
2023 Pancake Breakfast Meeting Agenda

1. Shifts
 - a. Saturday
 - i. Set Up – determine set up committee and time
 - ii. Need trailer with supplies
 - b. Sunday
 - i. Preparation 5am-Noon
 - ii. Serving 7am-Noon
 - iii. Dishwashing 10am-Completed
 - iv. Clean Up 11am-Completed
2. Tickets
 - a. \$10.00 each
 - b. Need to set deadline to turn in unsold tickets and money
 - c. Each club to write one check to the council for the total amount of their tickets sold
 - d. Prize for top 10 members
 - i. Each club provide a \$25 gift card
 - e. Script for club members to sell tickets? Julie?
3. Placemats
 - a. Sell ad spaces
 - b. Set price and determine how many we can fit
 - i. 30 per page?
 - ii. Two different pages available?
 - iii. \$50 each space? $50 \times 60 \text{ spaces} = \$3,000$
4. Donations/Reservations
 - a. Strawberries – San Juan will contact Driscolls
 - b. Flowers – Union (Anita)
 - c. Syrup – Bitterwater (Michelle)
 - d. Water (Damm for drinking) is this needed?
 - e. Freezer trailer (Damm) – Danielle Nino
 - f. Dumpster – Sunnyslope
5. Communication
 - a. Banner – Paicines Clover
 - i. Already ordered for Airline Hwy
 - ii. What about one for downtown across the road?
 - b. Yard Signs – Paicines Clover
 - i. 50 available
 - c. Social Media – Julie
 - d. Fliers / Posters – put in downtown businesses

- i. Santa Ana (Wendy) will create flier
 - e. Invite police, sheriff, fire dept, etc
 6. Health Permit (3 weeks prior to event) – Nate Vasquez
 7. Inventory of Trailer Order
 - a. supplies as needed
 - b. Santa Ana to wrap silverware
 8. Equipment Maintenance
 - a. Trailers need to be serviced & taken to Dassel's for fuel
 9. Security
 - a. 2 uniformed officers for the duration of the event
 - b. Check with Level One Private Security - Julie
 10. Club Assignments – confirmed at November Mtg
 - a. Beverages – Sunnyslope & Bitterwater
 - b. Potatoes – Fairview & Union
 - c. Condiment Table – Pacheco
 - d. Sausage – Cienega
 - e. Eggs – Ausaymus
 - f. Strawberries – San Juan
 - g. Pancakes – Santa Ana & Lone Tree
 - i. Suggested to use Blackstones for pancakes since the trailer cooks inconsistently
 - h. Trash – Paicines Clover
 - i. Buffet Line Management – Fairview
 - j. Door Sales – All Stars
 11. Work Station Locations
 - a. Tour of Vets Hall – Use 2020 Layout of the hall
 - i. Grill
 - ii. Electrical
 - iii. Refrigeration
 - iv. Location of Trailer
 - v. Food
 - vi. Work Stations
 - vii. Tables
 - viii. Trash
 12. Vets Hall
 - a. Inventory of tables & chairs
 13. Silent Auction
 - a. Donation items
 14. Educational displays
 - a. Poster Contest – I&R Committee
 - b. Club display tables – Each club make a display table showcasing their club projects and community service
 15. Questions?
 16. Review of Next Steps
 - a. Uneaten Food?

- b.
- 17. Meeting Schedule
 - a. Another January Meeting?
 - b. February
 - c. March