

Leadership Sunday Luncheons Helpful Hints 101

Welcome to Helpful Hints 101 for our Leadership Sunday Luncheons! With the exception of the budget, this is a guideline to be helpful, not a 'have to'.

Budget: \$300 Receipts should be submitted to Nancy Cross for reimbursement.

Timeline: Leadership Luncheon - 11:30
Leadership General Meeting - 11:45
Boards excused for Leadership Breakout Meeting - 12:00

Details:

Plan on about 70 to 75 people at the luncheon. Frank Hanzel will email the board leader a week before the event with the final count. However, remember to plan for a few unexpected attendees.

Tables will be set up in advance. At 8 per table, you'll need about 9 round tables. You can have either no table coverings or use the cheap plastic tablecloths. We are looking into providing a supply of those. Kindly do a quick wipe-off of the plastic tablecloths when done and fold them up for reuse at the next luncheon if they are not damaged. Otherwise just discard any that are not reusable. You will find those plastic tablecloths in the Community Hall (CH) pantry area (near the dishes). For the long serving tables and beverage tables, more durable reusable table covers will be provided and are stored in the CH pantry area. Frank will have feedback sheets and numbers placed on each table.

Before shopping, check all of the paper goods in the CH kitchen. Sometimes there is ample supply and sometimes not.

If you plan on a Saturday morning shopping spree, secure a key from Nancy Cross ahead of time as there's generally no one around the church campus on Saturdays.

For beverages, use the large beverage containers on the upper shelf of the CH pantry (one for just water and one for powdered lemonade). You can add ice at the last minute from the ice machine in the back of the CH, next to the washing machine, so don't buy any ice. Set up the coffee carafes and hot cups also. (Note: powdered lemonade should be mixed in a large pitcher then poured into beverage containers. Otherwise, you take the chance of clogging the pour spout with the powdered lemonade.)

Meal selection: Whatever you and your board choose, it all needs to be served quickly and set up to move attendees through the double lines in as efficient a manner as possible.

It is strongly suggested that you serve a very generous green salad to accompany your main. We have a few folks with submitted dietary restrictions (e.g. vegetarian, gluten free, dairy free, etc). This makes choosing a main course a challenge that will work for everyone. Therefore, if you have a large green salad, everyone should be able to find something to eat.

Cleanup: This is the part that gets tricky. As your board heads off to meet shortly after 12:00, it becomes a "do the best you can" in cleanup. You might want to come back to the CH after your

meeting to finish up. Nancy Cross tries to be there to be an extra pair of hands during and after, but respectfully don't leave it for Nancy to do it all.

Leftovers: Small quantities of leftovers should be packed and left in the refrigerator for staff or Wednesday Workcrew. Larger quantities suitable for donation, especially unused packaged food, should be donated to St Paul's Tuesday Night Dinner. Please contact Diane Carter at 310 487-0890 to coordinate delivery.

Questions:

Deb Dipprey dhdipprey@gmail.com

Nancy Cross office@mbccucc.org

Past Menus:

Sep 2023 – assorted sandwiches, fruit salad, chips

Oct 2023 – grilled cheese, ham'n'cheese sandwiches, soup

Nov 2023 – pizza, salad

Dec 2023 – ?

Jan 2023 – hot dog/chili dogs, salad

Feb 2023 – loaded potatoes, salad