

VICE PRESIDENT

Humboldt Woodworking Society 2010

The Social Events the Vice President is responsible for organizing are:

Summer BBQ (Usually last weekend in August)

Winter Holiday Social (December)

January Annual Business Meeting (Election of New Officers) and Social (last Thursday in January)

Refreshments:

Summer BBQ: The Society pays for meat to barbeque, napkins, plates, flatware. We have had tri tip for the last 5 years. The rest is potluck. Takes place at a member's house and garden. Dennis Musselman is willing to have it again in 2010.

Winter Holiday Social: The Society pays for a prepared ham or turkey, napkins, plates, flatware – the rest is potluck. We have had this for many years at the party room of the Bayshore Inn. Barbara Stamps is a long term member and hosts us there. We do not pay a room fee there. This year we had it at Humboldt Area Foundation and did pay a room fee.

January Annual Business Meeting and Social: The Society buys Pizza or appetizers. Drinks and any additional food is no host ordered off the menu. While Pizza is traditional, it is also noisy. Arrangements must be made with a local restaurant. Doralee Smith is our contact for Plaza Grill.

Food Budget: We have budgeted \$500 for refreshments for 2010. This has to cover these three socials plus the regular monthly meetings. Coordinate with the Program Coordinator to allocate the \$500.

Volunteers

Volunteers needed for WoodFair 2010:

Parking Control – 4 people at all times. If in 2 hour shifts, that is 32 people / shifts.

HWS Booth coverage – two people at all times – one to cover our booth and one to be a rover to cover other booths so that vendors can take breaks. If in 2 hour shifts, that is 16 people/ shifts.

WoodFair setup and take down:

Friday morning before noon, July 9 – 6 people to draw lines on the ground, string electrical cords, and do roping off of hazard areas.

Sunday after 5 pm – 6 people to take down and store ropes and electrical cords, and to load tables and chairs on truck.

Monday – Two people to help from 12-4 pm dismantling exhibition.

Raffle – One person at all times to assist Doug Boileau to cover raffle – If in 2 hr shifts, that is 8 people/ shifts

Exhibition Docents – One person at all times to cover exhibition – If in 2 hour shifts, that is 8 people/ shifts

Registration Table – One person at all times to assist Susan Bicknell with registering vendors and exhibitors, and to welcome people to WoodFair and direct their attention to the donation box. Friday through Sunday. 24 hours needing coverage.

Consent Forms for WoodFair: All volunteers need to sign “consent forms.” One of the main purposes of these consent forms is to have their contact information so that we can add them to our mailing list for subsequent WoodFairs, and so that we can send them a thank you note for their help with WoodFair.

Thank you notes: WoodFair volunteers should receive thank you notes for their work. The WoodFair Coordinator will provide Thank You Note Cards for you to use to write brief notes to each one. An additional purpose of the thank you note cards is to send a “Save the Date” card for the next year.