LUNCHEON
TOOL KIT

August 2020

2019-20 Luncheon Committee

The Luncheon Committee, as such, no longer exists. The old "Luncheon Committee" (with Judy, Ben Zimmerman, and 2 other members), met to discuss what to have for lunch. When she left, Judy advised me to go with the lunches planned by the Campus Club staff, rather than make modifications based on Committee members' suggestions. The staff prepared a standard meal and a special meal for vegetarians, and those requiring GF, DF meals. The meals were always good and filling.

The only part of Judy's position on the Luncheon Committee I ever performed was Registrar. I registered members for luncheons/forums, noted their meal preference, parking needs, and made name tags.

REGISTRATION

Members could register for luncheons/forums in three different ways:
    phone
    mail
    online through the UMRA Member's Database

Each month, the UMRA newsletter would inform members who the luncheon speaker would be, the date of the luncheon, and what was on the menu. My name, address, and telephone number was included in the luncheon information as the person to call or write to make a reservation. I kept a manual list of those who registered through me and collected the checks.

Members could also register themselves online. The information was stored in a Luncheon Roster document. This document was updated with new registrants and cancellations throughout the time before the lunch. I added the names from my manual list, so by the date of the luncheon, there was an up-to-date roster of members who phoned, mailed, or registered their intention to attend the lunch.

Those who registered online used a charge card to pay for the lunch. I bundled the checks I had received and gave them to Carl Adams, Treasurer.

In September 2019, I became the Registrar for UMRA's monthly forums. Forums consist of luncheons for members, followed by speaker presentations. In 2019-2020, forums took place from September 24, 2019-February 25, 2020.

As registrar, I managed the requests of UMRA members who wanted to attend the event, including their requests for parking. Members had a number of ways to make reservations:

Online via request forms linked to the Member Database
Telephone calls to me as Registrar
Written letters enclosing checks mailed to me as Registrar

I maintained a manual list of those who phoned me or mailed requests with checks, comparing it to the online Roster containing names of those who registered online. I transferred members on my manual lists to the online list, which then became the Master List. Because only 150 members could attend at one time, keeping up-to-date on the number registered was important. Registration opened up four weeks prior to the luncheon, and closed one week before.

A week prior to the forum, I contacted Jane Kerr, the Campus Club's Event Manager, to inform her of the number of members signed up so the correct number of luncheons could be prepared. Campus Club then billed UMRA for that number.

The day before the forum, I made name tags for each guest on the online Roster (usually abut 70 name tags), using the online Master List. I printed the Master List to bring to the event.

At the forum, I set up a table with the name tags in alphabetical order, in front of the dining room door. As members filed into the West Wing Dining Room, they would pick up their name tag. Often a member would come who had not registered ahead of time. I had blank name tags ready for them to write

on. I collected their payment for the lunch by cash or check, no credit and added their name to the Master List. There was a bit of of initial socializing going on at the name tag table, so another person at the table to help members find their name tags made things go faster.

Also, there were members who signed up who did not show up. This meant there were extra meals we had to pay for, but also, those who came, but had not registered were able to eat the extra meals.

I brought with me a list of members who sent me checks in the mail, and added the new names of those who paid that day, by check or cash, and the amount paid. I gave the list and checks/money to Carl Adams, Treasurer that year. He paid the Campus Club for the meals.

Members were able to request parking vouchers which discounted their parking fee in the River Road Parking Ramp. I kept a manual list of those who requested parking from me which I added to the Master list. I sent Ben Schnabel, Asst. Director of Parking Operations, the list of names so he could have parking spaces available, as well as invoice UMRA.