

Lake Limerick Inn Committee minutes December 8, 2018

Meeting called to order by chairperson Deb Galbraith Will at 930 am.

Members present: Sue Bird, Penny Cory, Charlene Edwards, Don Hautala, Bona McDonald, Nancy Milliman, Bonnie Morrow, Dorothy Powter, Susan Smart, Paul Wagner and Marty Williams.

Members excused: Pat Derheim, Sharon Hadsall, Sheila Nokes, Nan Stricklin and May Ann Wagner.

Staff present: chef Romel.

Guests: Roger Milliman.

Member resignation: Clara Robinson.

Approval of minutes : motion to approve November 10, 2018 made by Penny Cory, second by Bona McDonald passed unanimously. Recap of motions to board and actions taken reviewed by Don Hautala.

Restaurant and bar report by Chef Romel: Thanksgiving dinner held on Sunday November 18 count was less than last year. Possible reasons include late communication and being held on Sunday. Suggest holding event on Saturdays in future so more weekenders could attend. Christmas tree lighting dinner held on December 2 was well attended. Great staffing level and prep work before hand worked out well. Tom and Jerry member appreciation event to be held December 9 from 430-630 pm. Event will feature several serving stations with cheese, veggie, fruit platters and spinach dip to promote member mingling. Two adult beverages along with eggnog will be offered. After event dinner specials for eight dollars will be featured at the restaurant as well as the weekly specials. Christmas dinner buffet will be held on Sunday, December 16 from 5-8 pm. Prime rib and ham will highlight buffet at cost of 18 per person. New menu will hopefully be debuted in January 2019. Hope to see signage designating gluten free items. Will explore opening up more New Year's Eve dinner reservations with better trained staff on hand.

Inn Committee hopes to begin getting financial numbers by next months meeting concerning café, lounge and restaurant. Will explore café operations once we see and review numbers.

Old Business:

1. Subcommittee-Inn Exterior/Interior Up-chaired by Sue Bird. Sue reported that new doors have arrived. Deb will begin work order to have them finished and installed. One wall in Inn dining room has been repainted. Wood for finishing window frames is in maintenance shop. Sue Bird will step down as subcommittee chairperson after next meeting.
2. Marketing-Nancy Milliman and Don Hautala will explore options for "all weather" sandwich board to better promote café being open for business. Will also consider buying one more neon sign to hang in window to create more awareness. Will report back to committee next month.
3. Deck/front deck-Paul reported board has approved funding of a architectural engineer to provide three solutions to our current deck situation. Hopes to have the options by January 2019.
4. Comment cards-Deb provided 5 examples of card layout/questions to look over. Emphasis to be placed on what we can do to improve experience in positive light. Noted that we can learn from negative feedback as well. Deb/Don will monitor and review cards and forward to CAM and chef.

5. Limerick Littles/Baby Stations-Deb and group sponsors created a playgroup agreement for a weekly recurring event. Included were sign in sheet and understanding of setup/cleanup procedures. Concern with child safety will childproof stairs in Great Hall and putting tables on sides as barriers. Signage on entrance doors stating that playgroup is in session and that business office is also open.

Motion to board: Previously approved baby changing station location be installed in women's restroom in main hallway. Purchase of second station to be installed in men's restroom not to exceed \$ 500. 00. Project manager will be Deb Galbraith Will. Motion made by Penny Cory, second by Bona McDonald. Passed with three nays. Those voting no were Charlene Edwards, Don Hautala and Dorothy Powter.

6. Vision and mission statement work session: Deb provided 4 examples for committee to review and discuss. Will take slow approach on what we want document to say.

7.Subcommittee Inn and Café assets-Char reported no updates or response from front office concerning labels or spread sheets to begin helping with project. Roger Milliman and Paul Wagner will look into this matter.

8. Employee dress code_ Deb and Chef Romel found it was addressed in employee handbook but was unclear and vague. Currently does not clarify what that dress code is. Deb to present an update with several options and work with CAM before next meeting.

9. Hiring of staff-Roger Milliman (newly hired CAM) said he would be implementing procedures in hiring staff that would consist of committee including CAM, one board member and one committee chairperson to oversee hiring.

New Business:

1. Work order process-Deb/ Paul hope to put in place stream line process where all work orders have project coordinator listed as go to person for any questions and then forward to committee chairperson and have CAM sign off .

Events:

1. Christmas tree lighting event headed by Penny Cory. Things that went well-staffing of event by Chef Romel was excellent and food was presented quickly and good quality . Menu featured manageable choices. Children's rock painting was a hit and hope to do same activity at other events such as Lake Limerick Days. Things to improve on-flyer did not state where event was taking place at-The Great Hall. Child proof stairs. Reduce time of children's activities to one hour 3:30pm to 4:30pm to insure teardown and cleanup done before tree lighting ceremony starts. Leftover supplies marked outdoors stored in Great Hall.
2. Seahawk game/bingo. Split dates worked out well for originally overlapping. Both events attracted good crowds.
3. Seahawk game potluck to be held December 10 in the Blarney Room opening at 5 pm.
4. Valentines Day dinner to be held Thursday, February 14. Tables will ne decorated with roses and candy to add to the atmosphere.

Need to create ONE calendar for 2019 to avoid overbookings and clarify dates that are already reserved for example golf tournaments and dinner banquets. Wish to review Feb, March and April events at next meeting and coordinate project leaders.

Next meeting to be held on January 12, 2019 at 9:30 am at the Inn.

Motion to adjourn made by Bonnie Morrow, second by Bona McDonald at 1145 am.

Respectfully submitted to board

Don Hautala

Secretary Inn Committee

Motions to board:

Motion to approve minutes of November 10, 2018 made by Penny Cory, second by Bona McDonald passed unanimously.

Previously approved Baby Changing Station location be installed in women's restroom in main hallway. Purchase of second baby changing station in men's restroom not to exceed \$500.00 dollars. Project manager Deb Galbraith Will. Motion made by Penny Cory second by Bona McDonald. Passed with three nays. Those voting no were Charlene Edwards, Don Hautala and Dorothy Powter.