

SPAGHETTI SUPPER COMMITTEE REPORT

Year: 2012

Committee Name: Procurement

Chair Name: Andrea Kalkstein

Summary of Responsibilities:

1. Facilitate and coordinate the acquisition of all purchases and donations excluding raffle items. Each committee is responsible for getting most all their own food ingredients but procurement plays a coordination role in this effort.
2. Review, update and distribute master list of purchases and donations itemizing who gets what from where and whether its a donation or purchase. Point out that some committees get donations for other committees. (e.g. Sauce committee gets oil for garlic bread team from Pastene)
3. Check bins to see what supplies are leftover from the previous year.
4. Procurement chair should contact Whole Foods on behalf of sauce and salad committees in early May to place a combined request for both meat and salad items. This is the only direct solicitation for ingredients that should be made by the procurement chair.
5. Purchase necessary items from Costco or other stores
6. Distribute items to appropriate committees as needed.
7. Keep track of all (non-raffle) donations on an on-going basis to help committees identify additional stores if initial contact doesn't work out.
8. Collect leftover supplies a few days following the Spaghetti Supper and save in bins for next year.
9. Provide final list of all donors to 6th grade teaching team for students to write thank you notes.

Time line of Duties:

Late Spring

1. Review last year's procurement item list. (see attached files)
2. Attend the initial Spaghetti Supper meeting to discuss the plan
3. Distribute inventory list, procurement list, and donor list to committee chairs via email (see attached spreadsheets)
4. Get large bins from the Committee Chair with leftover supplies.
5. Meet with Sauce, Salad, Beverage, and Bread committee chairs to review who is going where for donations and establish strong lines of communications so teams aren't soliciting the same stores for different items. Clarify what items committees are getting for other committees (i.e. veggies, spices, oil have overlap for several committees)
6. Committee chairs should bring any conflicting contact information they find in their committee binder to the attention of procurement so information is updated in master sheet.
7. Confirm ingredients needed from sauce (recipe may change) and salad teams and approach Whole Foods for large donation in May.
8. Communicate Whole Foods response asap so teams can go on to plan B if turned down!

Summer

1. Contact Costco for donation for paper supplies, spices, and butter.
2. Update procurement list as donations come in.

September

1. Deliver re-usable items to the committee chairs, i.e. ladles, spray bottles, raffle signage, cheese shakers.
2. Make shopping list for non-perishable items that need to be purchased.

October

1. The Friday before the event purchase all items needed from Costco (including the butter) and deliver to the appropriate chairs.
2. Collect leftover items from committee chairs to put in bins for next year. Document inventory.

Inventory of Material Received: Procurement Binder, contact Andrea Kalkstein for electronic files of:

Inventory
Procurement Items Sorted by Committee
Procurement Report
2012 Donors

Items Belonging to Spaghetti Supper Committee: 7 boxes/bins/bag

Changes/Suggestions:

- Salad committee felt it would be more efficient for sauce committee to purchase their own vegetables.
- Procurement chair should make a consolidated request from Whole Foods in May. The 2012 committee had a split opinion over whether or not the request should be for a simple cash contribution or actual food. Many believe that an actual food donation goes much further. Moreover, supporting an event is aligned with Whole Foods' corporate mission and it is likely that they could donate both vegetables and meat product in its entirety. However, care should be given in the creation of the letter so that if this entire amount is too much, we would be grateful for whatever they could contribute. Whole Foods does have a policy where it only wants to contribute 100% of an item (i.e. if we need 90 lbs of meat, they want it all from them not just a portion to be mixed with that of another donor to ensure quality) As of October 2012, the appropriate contact is Carol Ortenberg.
- Spaghetti Supper Treasurer should get the tax I.d. Number to all chairs who may be purchasing items.
- Butter should be in sticks and melted to put on the sauce. The individual patties that were acquired by the cafeteria were both costly and time intensive for the kitchen crew.
- Beverage committee should consider non-Grocery donors to clear up opportunities for Sauce and Salad teams. i.e. Walmart, Target, Convenience Stores, Drug Stores.
- Sue Robichaud recommends that we no longer use napkins for placing bread and cookie on to plates but rather tongs. To this end, 6 additional pairs of tongs should be purchased (4 for cookies/bread and 2 for gluten free station)
- Request that committees streamline what is to be passed on to next year to lessen inventory burden.
- General time line:

1May: Whole Foods Request

2June/July : Secure Meat solicitations if not supplied by Whole Foods

3July/August: Secure Salad Donations

4August/September: Secure Beverage Donations

Ending 2012 Spaghetti Supper Inventory

Cardboard Box (Bread & Cheese Committee)

Cheese Shakers, 28 small and 20 large

Blue Bin with Blue Lid (Decorations Committee)

2 extension cords
table top stands for menus (approximately 25)
votive candle holders (approximately 40)
4 large paper lanterns

Red Bin with Grey Lid Box #2 (Decorations Committee)

30 metal trays
23 wine bottles
table number signs
2 rolls of plastic tablecloth liner
1 roll of green plastic tablecloth liner
30 metal pizza trays

Grey Box (Beverage Committee)

500 +/- hot drink cups
Box of plastic stir straws (~4,000)
Beverage napkins (~500, plenty for next year)
Box of sugar packets (~1,000)

Red Bin with Grey Lid Box #1 (Kitchen Committee)

Dinner napkins (~850) (Bread and Cheese committee)
Plastic Gloves (~35 pairs)
Deni Double burner to prepare gluten free items
4 sauce ladles
4 pasta servers
1 spatula
1 box 2/3 full plastic wrap
1 box 1/2 full foil, should be enough for next year (Bread & Cheese Committee)
12 oven mitts
25 dish towels
Styrofoam bowls (~300, for Salad Committee)
2 pot scrubbers
Partial container of Wet Ones

Open Blue Bin (Clean up Committee, Waitstaff)

7 spray bottles

- 1 large container of lysol (may want to replace with vinegar next year)
- Partial bottle of hand sanitizer
- 2 white aprons
- Spotters Paddles (Waitstaff Committee)
- Envelops with Food labels and name tags for parent helpers

Garbage Bag (Raffle Committee, Decoration)

- Raffle sign
- 5 decorative baskets (Decorations Committee)
- Misci. Paper supplies purchased by ticket team

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