WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Refreshments**	COMMITTEE #	**175**
RESPONSIBLE TO:	President	AREA:	I
EFFECTIVE DATE:	September 2019		

RESPONSIBILITY:
Organize and coordinate coffee break snacks for final IBT meeting and for the next year's IBT seminar and meeting. Recruit assistants from the spouses of the Region Presidents, Region 1st and 2nd Vice Presidents. Manage the cookie inventory so that waste is reduced.

COORDINATE WITH:
International President or Partner, Rally Manager, current year Refreshments Chair, and Chairs of the following committees: Tables and Chairs, Installation Reception, Morning Hospitality and Property Logistics.

SPACE ARRANGEMENT:
Need 3-4 tables for setting up the cookies, coffee, etc. at the back of the meeting room. Need access to power receptacles and water.

EQUIPMENT AND SUPPLIES NEEDED:
- Tablecloths for 3-4 tables in rally colors
- For the large IBT seminar – 1 large coffee pot, 2 60 cup coffee pots for regular, decaf and hot water
- Napkins, cups, stir sticks, coffee (regular and decaf), tea bags, sugar, artificial sweetener, coffee creamer (half & half), cookies (regular and sugar free), Ziploc bags for leftover cookies
- POWER CORDS and garbage pails

COMMITTEE REPORTS:
Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:
For the IBT Seminar and IBT Meeting:
1. Determine number of attendees (about 25% or less of rally attendees will be at seminar and first IBT meeting; even fewer at final IBT meeting). General plan is one cup of coffee and 1 cookie each.
2. Appoint coffee maker to make coffee early. For the final IBT meeting, you will only need 2 small pots: one 60-cup pot for coffee and one 30-cup pot for hot water. For the large IBT seminar and meeting, use 1 large coffee pot and 2 60-cup coffee pots for decaf and hot water. Office has smaller pot that can be used.
3. Check in with Finance to get approval for purchase of coffee, tea bags, creamer, sweeteners, stir sticks, napkins, cups, cookies, etc. There may be cups left over from previous year. Staples can be purchased ahead of time and only cookies just before meetings. Cookies for the IBT seminar and meetings can be purchased at the same time. SAVE ALL RECEIPTS for reimbursement by Finance.
4. For the final IBT meeting, check with the current year's Refreshments Chair to see how many cookies are left from the previous meetings.
5. Check the facility early to determine location of power outlets; be careful not to plug too much into one outlet so that you don't blow the circuit. Also check for access to water for coffee. Use two or more stations so the traffic moves quickly.
6. The time for the break is determined by the President who will watch for your readiness

(normally between 10 and 10:30).

7. Attendees are expected to pick up the cookie by the napkin so as to not touch the food with their hands.
8. Break will last about 20 minutes, and then your crew will clean up. The cookies and other supplies will be put away to be used for the next meeting. Get zip-loc bags to store leftover cookies and put in refrigerator if at all possible.
9. You can leave the coffee pots on for a short while, but be sure to arrange helpers to stay to assist with cleanup. The coffee pots need to be washed and returned to Property after the last meeting.
10. After each meeting, inventory the cookies to determine how many additional cookies need to be purchased for the next meeting.
11. After the IBT meeting, inventory the cookies again and determine if additional cookies are needed for the Installation Reception after the installation of officers. About half of rally attendees will attend the Installation of officers on the final night of the rally. Coordinate with the Installation Reception Chair.
12. Purchase more cookies for the Installation reception if needed.
13. After the Installation reception, let the next year's Refreshment chair know how many cookies are left for the final IBT meeting.
14. Brewing amounts and times – from the Regal Coffee Pot:

# of 5 oz cups	8 oz cups ground coffee	Minutes to brew
12	¾ cups	17
24	1 ½	24
36	2 ¼	30
48	3	46
60	3 ¾	43
72	4 ¼	49
84	5 ¾	55
101	6 ¼	64

15. Any leftover cookies, napkins etc. are packed up and go with the Advance Caravan for their trip to the next rally site if it is planned for after the International Rally. If not, they can be distributed to remaining members for final happy hours.
16. Once again, when it is over, pack it all up. The coffee pots will need to be crated and returned to Property Logistics.