

Hi Social Time Volunteers,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ are signed up to bring treats on Tuesday, \_\_\_\_\_.

Could each of you please acknowledge receipt of this memo by return email?

It works well if two come early to start the coffee and set up the table and two stay after the meeting to clean up. Please divide the tasks among yourselves.

All items and supplies are stored in the closet in the hallway behind the Ford meeting room (near the restroom). Lists and instructions for you are posted on the back of the closet door. You will need to ask security to unlock the closet door and the door to the studio so you can use the water there.

If there is a meeting in the Ford Lecture Hall where we usually meet, treats will have to be set up across the lobby in the Pape Reception Hall. It's inconvenient, and it seldom turns out that way, but be aware, just in case. If the Ford is in use, we cannot go through that space, but will have to carry supplies through the studio. Check the white board near the security door entrance when you arrive to find out where we are meeting, or ask Sherri. If a cart is needed to carry supplies to and from the Papé, find Sherri or the person in charge of meeting/technical issues.

#### **Duties:**

**The Coffee Urn needs to be started by 9 a.m. as it takes 30 minutes to brew the coffee.** Please make either the 30 or 40 cup amount. Instructions are on the back of the door to the closet.

**Treats and half-and-half need to be provided.** Also, the tables look better if there is a tablecloth which one of you would provide. A white pitcher for the half and half and a matching sugar bowl are in a box on the shelf with the other things along with a water pitcher. Coffee, tea, sugar, napkins, paper cups, plastic spoons/forks and a tea kettle are in the closet. You do not need to bring any of these items but one of you will volunteer to bring 1 liter of half and half.

The tea kettle heats up quickly. **Do not start it until after the coffeemaker is almost finished...so no blow outs. Or plug it in on the wall adjacent to the coffee table.**

**Clean-up** includes cleaning the coffee pot, making sure all the supplies are returned to the locker, cleaning up all trash left in the meeting room. When all is done, be sure to close the door to the cupboard-- it should lock automatically.

Thanks for all you do! We certainly enjoy the treats and social time.

- Please let me know if anything needs replenishing. Rebecca will bring the coffee again this year, but we'll pass the hat to help with the cost of both tea and coffee. Sherri or we will take care of the other supplies.

See you next meeting,

Mary [mhalpert1@hotmail.com](mailto:mhalpert1@hotmail.com) and Colette [ricla@comcast.net](mailto:ricla@comcast.net)