

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

August 22nd, 2016

6:00 p.m. Archer Community Center
Advisory Board Meeting ARCHER COMMUNITY
CENTER

All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.

All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.

All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All interested persons are invited to attend and be heard.

CALL TO ORDER OPENING PRAYER

I. Consent Agenda

- A. Approve minutes from the meeting on July 21, 2016

ACCAB Chair-Sue Batey Report

II. Old Business

- A. Discuss Name Change for God's Little Princess
- B. Bingo/Boards Presentation – Satori Days
- C. Native American Program – KipperLynn BearCrowe Poore
- D. The Fall Celebration – Commissioner White
- E. Revised Brochure – Iris Bailey
- F. Fundraising Report/Guidelines – Roberta Lopez and Mr. Folston
- G. Future Events

III. New Business

- A. Discuss Charge for Chair and Table Rental – stored at the barn
- B. Revised Volunteer Form
- C. Yard Sales at ACC
- D. Recruit Board Members and Volunteers
- E. Distribution of Keys to Clients
- F. Review Ordinance 02-2016

IV. Citizen Comments

V. Committee Comments

VI. Motion to Adjourn

ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES

Thursday, July 21, 2016 Time: 5:30 PM

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD FOR WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

Quorum Present:

ACCAB Liaison:	Commissioner Joan White
ACC Liaison:	Michelle Harris
Vice Chair:	Roberta Lopez
Board Members:	Sheila Brice
	Laurie Costello
	Iris Bailey
	Annie Studemire
	Frank Batey

Absent:

Sue Batey, Chairperson
Patricia Wiggins
Jacqueline Polke

Staff:

City Manager:	Zeriah K. Folston
Minutes Recorder:	Mary T. Flickinger

I. CALL TO ORDER

Vice Chair Lopez called the meeting to order at 5:35 pm. Vice Chair Lopez introduced Ms. Taryn Brown, Archer Branch Library Manager, as a potential Archer Community Center volunteer.

II. CONSENT AGENDA

A. Approval of the minutes from the June 16, 2016, meeting.

MOTION

Board Member Costello moved to approve the minutes from the June 16, 2016, meeting.

Board Member Bailey seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0

Vice Chair Lopez stated that she would like to add the following items to the agenda: The Co-Chair's Report and the Little Princess Children's Program under New Business, Item C.

III. REPORT TO THE BOARD

Vice Chair Lopez stated that Chairperson Batey is unable to attend tonight as she is still recuperating. Vice Chair Lopez reported that the Health Fair was a successful event and thanked everyone for their assistance. Vice Chair Lopez thanked City Manager Folston for cleaning up the yard and noted that new MIA and POW flags were purchased, at a 10% discount, for the memorial. Steve Smith Construction will charge approximately \$250.00 to repair the men's bathroom. O'Steen Brothers will fix the cracked concrete at the front door free of charge. Watson Construction donated 3 yards of red mulch, which is an in-kind donation of \$179.00, but she is still waiting for a response from Lowes regarding their donation of 20 bags of mulch and bark.

Pat Wiggins has stated that she is resigning from the board due to time constraints. Vice Chair Lopez thanked the board, Commissioner White and her son, for cleaning up the building after the recent repass event. Vice Chair Lopez stated that she has started her fundraising mail out and needs assistance to type labels. Plumb Creek was contacted regarding the possibility of applying for their foundation grants.

IV. OLD BUSINESS

A. Health Fair Discussion

Vice Chair Lopez stated that this was covered under her report.

B. Technical Training – set date

City Manager Folston stated that he would like to find out when the Board is available and coordinate the training around schedules. The Board decided to meet for training on August 3, 2016, at 4:00 pm.

C. ACC Brochure Revised

Board Member Bailey reported that the brochure looked good, but she could not remember the number of chairs that needed to be recounted. Vice Chair Lopez stated that an inventory has been made and the chairs that were over at the Old Fire Station have been moved to the Public Works barn.

Board Member Costello inquired if the board wanted to add to the brochure that additional chairs were available upon request. Board Member Batey stated that he agrees with the consensus of the board, that if people ask if we have more chairs, we can offer, but it is not necessary to advertise this as it will create more work.

D. ACC Guidelines and Use Policy- revised with the New Rates

City Manager Folston stated that new policies have been added to the guidelines that renters must adhere to while renting the building. Volunteers will also have a check-off list to use at the end of each event. Vice Chair Lopez stated that the additional policies were added because these issues were seen during events and needed to be addressed for safety and preservation of the building.

E. Fundraising Update

Vice Chair Lopez stated that she is in the process of identifying avenues of financial support. An Excel spreadsheet will be created to record donations and other pertinent information.

Board Member Costello asked if there was any remaining room to begin selling bricks again.

Vice Chair Lopez advised looking in the files to find the name of the man who performed the work as a start to begin selling the rest of the bricks. Ms. Satori Days volunteered to make the labels for the mail outs.

F. Community Center Repairs – Report from City Manager

City Manager Folston stated that he is planning to find a company to provide a mass cleaning of the facility. The City spray-washed the concrete out front and will spray the overhang next week. Trees and hedges have been trimmed and trees were removed from the drainage area of the retention pond. The City is planning on painting the stage area and when sample colors are available, the board will meet to decide how to proceed.

G. Humanities Grant – Board Member Report

Board Member Costello reported that the categories for applying for the Humanities Grant include: Lectures, panel discussion, reading and discussion groups, film series, oral history projects, exhibits, and development of cultural resources that compliment public programs. Submission due dates are August 1, 2016 and October 3, 2016, with grants ranging up to \$5,000.00. The application can be filled out on line, but more information is needed to proceed. This item was tabled until a sub-committee could be formed and the board could bring their laptops to view the information on line together.

H. Revised Volunteer Form

Vice Chair Lopez stated that Ms. Satori Days will work to on revising the information in the Volunteer Form but the original form is still usable for right now until the new form is presented.

V. NEW BUSINESS

A. Back-to-School Event – ACPO and the City of Archer

Vice Chair Lopez stated that the Back-to-School Event will be held on July 23, 2016, from 3-5 pm. The Diamond Divas & Gents exercise class is free but dates should be checked to verify where classes will be held.

B. Planning for Future Events – ACCAB Halloween Party – need Chair

Vice Chair Lopez asked if anyone would like to plan and Chair the Halloween Party. The Halloween Party name was changed to the Fall Event because some people may not approve of Halloween.

C. Little Princess Program

Vice Chair Lopez asked Mary Flickinger to present the details of the Little Princess Children’s Program. Ms. Flickinger researched the program for consideration as a possible addition to the ACCAB youth events. The program is design to give children confidence in a variety of social situations encountered in life.

VI. CITIZEN COMMENTS

None

VII. COMMITTEE COMMENTS

None

VIII. MOTION TO ADJOURN

MOTION

Board Member Bailey moved to adjourn the meeting.

Board Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0. Time: 8:20 pm.

Roberta Lopez, Co-Chair

Zeriah K. Folston, City Manager

Rental Fees

- **Class I** — Any event which admission is charged. First three (3) hours minimum \$345.00; each additional hour \$65.00. Day rate \$600 8:30am-10:00pm.
- **Class II** — Any event where no admission is charged. First three (3) hours minimum \$300; each additional hour \$50.00. Day rate \$400 8:30am-10:00pm.
- **Class III** — Any event hosted by an organization which can provide a 501-3c non-profit status (no admission charged). First three (3) hours minimum \$270; each additional hour \$40.00. Day rate \$400 8:30am-10:00pm.

Deposits

- **Reservation Deposit:** A 25% Reservation Deposit is required to reserve the building and must be paid at the time of reservation. All reservations must be made at least 30 days prior to the event, and reservations with less than thirty days notification must be approved by the City Manager. If you need to cancel your event less than three weeks prior to the event the deposit is non-refundable.
- **Security/Cleaning Deposit:** \$150.00 deposit is to be secured by a separate check.
- **A/V Deposit:** \$500.00 deposit is to be secured by a separate check.

The deposits will be refunded after the building is inspected, and it is determined that there was no damage to the building, A/V equipment and no additional cleaning is necessary.

***“Where the
Community comes
Together”***



For those needing more information please contact

***City of Archer
And
Archer Community Center Advisory
Board***

Phone: 352-495-2880
Fax: 352-495-2445



**Archer
Community
Center**

16671 SW 137th Avenue
Archer, Florida 32618

Phone: 352-495-2880

Archer Community Center

The main seating area consists of a 1700 square foot open area capable of seating 216 comfortably in row seating or 120 with table seating. The main seating area is serviced by a state of the art PA system.



The kitchen area has a pass through window and is serviced by a 49 cubic foot commercial refrigerator along with an extra large convection microwave. Clean up facilities are provided by a commercial three compartment sink.

A 20' x 14' stage area is ADA compatible and has drawn curtains, monitor speakers and 14 audio connections. Also located on the stage is a 12' x 9' drop down projection screen with projector.

The Audio/visual system consists of a peavey 16-channel mixing board with a graphic equalizer, a Peavey 800 Watt PA amplifier, a five-disc CD player, three plug-in microphones and one wireless microphone. Monitor speakers are provided to the stage area along with speakers piped throughout the hall.

Materials Available

- 120 padded (back & seat) folding chairs
- 8— six foot rectangular tables
- 12— six foot round tables
- 4— four foot round tables
- 5— thirty-two inch round cocktail tables
- Stage podium
- Audio/Visual equipment (Audio/Visual technician available for additional charge).



... Where the possibilities are endless.

TO: Zeria Folston City of Archer Manage & Deanna Alltop Administrative Assist.
FROM: Roberta Lopez ACCAB Co-Chair/Fundraising Chair
DATE: July 29. 2016
SUBJECT: Fundraising Record Keeping/Other

As a Professional Fundraiser I am highly recommending the following:

Fundraising is a serious venture. It is a task which requires the City of Archer to keep good records. It is also important for the City of Archer to thank every contributor. As Co-Chair of ACCAB and the acting Fundraising Chair, we are providing guidelines for all incoming funds. One hundred (120) letters prepared and most mailed on 7/28/2016. We will continue to send fundraising letters as new contributors/names are provided.

Targeted groups for funding - former alumni, citizens, businesses, organizations and individuals.

- Develop spread sheet with the following columns: name, address, phone, date, in-kind item, in-kind value, cash/ck amt, check#, thank-U. The thank-U column will be checked off when the thank you letter goes out.
- Contact and provide All returned mail to the ACCAB Co-Chair (Roberta) since she is familiar with the names of contributors. She should be notified no more than three (3) days after mail arrives at city hall.
- The Spread Sheet should be updated and ACCAB Co-Chair (Roberta) notified at the end of each week if new contributors (Friday). The ACCAB Chair Sue Batey should also receive updated information.
- Compose a thank you letter to be sent out on City letterhead.

It is our hope that our fundraising efforts will be successful in order to support the Archer Community Center.

Note!

Letters were sent to Archer High School Alumni and many of them may have expired. We may get return letters and that is good because we will be able to update that list.

TO: City of Arche Manager, Mayor, Commissioners & ACCAB Chair Sue Batey
FROM: Roberta Lopez, ACCAB Co-Chair
DATE: 7/28/16
SUBJECT: In-Kind Donations & Repairs for the Archer Community Center

In-Kind Donations

Watson C&D donated 3yds of red mulch to the Archer Community Center. It was distributed by Public Works on 7/27/16 and they did a great job. **In-kind value \$179.00** to include delivery by them. City Hall also made use of some of the mulch from Watson for their garden.

Lowes Store donated 24 bags of red mulch. We did not use these bags because of the amount of mulch received from Mr. Watson. I am asking that the unused mulch from Lowes be stored in the old fire station to be distributed on the plants at a later day and when needed. **The In-Kind value \$63.44**

Repairs

OSteen Brothers repaired the cracked concrete at the front door of the Archer Community Center on August 11, 2016 starting at 7:30 am. The front door was out of use until 2pm. **In-Kind value \$500.00**

Steve Smith Construction repaired the broken wall in the men's bathroom on 7/28/16 at a cost of, **\$275.00** and this is a discounted price.

ACCAB Co-Chairs compose a standard thank you letter with the approval of the City Manager to be sent to all contributors. I recommend that These letters of thanks go out on City Letter head since all contributions will be returned to the city. I am highly recommending that all contributions including in-kind are logged in on the designed spread sheet in order to maintain accurate Records.

Thank you.



ARCHER COMMUNITY CENTER ADVISORY BOARD

P. O. BOX 39

ARCHER, FLORIDA 32618

DATE

Dear

The Archer Community Center Advisory Board thank you for your generous contribution in the amount of \$ _____. The ACCAB will make use of your contribution to assist with the operations and planning of events to support the citizens of Archer and all people throughout Alachua County.

Again, we thank you.

Sincerely,

Sue Batey, ACCAB Chair

Roberta Lopez, ACCAB Co-Chair

TH ARCHER COMMUNITY CENTER ADVISORY BOARD FIVE MONTH UPDATE

The City of Archer Commissioners established the *ARCHER COMMUNITY CENTER ADVISORY BOARD* in March 2016. Nine members make up the board and they are supported by volunteers. The board/volunteers will assist the city with the overall operation and planning of events at the center. The board started in March after Mr. Foster did not receive a new contract to continue his service with the City of Archer. Since that time much has been accomplished and we look forward to doing more. Please see below.

- The ACCAB compose and forward drafts of the monthly agenda to the city for the meetings with attachments.
- Board Members Show the building to clients and communicate with them prior to the event.
- Board members/volunteers come in before and after events to assist with cleaning. Special thanks to Annie and Sheila and to all who help with this task.
- The ACCAB Chairs ensure that the building is cleaned after all City of Archer Meetings.
- The Chairs/Members worked with the city to revise and made changes to the Rental Application. This required a few hours at city hall.
- Inventory of tables and chairs, supplies in the building and in the old Fire Station/barn completed. This does not include PW's inventory items.
- The board members put together a beautiful flyer for all community center visitors/other. More than 200 distributed.
- Flags were purchased by the Co-Chair and refunded by the city for the Memorial site.
- Iris Bailey spearheaded the revision of the brochure along with other members and it is ready for print. We will seek in-kind/discount for this.
- A volunteer revised the volunteer form.
- Co-Chair Lopez developed a fundraising plan along with the board. During the month of August approximately 120 letters mailed to potential contributors to include the flyer to advertise the center. The City of Archer and Chairperson Sue Batey purchased stamps. Funds are beginning to come in. The fundraising chair requested that a fundraising spreadsheet be used to record all incoming funds.
- The Co-Chair contacted, arranged and met the contractors to make repairs and in-kind donations (see attached sheet).
- Curtains were placed on the windows on the west side to prevent high rays of sun coming in the building. Donated to the city.
- The ACCAB organized a Health Fair with the help of members. Businesses donated food for the vendors and the volunteers. Renaissance printing contributed \$250 for printing and the Co-Chair contributed \$209.00 to help with the printing of signs etc. **NO CHARGE TO THE CITY.**
- The ACCAB is in the planning stage for many community events.
- The ACCAB, members received training focusing on the sound system from Tamar Jones. Tamar received many compliments from the group. We are not ready to perform all duties on the sound system but we are certainly familiar with it.



Archer Community Center Advisory Board

VOLUNTEER AND SUPPORTER FORM

"Many forces are working to shape the future of our community

You can help shape its future by getting involved"

PLEASE RETURN THIS FORM TO:

Sue Batey, Chairperson email: Parchpra1@att.net 352.495.2629 **and**

Roberta Lopez, Co-Chair email: robertaclopez@aol.com 352.495.3035

CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

EMPLOYMENT HISTORY (You may attach a resume)

Current Occupation (Title and location):

Past Occupation (Title and Location):

VOLUNTEER INFORMATION

In a brief statement, explain why you want to be a volunteer and become a friend of the Archer Community Center:

List Memberships and or Positions in Clubs and Organizations:

Please mark your availability to serve:

	<i>Mornings</i>	<i>Afternoon</i>	<i>Evening</i>	<i>Night</i>
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Sunday				

Please state any availability conflicts below:

Please mark your interests for the committee(s) you would like to participate in:

Events ____ Public relations ____ Advertising ____ Fundraising ____
Maintenance/Cleanup ____ Computer Technical Support ____ Planning ____
Other _____

If your interests are not listed please state below:

REFERENCES

Please list two character references (not relatives)

Name: _____

Address: _____

Phone _____ Email: _____

Name: _____

Address: _____

Phone _____ Email: _____

Contact in Case of Emergency:

Name: _____

Address: _____

Phone: _____

Relationship: _____

Signature: _____ Date: _____

Thank you!!

ORDINANCE NO. 02-2016

AN ORDINANCE ESTABLISHING THE CITY OF ARCHER COMMUNITY CENTER ADVISORY BOARD; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION

WHEREAS, the City Commission recognizes the importance of citizen participation in local government; and

WHEREAS, the City of Archer owns and operates the Archer Community Center, a historic building located in the City of Archer used for various activities for local citizens and the broader community; and

WHEREAS, the City of Archer currently requires assistance to operate the Archer Community Center; and

WHEREAS, the City desires to establish a Board to oversee management of the Archer Community Center to assist in offsetting expenses of the management of the Archer Community Center;

WHEREAS, the City desires to establish the duties and responsibilities for the Archer Community Center Advisory Board; and

WHEREAS, it is in the best interest of the City of Archer to establish the Archer Community Center Advisory Board.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ARCHER:

Section 1: The Archer Community Center Advisory Board shall be an advisory committee to the City Commission and shall henceforth operate as the Archer Community Center Advisory Board which shall consist of nine (9) voting members. The members shall be residents of Archer, business owners in Archer, or property owners in Archer. The members shall be appointed by the City Commission and each member will serve a term of three years staggered pursuant to the Resolution appointing members. The Commission liaison for the Archer Community Center shall be a nonvoting member of the Archer Community Center Advisory Board as appointed annually by the Mayor.

Section 2: The Chair of the Archer Community Center Advisory Board shall be the Commissioner liaison. The Archer Community Center Advisory Board shall elect a Vice Chair to conduct meetings in the absence of the Chair. Elections shall be held at the first regular meeting after annual appointments are made by the City Commission.

Section 3: The Archer Community Center Advisory Board shall report directly to the City Manager.

Section 4: Irregular vacancies on the Archer Community Center Advisory Board shall be filled as they occur and regular vacancies shall be filled by appointment in March of each year.

Section 5: The Archer Community Center Advisory Board shall hold at least one regular meeting every month. Public record of such meetings shall be kept by the Office of the City Manager. All meetings shall be public pursuant to the Sunshine Law.

Section 6: Pursuant to the City of Archer's Rules of Procedure, any Archer Community Center Advisory Board member whose attendance is less than 50% of the last six (6) consecutive regular meetings of the Archer Community Center Advisory Board shall be automatically removed from the Archer Community Center Advisory Board, unless such absence is excused by the Archer Community Center Advisory Board by majority vote, with such excuse duly entered upon its minutes.

Section 7: The duties and responsibilities of the Archer Community Center Advisory Board shall include the following:

1. It shall be the responsibility of the Archer Community Center Advisory Board to market the Archer Community Center to potential clients as deemed appropriate by the authorized budget established by the City Commission.
2. To meet with clients and potential clients for upcoming events.
3. To assist City Administration in secure sponsors, vendors, and entertainment for Archer Community Center events.
4. To assist City staff to set up the Archer Community Center for all Archer Community Center events, including City events authorized by the City Commission occurring at the Archer Community Center.
5. To make recommendations to the City Commission and the City Manager regarding policy and procedure at the Archer Community Center.
6. To assist the City and City staff in performing such other duties as deemed appropriate from time to time assigned by the City Commission or City Manager.
7. The Archer Community Center Advisory Board is not authorized to handle money on behalf of the City. All money associated with the Archer Community Center should be handled by City staff.

Section 8: The Archer Community Center Advisory Board shall serve as an advisory board to the City Commission, all of the reports and recommendations are subject to the approval of the City Commission of the City of Archer or the City Manager as delegated by the City Commission.

Section 10: The Archer Community Center Advisory Board shall recruit volunteers to assist in the day to day operations of the Archer Community Center with oversight from the City Manager. Said volunteers must fill out all appropriate documentation to be considered.

Section 11: EFFECTIVE DATE. This Ordinance shall take effect upon its passage at second and final reading.

Section 12: INCLUSION IN THE CODE, SCRIVENER'S ERROR. It is the intention of the City Commission of the City of Archer, Florida, and it is hereby provided that the provisions of this Ordinance shall become and made part of the Code of Ordinances of the City of Archer, Florida; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Manager or designee without public hearing, by filing a corrected or re-codified copy of the same with the City.

Section 13: CONFLICT. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 14: SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the material adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

First reading was held on the 8th day of February, 2016.

DONE THE SECOND READING, AND ADOPTED ON FINAL PASSAGE, by an affirmative vote of a majority of a quorum present of the City Commission of the City of Archer, Florida, at a regular meeting, this 3rd day of march, 2016.

Attest:


Zerah Folston, City Manager

CITY COMMISSION OF THE
CITY OF ARCHER, FLORIDA


Corey Harris, Mayor

Approved as to legal form and content:


Courtney W. Johnson, Assistant City Attorney

City of Archer Inventory /Fire Station/Barn/ACC

This inventory does not include tables and chairs that we are using for the renters in the community center. See next page.

- 1 Round white 60" Table Please fix and move to ACC
- 11 Rectangle Tables 1 broken - The brochure from Foster shows 20 tables?
- 66 Plastic folding chairs Foster brochure shows 70?
- 15 Red Cushion Chairs
- 1 Gas Stove and 1 Refrigerator
- 20X40 large white Tent cleaned and packed in a rack for safety
- 24 bags of Red Mulch to be used at the ACC when needed
- 1 Large Blue cooler – Tarmar moved the weekend of the 1st of August 2016
- 1 smaller red cooler in the office at the Archer Community Center
- Cabinets and Chairs at the ACC in Office
- Pop Corn maker in ACC Office
- Painting on wall in the office at the Archer Community Center
- Flooring in closet at ACC – Tile to match floors
- Vacuum Cleaner in ACC Office
- Floor cleaner in closet at ACC closet
- Cleaning supplies in closet at ACC/paper goods
- Signs for events in closet at ACC
- Plastic Drink containers in closet At ACC
- 3 bags of Xmas stuff – Checking with Linda about these
- 3 New curtains near stage on the west side
- Mop room with cleaning supplies/other

INVENTORY

ARCHER COMMUNITY CENTER

TABLES

11 LARGE ROUND TABLES – SEAT 8 OR 10

ONE ROUND TABLE IN REPAIR
PER CALVIN = 12

4 SMALL ROUND TABLES – SEAT 4

5 SMALL COCKTAIL TABLES

8 LONG PLASTIC TABLES

CHAIRS

120 – BEIGE FOLDING PADDED CHAIRS

All chairs and tables are located in the wall closets in the main ballroom area.

Please place all tables and chairs back in the closets after use. Do not stack on top of each other.

Thank you.

ACC BOARD MEMBERS/VOLUNTEERS

EVENTS

Iris Bailey

Kathy Penny

Sheila Brice

Frank Lopez

Laurie Costello

Roberta Lopez

Annie Studemire

PATRICIA Wiggins

Sue Batey

Satori Days

PUBLIC RELATIONS

Roberta Lopez

Iris Bailey

Sheila Brice - no computer

Sue Batey

Patricia Wiggins

ADVERTISING

Kathy Penny

Sue Batey

Iris Bailey

Roberta Lopez

VOLUNTEERS IN BOLD

FUNDRAISING

Frank Lopez

Sheila Brice

Kathy Penny

Roberta Lopez

SUE BATEY

FRANK BATEY

PATRICIA WIGGINS

December McSherry

PLANNING

Laurie Costello

Roberta Lopez

Sue Batey

Annie Studemire

Jackie Polke

Jeraldine Mc Millan

Denise Hull

MAINTENANCE/CLEANING

All ACCAB members/volunteers

If available.

Revised 8/10

<u>DATE</u>	<u>EVENT</u>	<u>#of GUEST</u>	<u>TIME</u>	<u>AMT Paid</u>	<u>NAME</u>
1/16/16	Bridal shower	75 Guest	6p -9pm	Pd \$180.00	Need Name
1/23/16	Baby shower	30-40	12pm -3pm	180.00	Need Name
2/11/16	Fundraiser	100	7pm -11pm	225.00 ??	Harvey
2/28/16	MLK Banquet	150	2pm -6pm	Free	Pat Wiggins
ACCAB Start					
3/5/16	Birthday Pty	?	7pm-11pm	??	Need Name
3/15/1	Pres. Primary	Public	6pm 8pm	Free	Need Name
3/19/16	Anniv. Pty	75	6pm-12pm	??	Need Name
4/2/16	Wedding Recp.	200	2pm-9pm	??	Need Name
4/12/16	City Election	Public	7am-8pm	Free	City Hall
4/16/16	82 nd B. D. Party	70	4pm-7pm	180.00	S. Miller
4/17/16	Earth Day Celeb.	100	2pm-4pm	Free	Library
4/23/16	Birthday Sound	50	6pm-10pm	180.00	Need Name
4/30/16	Bridal Shower	100	3pm- 6pm	180.00	Need Name
5/21/16	Wedding Recp.	?	3pm-10pm	??	Need Name
5/26/16	Grad Pty –Sound	150	5pm-10pm	??	Need Name
5/27/16	Family Reunion	50	7pm-10pm	180.00	Need Name
5/28/16	Baby Shower	30	3pm-6pm	180.00	Need Name

<u>DATE</u>	<u>EVENT</u>	<u># OF Guest</u>	<u>TIME</u>	<u>AMT. Paid</u>	<u>Name</u>
6/4/16	Baby Showe	45	3pm-6pm	\$180.00	V. Clayton
6/5/16	Retirement	45	3pm-7pm	180.00 ??	L. Ford
6/10/16	Grad. Pty	125	6:30-10:30	180.00	Rosa Sneed
6/11/16	Grad. Pty	100	5pm-9pm	230.00	D. Flemming
6/18/16	Retirement	150	8pm-12pm	230.00	S. Robinson
6/19/16	Welcome Home	50	4pm-7pm	180.00	C. Green
6/24/16	Wedding Recep	200	7pm-11pm	230.00	D. Bowe
6/25/16	Health Fair	100	9pm-2pm	Free	ACCAB
7/9/16	Church Anniver	200	All Day	???	7 Day ADV
7/16/16	Polke Repast	100	2pm-5pm	150.00	C. Polke
7/23/16	Back to School	100	3pm-5pm	Free	Pat Wiggins
7/30/16	Wedding Recep	75	3 full days	230.00 ??	S. Chambless
8/6/16	Baby Shower	100	4pm-7pm	180.00	Amy Carey
8/13/16	Reunion Pty	100	6pm-10pm	180.00	R. Moss
8/20/16	Wedding	150	5pm-8pm	180.00??	W. Vanorder
9/3/16	B. D. Celebration	100	8:30-10pm	400.00	B. Maxwell
9/9/16	Wedding Recp	120	8am-10pm	400.00	Cherise Hopkins
9/17/16	Party ??	50	7pm-11pm	230.00	V. Mose
10/1/16	Wedding Rec	120	3pm-8pm	??????	Kim Robinson
10/22/16	Birthday Pty	100-150	<u>6pm-10pm</u>	230.00	A. Greenlee

<u>DATE</u>	<u>EVENT</u>	<u># OF Guest</u>	<u>TIME</u>	<u>AMT Paid</u>	<u>NAME</u>
10/29/16	Reunion	100-120	All Day	400.00	V. Wallace
11/12/16	Wedding Recp	125	5pm-8pm	180.00	K. Jordan
11/19/16	Wedding Recep	100	All Day	400.00	T. Robinson
12/3/16	Wedding Recp	150	11am=7pm	430.00	H. Hill