms are clean and functioning. Review and address any logistical safety obstacles; stairs, access, impediments, etc. NO GLASS is permitted at pools or beach areas.
- **Reimbursement:** Submit your consolidated receipts to the Treasurer with signatory approval of the Liaison or approved designee for reimbursement as soon as you can after your event. This can also be done as expenses are incurred. Be certain each expense has been documented for your final budget submission. See attached ***BTAC Reimbursement Request Form***.
- **Finalizing:** Submit a set of your notes, posters, articles, and photos to the BTAC or Special Events Chairperson who will place them in Records and pass them on to the next person. Be sure to list your committee members and any other information that you think would be helpful.
 - Place all documents such as preliminary and final budget, contracts, meeting agendas, meeting notes, list of volunteers with contact information, flyers, etc on the Gmail Google Drive under the appropriate folder.
- **Publicity:** See ***Publicity Guidelines*** Addendum. The BTAC logo banner should be prominently displayed at the event.

Include the following in your articles and on posters:

- date of event
- starting and ending time
- deadline for reservations
- reservation procedure and contact information
- cost per person
- dress code (if any)
- food and drink arrangements (cash bar? dinner? snacks only?)
- type of entertainment (music, door prizes, awards)
- state if it is an adults only event.
- BTAC is sponsoring the event.

Bulletin Boards: The Event Coordinator or Publicity Leader is responsible for distribution of posters/flyers (6 copies needed) for display at the mail center and other bulletin boards as follows:

- Administration Front Desk – Two copies, one for the Administration Building bulletin board and one for the locked glass bulletin board at the mail center (near door to ATM)
- One copy for the BTAC glass bulletin board at back of mail center (use “butter knife” to open)
- Tennis Center – Event Leader posts copy on bulletin board inside the Tennis Center
- The 19th Hole - Event Leader posts copy on bulletin board in hallway outside of the pro shop

Banners: If your event takes place on a regular basis (weekly, monthly, yearly), there may be a banner available for posting in front of the Mail Center. Banners should be given to Peaches - 770-608-4493 to post. Also contact her to see if a suitable banner is available. The Event Leader or designated event committee leader may design a new banner for posting outside of the Mail Center. The UPS Store in Jasper (706-253-4238) has dimensions and can create a banner for \$50-\$70, depending upon the design and if camera ready. The cost should be included in the event budget. Dimensions are 48" x 33" and at least 3 days are needed for printing. Banner may be hung at mail center up to 2 weeks.

Event Documentation: Enlist someone to take photographs during the event and document highlights for an article in *the echo*. Submit photographs of the event along with a follow-up article to *the echo* and to the Website. Recognize your volunteers. Send to the Liaison for approval and submission.

- **Reservations:** Reservations and cancellations must follow the policies established for the event and for individual tables. See Reservation Guidelines below.

Event Reservations:

- Reservations are to be made with the event reservation coordinator no later than the deadline listed on the website, in *the echo*, and posters advertising the event. Reservations may be requested via email. Example: **btacspecialevents@gmail.com** (the BTAC Special Event phone number should be included) Seating requests can be made at the time of making reservations. A confirmation email will be sent (standardized) with a request for method of payment and table attendee list. This email must include the approved "photography" permission disclaimer.
- Payment for the event is to be made within ten (10) days of making a reservation. The reservation will not be considered confirmed until payment is received. Payment should be made in the form of a check payable to “Bent Tree Activities Committee” or BTAC with the event name in the memo line. Checks may be dropped off at the ADMIN mailbox outside the mail center and envelope clearly marked EVENT NAME. Venmo will be offered as a form of payment. @BentTree-ActivityCommittee. If payment is not received within the ten day period, the reservation will be deemed released and available for sale. A final email must be sent to confirm payment receipt.
- The payment amount must match the number of reservations requested by email. If the payment is for additional reservations and the maximum number of reservations has been reached, only the number originally requested by phone or email will be honored. The additional reservation requests will be added to the waiting list.

- Once the maximum number of reservations has been reached, a waiting list will be created. When there is a cancellation, the names on the waiting list will be called in the order in which they were received.
- Cancellations should be communicated to the Event Coordinator or their designated representative, so that the waiting list may be honored. Refunds for event cancellations will only be made if space is filled and no fees or penalties are incurred due to the cancellation. If a cancellation is requested, the Reservation Leader or Event Coordinator will inform the party of the refund policy.
- Table Reservations are for the entire table and payment must be made for the entire table.
- The person making the Table Reservation is responsible for who has a place at the table. If someone on their list cancels, it is their responsibility to find a replacement and notify Reservations of the name change. If requested, the Event Coordinator can provide names from the waiting list. If no replacement is found, the person reserving the table is still responsible for the full table cost.
- All other Event Reservation policies apply.

- **Decorations & Supplies:** Know what is already available in the BTAC storage room and from whom. Know who gives discounts to Bent Tree. Know what types of wall hangers are allowed where.

- **Access:** Know who has keys to supply cabinets and facilities.

Schedule a tour of the BTAC Supply Room with the BTAC assigned Liaison a few months before your event to identify any supplies and/or wall and table decorations that you might use without having to purchase something new. Keep in mind that storage space for new items is limited and that decorations and supplies have assigned spaces in the Storage Room. ***Some items must be checked out through BTAC.*** Discuss budget and purchases with the Liaison, and get information on vendors who provide discounts to Bent Tree.

Tablecloths: Must be checked out and checked in with the BTAC Social Program Liaison or Coordinator. Laundering of White tablecloths is a budget item and should be professionally laundered and pressed.

Black and Red & White tablecloths are permanent press. They should be laundered by event committee members using your residential washing machines, folded and returned to bins at no cost to BTAC for these cloths. Storage and inventory in process. Consult BTAC Inventory document.

Other Property: All general decorations are available for all BTAC Events. Coordinate with the ***BTAC Social Programs Liaison or Coordinator*** for access to these decorations. Other BTCI organizations may utilize these decorations by checking them out through the BTAC Social Programs Liaison or Coordinator.

Votive candles may be checked out for events. The coffee maker and bins with cream & sugar, cups are stored on shelves to the left of the door entering the storage room.

- **Logistics**

Set-up Schedule time on the Calendar to set up the day before or earlier the same day as your event. Bent Tree maintenance personnel will set up and move tables and chairs for you. CONTACT PEACHES: 770-608-4493 a week or two before your event, and provide a drawing showing the table sizes, placement, the date needed, and your name and phone number so Maintenance personnel can contact you for confirmation of arrangements. If The 19th Hole is catering your event, the Manager can work with you on this as well. WEEKEND SET UP AND TAKE DOWN IS AT A FEE THAT MUST BE INCLUDED IN THE BUDGET.

Clean-up: Cleaning after the event is your responsibility, either recruit volunteers or pay BT staff from your budget. Schedule time for clean up on the Calendar to prevent interfering with another scheduled activity or do it immediately following your activity. Recruit volunteers to help with the clean up (trash, leftover food and dishes, removing & storing decorations). Tie up trash bags and carry to the dumpster outside of the Club Tamarack kitchen. Arrange with Peaches for the dumpster to be unlocked for your use. All bags containing food or beverages must be taken to the dumpster the day of the event. NO EXCEPTIONS. Sweep and vacuum the room. If you utilized the kitchen, remove any food, clean the counters, and mop the floor. Bent Tree Staff is NOT responsible to clean up after an event unless specifically contracted to do so and if so must be included in your budget. If The 19th Hole has provided a cash bar and bartenders, the bartender is only responsible for cleaning up the bar and anything utilized for the bar.

Check In: This is a vital, first impression component of the event and needs to be well thought out and coordinated with Reservations Leader. The check-in team should be built early on and be a part of all meetings. A procedure should be established as soon as possible and a check in team meeting scheduled with all procedures reviewed and rehearsed prior to the event.

- **Entertainment:** A day or two before the event, call Public Safety to advise when and how many musicians will need entry and directions to the event location. When contracting with the musicians, give instructions on where to park for easiest unloading and loading. Remember that vehicles are not allowed to drive on walkway to bridge leading into upper level of Club Tamarack. Arrange for food and beverage for performers. Confirm arrival time and set up logistics. Pick up final compensation check for performers

ADENDUMS:

BTAC Reimbursement Request Form - BTAC Publicity Guidelines - BTAC Event Budget Form