

# INITIAL PLANNING FOR FOOD

## The FOOD planning group is responsible for deciding:

- to rehire cooks or not. If the cooks are not returning (for whatever reason), the Yearly Meeting will appoint a committee to find new cooks. This is not the responsibility of an area planning group. Inform the Yearly Meeting Clerk if this needs to be on the agenda.
- whether or not verbal announcements will be made during meals.
- if there will be silence or singing grace, etc. during meals.
- menu (with the cooks).
- if food is to be available at times other than meals (coffee/beverages available during the day, etc.)
- how to organize and coordinate any special event planned for ILYM which includes food.
- if all food responsibility coordinators are to work at all meals and if not, which ones at which meals. (In the recent past, coordinators have divided themselves up by meals: one coordinated breakfasts, one coordinated lunches, and one coordinated dinners. Evening snacks could be shared by more than one coordinator, too.)

## Coordinators needed:

Overall Coordinator (1 or 2) \_\_\_\_\_

Breakfast Coordinator (1 or 2) \_\_\_\_\_

Lunch Coordinator (1 or 2) \_\_\_\_\_

Dinner Coordinator (1 or 2) \_\_\_\_\_

Recycling/Composting Coordinator \_\_\_\_\_

Children's Snacks Coordinator \_\_\_\_\_

Evening Snacks Coordinator \_\_\_\_\_

Cleanup of Kitchen on Sunday:

Selling surplus food \_\_\_\_\_

Disposing of leftover food \_\_\_\_\_

Clean up kitchen \_\_\_\_\_

Clean towels, dishcloths (as needed and at end of ILYM) \_\_\_\_\_

Coordinator responsibilities can be divided up or combined as the planning group wishes.

# **OVERALL FOOD COORDINATOR RESPONSIBILITIES**

**(See also separate coordinator responsibilities sections)**

## **At Annual Sessions (year before):**

Get a copy of the planning sheet and time line for Food responsibility from the Administrative Coordinator. Meet with area planning group on Saturday at Annual Sessions and fill in as many coordinator positions as possible. Administrative Coordinator will update the planning documents on the ILYM website and send out the URL by fall. Make sure the cook has been asked if he or she will cook again the following summer.

## **Fall:**

- Call area planning group meeting if necessary. Send notices to constituent meetings and individuals who expressed a willingness to help.
- Solicit volunteers to coordinate Food responsibilities.
- Send notes to coordinators describing their duties as copied from this planning document (or send an email with the URL for the planning documents on the website).
- Send notes to area Meeting Representatives asking for help in recruiting volunteers.
- Attend Fall Continuing Committee meeting to report on plans made so far.

## **Winter:**

- Communicate with cook and relay any new requests concerning menu items. The cook reviews food comments from the evaluation forms and adjusts accordingly.

## **Spring:**

- Convene Food Planning Group if necessary.
- Attend Continuing Committee to report on progress.

## **Early Summer:**

- Send note to all coordinators reminding them of their promised help for food service. Include again the description of their job or the URL to the website with that information.
- Ask ILYM Treasurer to arrange cash advance to the cooks for food purchases.
- Menu: the cooks give the menu to the Administrative Coordinator to print and be posted.
- Check with cook about which foods will be delivered and which will need to be picked up. Usually all food is delivered, however ice needs to be picked up usually daily.
- Health Department Information - As of about 2002, the ILYM kitchen has been inspected by the Putnam County Health Department to see that it is up to code. The Administrative Coordinator handles coordinating this with the cook. ILYM needs to have a certified food handler in order to pass the inspection. The certified handler meets with a representative of the health department at the start of ILYM and a time is set up (usually on Wednesday) for the inspection. As of 2010 the Administrative Coordinator is the contact. Chip Rorem and Zach Schobernd (the current cook) are certified food handlers. ILYM is on the health department's list and they will contact the Administrative Coordinator to set up the appointment. It would be good if others in ILYM became certified food handlers. Classes are offered at community colleges for certification.

## **At Annual Sessions:**

Wednesday (early afternoon):

- Check that kitchen and dining room preparations are complete.
- Check that trash cans in the trash/recycling area are properly marked for paper, garbage, etc. (Site Prep and the Recycling and Composting Coordinator see to this.)
- See that brooms and dustpans, mop and bucket are in the recycling area for cleanup. (These are stored in the east porch of the meetinghouse.)
- Make sure (especially if weather is hot) that a large container of cold water is available (usually on the front porch). Generally putting out paper cups is discourage.
- Check that napkins, paper towels and garbage bags are available and that adequate supplies are in the kitchen and dining room, as well as a supply of paper cups for evening snacks. Site Prep purchases these supplies. They are stored in the east porch of the meetinghouse, with some cups also being stored in the dining room in the bottom of the cabinet behind the serving table.
- Meet with meal coordinators to assure that everyone understands what they are to do.
- Check volunteer sign-up sheet on the sign-up boards and remind all beverage servers, runners, and dish-washers to eat one half hour before scheduled meal time. If there are not enough volunteers signed up, have an announcement made at business meeting.
- If desired, see that someone takes the responsibility to call for silence (or singing, etc.) during each meal. In the past this has been done once or multiple times for each meal.
- Cookies for evening snacks are stored on the counter in the dining room. Meet with evening snack coordinators and dishwashers to see that they know what to do and when. Snacks should be stored in mouse-proof containers.
- Hot and cold drinks left after dinner are usually kept for evening snack. Extra lemonade can be made and instant hot chocolate packets added to the tea and coffee supply (lemonade and hot chocolate are favorites of the kids.)
- ICE – arrangements must be made to have five bags of ice brought in each day (there is not enough freezer space to store more). A local person might agree to bring it in every morning.
- Coffee is an important thing for many people. Make a batch or two in the drip coffeemaker while the large pot begins to brew will be much appreciated. Coffee pots should be emptied and cleaned at the end of the day, after/during snack time. (See COFFEE POT INSTRUCTIONS)
- Check with cook to see if any food or supplies are needed – DAILY!
- Towels and dishcloths may need to be washed daily or every other day. In the past, Grayce Haworth Mesner or Kay Drake from Clear Creek Meeting have volunteered to take this bag home to wash. Check with them.

Sunday morning:

- In the morning, meet with the cooks, next year's Food coordinator (or representative of their planning group) and the ILYM Treasurer to:
  - pay the cooks
  - find out if the cook(s) would be available to cook next year
  - set salary for next year.
  - See that a list of all equipment that needs to be replaced or added to the kitchen and/or dining room is given to the clerk of the Maintenance and Planning Committee.
  - Answer any questions that the next coordinator or planning group may have.

Give log corrections or updates to the Administrative Coordinator after Annual Sessions. Feel free to make notes on these pages as they occur to you. and then pass on the annotated copy to the Administrative Coordinator.

Finances:

**Budget for Annuals Sessions presented at 2024 Annual Sessions**

Admin Coor Event Expenses (tents, printing and mailing, etc.)	\$9,000
Cooking and Food	\$10,300
Program Aft/Eve (speakers, workshops, etc)	\$5,000
Children's Program	\$2,750
Site Prep	\$1,750
Total	\$28,800

The estimated total expense for the program and food/cooking is important information for setting the overall registration fee, which must be decided in the spring. The registration fee should always be set at whole dollars per day, and the fee can vary somewhat from year to year.

There are Finance committee documents available for planning gatherings and retreats; this information can also be useful when planning for Annual Sessions. Find them online at [www.ilym.org/content/finance-resources](http://www.ilym.org/content/finance-resources)

*Past Practice:*

Check with ILYM Treasurer regarding the division between between payment to the cook and costs of food.

The present cook is: Zach Schobernd, z1chefdaddy © gmail.com