

SPAGHETTI SUPPER COMMITTEE REPORT FORM

Year: 2010

Committee Name: Procurement/Purchasing

Chair Name: Donna Perkins

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) donations 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 a few days following the Spaghetti Supper and save in red bins for next year.

Time Line of Duties:

Late Spring / Early Summer

1. Check last year's procurement/purchasing report.
2. Attend the initial Spaghetti Supper meeting to discuss the plan.
3. Get the two large red bins from the Committee Chair with leftover supplies.

Summer

1. Checked procurement report and donation list to create a master list of purchases and donations (excluding the raffle). Created an excel spreadsheet of items and sorted them by committee, by location, and by item. (See attached spreadsheets).
2. Checked the red bins to determine what we had for leftover supplies and what could be used and what should be thrown out.
3. Emailed the excel file to Spaghetti Supper 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). We wanted to avoid different people contacting the same store for different donations.
4. Sent a donation request to Newman's Own Headquarters in Connecticut asking for 40 Italian Dressing.
5. Also requested a donation from Keurig coffee in Andover, MA but were too late. Needed to be sent in at least 30 days in advance.

September

1. Delivered the re-usable items to the Committee Chairs, i.e. ladles, spray bottles, cheese shakers, etc. and had them sign out each product so we would know who had them.
2. Made the shopping list for non-perishable items that needed to be purchased, i.e. the paper goods.

I think this
should be tossed

Andrea
along w/ everything
else before 2011

October

1. The Friday before the Spaghetti Supper I bought all the items needed from Costco / BJ's, including the perishable items (butter and cheese) and delivered to the appropriate chairs.
2. Collected leftover items from committee chairs to put in bins for next year. Wrote out a list of items in each bin and placed a copy inside each bin.

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: Everything works well. No major changes suggested.

What Went Well: I thought everything went smoothly. The committees seem to handle all of their food donations without any help from me. We had a well organized, flexible and fantastic group of committee chairs, which always makes things a lot easier!