

<http://www.woodlandrotary.org/BeerBooth.cfm>

Fair Beer Booth Committee **Minutes** for 13 May 2019 5:30 pm, **Steve’s Pizza**, 314 F St, Davis

1. The following were present:
	1. Clarksburg: Melanie Britton, Julie Hamon, Kathy Vandiest,
	2. Davis: Jeff Kowes Co-Chair;
	3. Davis Sunrise: ~~Bob Poppenga~~, Gretchen Peralta
	4. Davis Sunset: Steve Boschken, Jeff Williams
	5. West Sacramento Shaun Morrow, Ken Wilson
	6. West Sacramento Centennial: Tom Engle, Scott Matter
	7. Winters: Cecil Padilla
	8. Woodland: Gary Wegener Chair; Dick Hoppin
	9. Woodland Sunrise: Al Aldrete Co-Chair; Gary Holman, Vicki Faye Treasurer
	10. Woodland Luna Vista Joe Muller, Don Lambert
2. The minutes of April 15th and the April 17th email vote were approved.
3. The AG President approved continuation of the 5% holdback for 3 more years.
4. Gary will try to keep the committee listing to two per club, with a separate group email list for Presidents/ PE’s. Contact Gary if there is a need to add more.
5. Vicki Faye, Jacque Bartholomew and Gary Wegener met 26 April, got the financial records from previous years, and transferred the committee funds ($1998.97 in operating funds and $3659.96 in project reserves for a total of $5658.93) to a new (no fee) checking account in First Northern Bank (Woodland) under the Woodland Sunrise EIN/main account. Lynn Jepsen will separate reports for operating and reserve accounts through QuickBooks. Gary and Vicki are signers on the account; Gary has a debit card for miscellaneous expenses.
6. Ken Wilson had a great selection of wine for sampling/decisions on what to offer at the fair. We sold 22 cases last year and it was generally agreed that we’d go for ~24 cases this year (2 reds for 10 cases total and 2 whites for 14 cases total). Ken took note of comments and will come back with a final listing.
7. Beer selection is being coordinated by Shaun Morrow. He will work with DBI to come up with a final listing at the next meeting. If we can record a list of what we consume this year (a breakdown of the kegs consumed by brand and day), it will help us refine our analysis of what sells best..
8. **The main item**: Organizational structure; the BBC Responsibilities were discussed in general. The focus in to get missing names filled in and clarification of duties as needed.
	1. Joe Muller will lead the setup crew (Sunday Aug 11th) and take down crew (Monday, Aug 19th),
	2. Al Aldrete is lead courier and with one other, will handle all money transfers/deposits;
	3. Joe Muller is head keg tapper and will coordinate the beer trailer setup and tapping process;
	4. Gretchen Peralta will combine club signup lists into a master roster, for signing during the fair.
	5. Shaun Morrow will coordinate the beer selection (who buys?) and
	6. Ken Wilson will coordinate the wine selection and purchase
9. As assignments are solidified, members should review responsibilities against the Procedures Manual, posted in the Beer Booth web page. The intent is to clearly define who needs to do what, when. This will simplify consistency throughout the 5 days of the fair, and enabling the work assignments to rotate easier. Will discuss at next meeting.
10. Discussion of an Executive Committee (the chair and co-chairs) was deferred.
11. Pending items: recycling/composting drink cups; Fred Conte
12. Adjourned at 7pm; next meeting Steve’s Pizza Davis, June 10.