

## SPAGHETTI SUPPER COMMITTEE REPORT FORM

Year: 2007

Committee Name: Procurement/Purchasing

Chair Name: Joan Konuk

### Summary of Responsibilities:

1. Review, update and distribute master list of purchases and donations (excluding the raffle) to all committee chairs, itemizing who gets what from where and whether it's a donation or purchase. Point out that some committees get donations for other committees. (E.g., In addition to getting its sauce supplies, the sauce committee also gets pasta for the Kitchen Committee from Pastene).
2. Check bins to see what supplies are leftover from the previous year and create your shopping list.
3. Purchase necessary items from Costco or other stores.
4. Distribute items to appropriate committees as needed.
5. Keep track of all (non-raffle) donation on an on-going basis to help committees identify additional stores for donations if the initial contact does not work out.
6. Collect leftover supplies the night of the Spaghetti Supper and the few days following to save in bins for next year.

### Time Line of Duties:

#### June/early July

1. Checked 2006 Spaghetti Supper procurement report and donation list (inside cover of the program) to create a master list of purchases and donations (excluding the raffle). (See attached final version for 2007 Spaghetti Supper).
2. Distributed this report to Spag. Supper chairs who then forwarded it to the relevant committee chairs, asking for any updates or changes. (Did not receive any updates over the summer, but did start to get them in the fall when we began having our meetings). **It's especially important to emphasize to committee chairs that they try to get the donation from the store listed in the summary; if that does not work out, they need to contact the procurement chair to see where they should try next. We wanted to avoid different people contacting the same store for different donations.**

#### August

1. Contacted Spag. Supper chairs to see if they had any feedback from any committee chairs regarding the donations and purchases summary. Did not get much feedback at this point. Everything was proceeding smoothly.

#### September

1. Checked Spag. Supper bins to determine what we had for leftover supplies.
2. Made the shopping list for purchases.
3. Bought non-perishable items at Costco; bought a few things at Stop & Shop, I-Party.
4. Delivered these items to appropriate Spag. Supper committee chairs.

October

1. Bought the perishable items (butter) at Costco the day of the Spaghetti Supper and delivered to the appropriate chair. I should have bought the butter the Sunday or Monday before because the Bread and Cheese committee needed it Monday night and ended up buying their own.
2. Worked with committees, as needed, to point them in the direction of alternative stores when their initial contact did not come through.
3. Collected leftover items from committee chairs to put in bins for next year. (I did this the night of the Spaghetti Supper and the few days following).

**Detailed Schedule of Duties on Event Day/Night:** N/A

**Inventory of Materials Received:** procurement binder

**Items Belonging to Spaghetti Supper Committee:** leftover supplies in red plastic storage bins

**Changes/Suggestions:** Make sure you find out if people have any changes to the donation/procurement summary – specifically, what they need, how much they need and when they need it. For example, our Spaghetti Supper co-chairs wanted our food to be as locally produced and as organic as possible, so that shifted some of our requests around. Some committees get started over the summer and will have this information; others won't have it until September or October. I started with the previous year as a base, and made adjustments.

**What Went Well:** I thought everything went smoothly. When we did have issues come up (e.g., Welch's not donating juice), the system seemed to work well so we didn't make multiple requests of stores. We had a well organized, flexible and helpful group of committee chairs, which always makes things a lot easier! One caution: I wonder if stores sometimes get mixed up with previous year's requests. Not much we can do about it (other than dating our requests carefully), but this may have happened with Stop & Shop and the spring water this year.

1. Checked Spag. Supper binder to determine what we had for last year's supplies.
2. Made the shopping list for purchases.
3. Bought non-perishable items at Costco. Bought a few things at Stop & Shop.
4. Delivered items to appropriate Spag. Supper committee chairs.