

SPAGHETTI DINNER COMMITTEE
MEETING MINUTES
March 9, 2010

MEETING DATE: March 9, 2010

ATTENDEES: Mark Lazo (Chairman) lazoma@bellsouth.net
Gene McLaughlin
Mark Kennedy

PURPOSE: Event Planning

A Spaghetti Dinner Committee meeting was held on the above referenced date. The following are the minutes of the meeting:

1. Meeting was called to order.
2. Event date is scheduled for Thursday, April 15, 2010 from 5:00 PM to 7:30 PM at Grace Hall, Christ Our King Church, Mt. Pleasant.
3. Getting the word out (advertising) was discussed.
 - a. 300+ tickets were printed. Contact Mark Lazo (lazoma@bellsouth.net) if you need tickets to sell.
 - b. Announcements to be printed in church bulletins.
 - c. Ads/announcements to be placed in the Catholic Miscellany and Moultrie News.
 - d. Church directors will be asked to coordinate selling tickets after masses at the respective churches.
 - e. Local merchants will be asked if fliers can be posted (local grocery stores, Habitat for Humanity, Atlanta Bread Company, Public Library, etc.). Gene McLaughlin will assist with this. Fliers will be available at the March 16th business meeting.
 - f. Placing an announcement or flyer at Christ Our King/Stella Maris School will be pursued. Mark Lazo to contact Christine Story via Matt Story to coordinate this effort. Mark Kennedy to contact Bishop England High School.
4. ALL Knights, including volunteers, attending the event are required to purchase a ticket.
5. Groceries and Supplies were discussed.
 - a. Approximately 300 frozen meatballs and 8lbs of uncooked pasta were leftover from the last Spaghetti Dinner and will be used for the upcoming dinner.
 - b. Grocery shopping at Sam's Club will be conducted by Mark Lazo on Friday 4/9 or Saturday 4/10. If anyone is available to assist, please contact Mark Lazo (lazoma@bellsouth.net).
 - c. Pat Piglia will be asked to arrange purchase of bread from Atlanta Bread Company (same amount as last time plus 5 loaves.)
 - d. Beverages will be Coke, Diet Coke, Sprite, sweet and unsweet tea and water. Coffee will be provided as well if we can figure out the urns. Sodas will be purchased at Sam's Club

- e. Per correspondence prior to the meeting, beer and wine will be handled by Mike Swindle and John Murphy. Joe Harkins may have beer and wine leftover from other events that may be available.
 - f. Salad will need to be purchased from Sam's Club.
 - g. Per correspondence prior to the meeting, the Franzones to coordinate decorations for tables.
6. Pasta will be pre-cooked prior to the event. Pasta will be delivered to cooking volunteers on Saturday 4/10 and Sunday 4/11. Some volunteers have already contacted Mark Lazo. If you would like to pre-cook pasta, please e-mail Mark Lazo (lazoma@bellsouth.net).
7. Sausage will be pre-cooked prior to the event. Sausage will be delivered to cooking volunteers on Saturday 4/10 and Sunday 4/11. Some volunteers have already contacted Mark Lazo. If you would like to pre-cook pasta, please e-mail Mark Lazo (lazoma@bellsouth.net).
8. Cookware is needed for the event. Mark Lazo and Mark Kennedy will be contributing propane cookers for reheating pasta. Two (2) additional propane cookers are needed. Mark Lazo and the will be contributing large pots for sauce. Additional large pots for sauce are needed. Mark Kennedy to bring cooking utensils. **DON'T FORGET THE BREAD KNIFE AND CUTTING BOARD.**
9. Desserts will be donated by Knights and their wives. Desserts can be homemade or from the store. We will need volunteers to monitor the dessert table to limit one per person.
10. The schedule for the day of the event was discussed.
 - a. Set-up at Grace Hall – Starts as soon as hall is available but no later than 1:00 PM.
 - b. Food prep (sauce, bread slicing, salads) – Starts NLT 2:00 PM
 - c. Cooking volunteers deliver pasta and sausage – NLT 3:00 PM
 - d. Deliver Desserts – by 4:00 PM is preferred. (When you arrive at the event okay too.)
 - e. Dinner service starts at 5:00 PM (or earlier if food is ready and patrons have arrived)
11. The use of a "Kitchen Manager" during the event to oversee operations and coordinate food and supplies to the serving tables was discussed. Mark Lazo will take on this role.
12. Volunteers are needed for duties during the event. Event duties include:
 - a. Sauce cooks
 - b. Pasta re-heaters (need at least 2 at all times)
 - c. Line servers
 - d. Beverage station
 - e. Salad/Bread station
 - f. Dessert table
 - g. Bus boys
 - h. Runners (to go to grocery store if we need more supplies)
 - i. Clean-up/break down crews.
13. Sign-up sheets for volunteers will be available at the March 16th business meeting.
14. Per correspondence prior to the meeting, Pat Piglia to coordinate ticket collection and walk-up sales during event.
15. Open discussion was conducted:
 - a. Extension cords are needed
 - b. If any students need community service hours, they should consider helping at this event.

- c. Easier method of dressing salad needed. Purchasing a large plastic bin with cover was considered as well as purchasing squirt bottles for dressing.
 - d. Sending a letter of invitation along with tickets to Pat Kelly and the Bishop was discussed.
 - e. Purchasing a printed banner to hang on the fence along Coleman Blvd. was discussed.
This needs to be presented to the council/officers for consideration.
16. Meeting was adjourned.