CASTLEBERRY CIRCLE CLUB
MEETING HOST GUIDELINES

Castleberry Circle Club (CCC) meetings are held on the second Monday of every month, except in July and August. These meetings are where members (residents and former residents) and occasional guests can come together in friendship, camaraderie, laughter, and information sharing. We ask that all club members periodically take a turn hosting/co-hosting a meeting. For those of you who have not done so before, there are a number of "veterans" who would be pleased to assist. Their names and contact information are in Appendix A1.

The host/co-host should determine a topic for the meeting. Hosts of the meetings are encouraged to organize low- or no-cost activities (a non-inclusive list of suggestions is in Appendix C). However, if costs are involved, the original CCC Steering Committee formulated a set of financial guidelines for use by meeting host(s) in planning these activities. This document (amended by the current Treasurer, Carrie Harless, to reflect the club's current financial situation) is Appendix D.

GENERAL INFORMATION

The contract for the Paddock Room at Churchill Recreation Center specifies the Setup time as 5:00 p.m. to 5:30 p.m. and the meeting time as 5:30 p.m. to 8:20 p.m. That means we should be cleaned up and out of the room by then. If, for some reason, you need an exception to those times, you must contact Jan Davenport at (352) 446-9006 or jan.md@comcast.net.

BEFORE THE MEETING

1) Following the preceding month's meeting, send basic information for posting on the website to John Henry, mailto:jghenry43@gmail.com
2) At least three weeks before the meeting, send an email to Brenda Hayes at hayescastleberry@yahoo.com with pertinent information for distribution to all Castleberry Circle residents. If you have a function for which food needs to be purchased or tickets are required, you will want to have people RSVP, so you may want to start that process earlier. If you feel they would be

helpful, follow-up emails and reminders should be sent to Brenda for distribution.

3) Determine the number of attendees. If an RSVP was not required, figure a maximum of 90 people in the winter, fewer in the spring and fall.
4) Determine the room setup: how many tables are in what layout to meet your program requirements. An additional small table and two chairs are needed in the back corner of the room for 50/50 ticket sales, and usually one 6-foot table and three chairs in the front of the room for miscellaneous handouts/signups, etc. You will also have to provide audiovisual requirements, such as microphones and a screen. Two sample layouts are included at the end of the Appendices, but you are not limited to only those two.
5) Communicate requirements to Churchill staff by the week before the meeting. It is recommended that you go to Churchill and speak with the person at the front desk; in theory, anyone there can assist you.
6) Dan and Joyce Erz maintain a supply of the following items for club functions: plastic forks, knives, and spoons; paper plates, napkins, and service pieces (bowls and large utensils); cups; cream and sugar; and salt and pepper. Contact Dan at (605) 305-2709 or erzdan@yahoo.com if you will need supplies for your meeting. You will also be responsible for getting the supplies from them (708 Castleberry Circle) to take to the meeting (and returning leftovers to them). For food functions, you will need to purchase tablecloths (Walmart is actually cheaper than the dollar stores). You may request reimbursement from Carrie Harless at (352) 638-1644 or dcharless@comcast.net.

AT THE MEETING

Either the meeting host or someone recruited to be the MC (see volunteers in Appendix A2) should cover the following topics:

1) Preliminary Items
    a. 50/50 ticket purchase reminder
    b. Miscellaneous items depending on the program
    c. Pledge of Allegiance

Note: The activity and business sections can be reversed unless dinner is part of the activity, then the dinner should be "served" first

2)

3) Activity Section
    a. A reflection should be given at meetings where food is served (see sample Reflections in Appendix B).
    b. After dinner, the MC, if not the meeting host, should introduce the host(s)
    c. Meeting host(s) conduct(s) the program and turns the meeting back to the MC

4) Business Section

    a. Announcements:
        i. Introduce new neighbors and/or guests
        ii. Couples Golf Results and/or Information
        iii. Sweet Tees Results and/or Information
        iv. Sunshine update
        v. Ladies Luncheon
        vi. CPR/AED Program
        vii. Birthdays/Anniversaries
        viii. Next Month's Meeting
        ix. Other
    b. 50/50 drawing and prices
    c. Adjourn

<u>POST-MEETING</u>

1) Cleanup
    a. All tables must be free of debris and tablecloths.
    b. Coffee pots must be washed (if used).
    c. The kitchen must be cleaned up (if used by CCC residents or a caterer)
    d. Trash can be brought to the dumpster – it is not required, but it is suggested.

Appendix A1

The following people who have served as meeting hosts in the past have agreed to serve as mentors for new hosts. Please call any one of them if you need assistance:

Carrie Harless: (352) 638-1644 or dcharless@comcast.net
Sue Henry: (603) 320-1435 or shenry32162@gmail.com
Bob Patrick: (813) 240-0700 or bobpatrick224@gmail.com
Tom Weyer (719) 322-8580 or tcweyer@gmail.com

Appendix A2

The following people have volunteered to serve as an emcee if needed. Please call any one of them if you need assistance:

Carrie Harless: (352) 638-1644 or dcharless@comcast.net
Brenda Hayes (561) 632-5511or hayescastleberry@yahoo.com
Sue Henry: (603) 320-1435 or shenry32162@gmail.com
Barry Killick: (352) 259-4271or 6188ama@gmail.com
Hal Johnson: (352) 391-5884 or hjson1@centurylink.net
Bob Patrick: (813) 240-0700 or bobpatrick224@gmail.com
Tom Weyer (719) 322-8580 or tcweyer@gmail.com

Appendix B

Reflection #1

For the meal we are about to eat,
for those that made it possible,
and for those with whom we are about to share it,
we are thankful, Lord.

Reflection #2

Let us enjoy good food and good drink,
And let us thank all whose efforts have set them before us;

Let us enjoy good companionship,
And let us each one be good company to the others;
Let us enjoy ourselves, without guilt,
But let us not forget that many are less fortunate.

Reflection #3

We receive this food in gratitude to all beings
Who have helped to bring it to our table,
And vow to respond in turn to those in need.
With wisdom and compassion.

Reflection #4

For the food that nourishes our bodies . . .
For the fellowship here that feeds our souls . . .
For all things good and beautiful with which our lives are filled . . .
Lord, we give our thanks today.

Reflection #5

We bless this food before us,
May we be grateful for our meal,
our family, our home, and our blessings,
Bless those who do not have enough to eat,
May they soon eat their fill and be blessed with enough.

Reflection #6

We are blessed today, with enough to eat,
May we be grateful.
We are blessed with clothes to wear,
May we be grateful.
We are blessed with shelter from the elements,
May we be grateful.
We are very well blessed today.
May we remember that there are many people
who do not have these blessings.
And Lord, may we be grateful enough to help others when we can.

APPENDIX C

Castleberry Circle Club Meeting Suggestions

Food

Chili Cook-off
Corned Beef – St. Patty's Day
Dessert
Hamburgers, hot dogs, etc.
Ice Cream Night
Oakwood Grill
Ollie's Frozen Custard
Potluck - Hawaiian
Potluck – International
Potluck – Irish
Potluck – Italian
Potluck - Mexican
Potluck – Pool Party
Taste of Local Restaurants
Thanksgiving Dinner

Entertainment

Cheerleaders
Cloggers
Dynamic Dog Club
Hula Dancers
Line Dance (and instruction)
Local Musical Group
Movie Night
Old Time Radio Group
Readings: poetry, comedy, essays, jokes
Square Dance
Twirlers
Villages Charter School Choir (elementary, middle, or high school)

Games

10,000 Pyramid
Bingo
Bunco
Cards

Games – con't

Casino Night
Charades
Golf Cart Poker Run
Golf Cart Scavenger Hunt
Himalaya Golf – Arnold Palmer Putting Course
Horse Races
Name That Tune
Pictionary
Trivia
Turkey Races

Speakers

Aging Services
Butterfly Club
Gardening/Landscaping Issues
Healthcare Options
Interesting Occupations
Long-term Care Insurance
Operation Shoebox
POA
Sheriff's Dept. (How to Make Your Home Safer)
Travelogues – What I Did on My Summer Vacation
Unplugging From Comcast
VHA
Villages Hospital
Villages Senior Living Options

Miscellaneous

AED (Automated External Defibrillator)
Charity Night (Christmas)
Club Reports – What Other Clubs Do that Make Them Good/Not So Good
Golf Cart Poker Run
Halloween Night
Movie/Book Reviews
Scavenger Hunt
Silent Auction
Spring Fling (picnic with outdoor games)
Valentines Night

APPENDIX D

CASTLEBERRY CIRCLE CLUB MEETINGS FINANCIAL GUIDELINES

1. The club's primary revenue source has been the proceeds from the sale of 50/50 tickets. All attendees are therefore encouraged to participate at a level that is comfortable for them. Supporting the 50/50 will enable the club to continue providing primarily free activities, as we have in the past.

2. Hosts of monthly meetings are encouraged to organize low-to-no-cost activities. There is no requirement that any food be featured!! However, for other events such as a pizza night or entertainment, the maximum amount per meeting covered from club funds will be $150, based on the average historical 50/50 proceeds, and that not all meetings will require any expense. Additional funds may be requested from the Treasurer, Carrie Harless, at (352) 638-1644 or dcharless@comcast.net and may be provided if available. The sale of tickets must cover any expenditure above this amount unless the host(s) choose to support the club by funding the excess themselves. Ticket sales may fully fund some special events, such as a professional entertainer(s). Any amount collected above expenses will go into the club's treasury.

3. As a goal, a minimum balance of $300 will be held in the club treasury to cover expenses for the paper products, supplies, and the website. Any amount above $300 will be used to offset the costs of a holiday party in December. Other special events may be funded as excess funds become available.

CASTLEBERRY CIRCLE

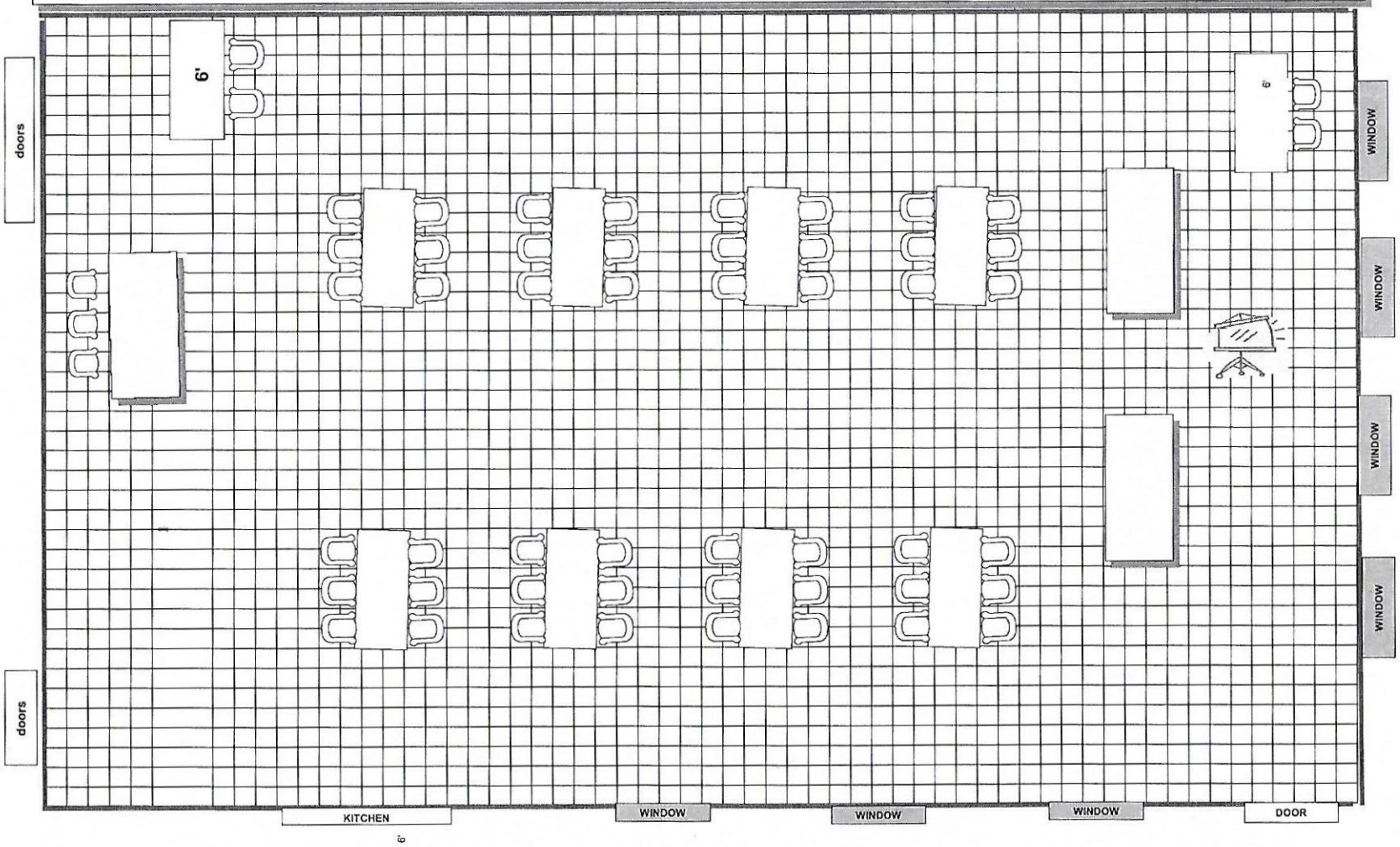
Monday November 13, 2017 5:30 - 8:20 PM

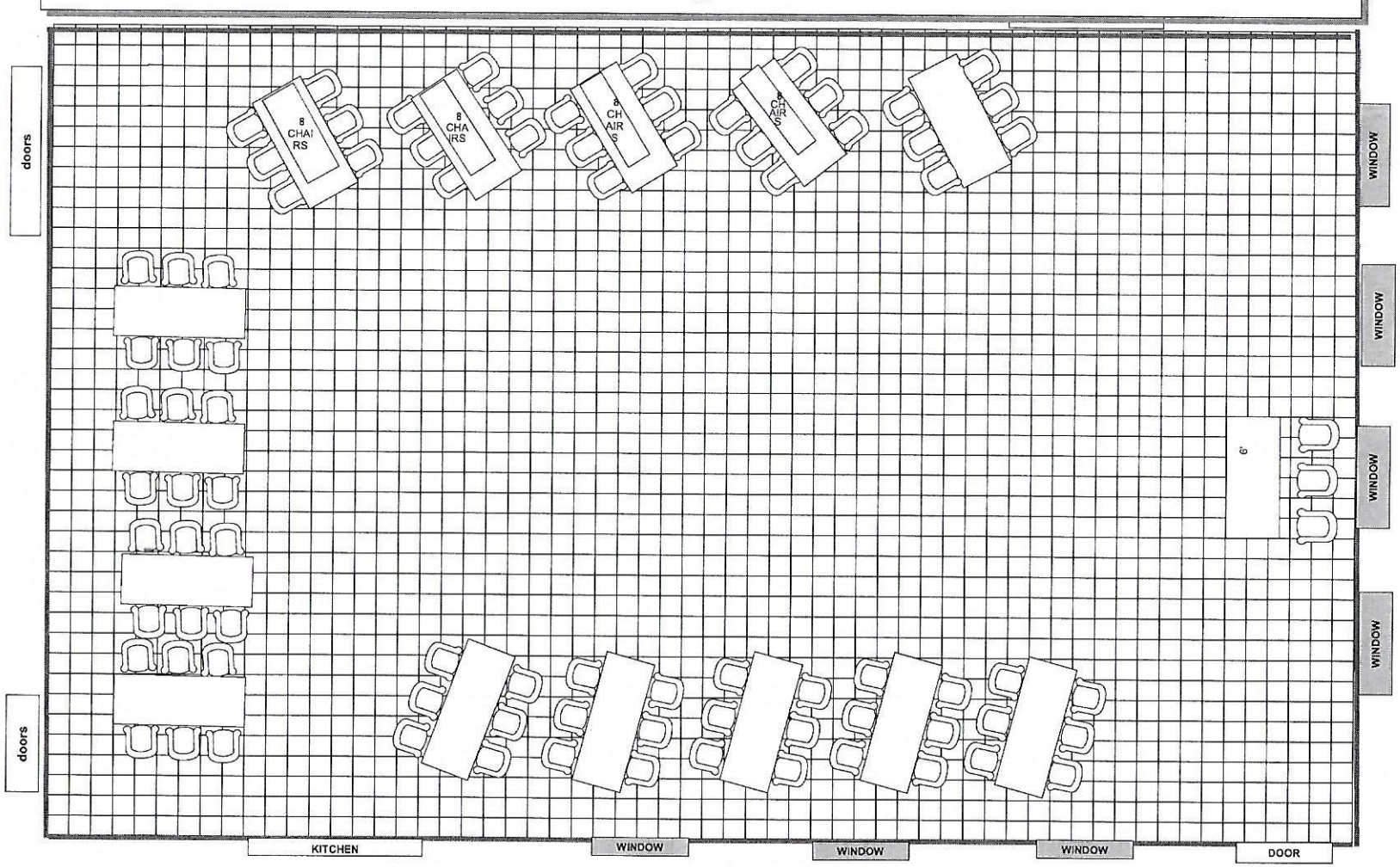
Judy Davison 917-5971674 jajdavison@aol.com

pwallach@centurylink.net

Screen, Projector

BB 11-06-13



Castleberry Circle
Monday December 11, 2017 5:30-8:20
Carrie Harless 750-4640

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