



<https://LochlevenWA.org>

**Committee Meeting Date: 04/05/2022**

## **Pancake Breakfast Planning Meeting Minutes**

### **Attendance**

Scott Lampe, Amir Rashidi, Craig Spiezle, Mark D. Walters, Jeff Jorgensen, Larry James

### **Start / End Times**

Drop off tables and tents the night prior if possible

8:00 AM - Setup

9AM - 11AM – Event

11am to Noon – Clean Up

### **Menu (pancakes, condiments, muffins, bananas, juice, coffee...) – Costco Run**

Craig S and Jeff J will handle food, eating utensils, paper plates and napkins

Water, juice

Gluten free – Larry and Robin will supply

### **Coffee, coffee mixers and cups -**

Scott Lampe to contact Wood Coffee / Jeff J will talk to contact at Starbucks

Still looking for a coffee maker if possible.

### **Trash Can and Recycling – Jeff J**

**Pop Up Tents** - Mark & Jeff J (Might be good to get another if possible). Drop off on Friday night.

**Extension Cords and Power Strips** - Jeff has covered

**Electric Griddles** - Jeff and Robin

**Folding Tables and Disposable Table Cloths** - Amir has 3 – Drop off Friday night / Craig has 2.

We may need more and ideally have a table for LCA info.

**No-Parking Cones** - Amir will bring

**Staffing** - All on this call will be there from set up to clean up. Goal is for us all to engage others

**Invites to council, city and planning staff (an opportunity to show appreciation).** Craig to invite

**Info tables - City has requested 1 and I think we need one for LCA (membership and archives)** Brooke Brod, Community Outreach - Planning Commission will come and host a desk. Craig will reach out to Brooke and Kate and other City staff members LCA has interacted with

**Do we want to have a police or fire department vehicles for the kids or hold for the block party (or both)?** Agreed to request a police motorcycle or bicycle officer to attend, Craig will reach out

**No parking barricades to block part of the street and keep the space open?** Amir to provide a few traffic cones

**Budget** - The Board allocated up to \$150.

**Donation jar**- Bucket - Mark

**Flyers/Announcements / Communications**

Steve McConnell has offered his copier. Craig will coordinate with Steve to distribute by the 17<sup>th</sup> or 18<sup>th</sup>. Craig will update the LCA site and Event Bright registration site.

**Name Tags** - Mark will purchase on Amazon

**Cooler and Ice** - Craig will supply ice  
Mark has cooler