

College Park Quarterly Meeting

Guidelines for Winter Quarterly arrangements

Winter Quarterly gatherings are one-day events on the 3rd Saturday in January, hosted by one of four of the larger Monthly Meetings. Host Meetings rotate from Redwood Forest (2008), Palo Alto (2009), Berkeley (2010) and San Francisco (2011). If this changes, it will be posted on the website <http://collegepark.quaker.org>. Following are notes from planning and evaluation of the 2008 and 2009 sessions.

The role of Arrangements Clerk has changed to keeping the collective memory of how to do things, instead of doing local arrangements, so maybe we will remember more of what needs to be done in advance (the position is currently vacant). It is expected that the Arrangements Coordinators will carry out the actual arrangements work during the Quarterly Meeting.

Pre-registration for Winter Quarterly would benefit the host meeting, since we would know how many to expect for lunch. Balanced against the work required of the registrar, this does not seem to be sufficient reason to do it. We can get by with estimates based on the last Winter attendance. People with special needs (food, housing, transportation) can always contact the Quarterly officers or host meeting.

As at longer sessions, it will be helpful to have names of local contacts for: internal arrangements, housing, food, and transportation. These positions need to be filled about 8 weeks before the session; CPQM does not appoint them. A food coordinator and an everything-else arrangements coordinator are the minimum. In 2004 there was a separate person for each of the 4 tasks, but housing and transportation were underutilized. Alternatively, one or two local arrangements coordinators may be named in registration materials and delegate tasks to volunteers within the host meeting. The Teen Program Liaison function is usually merged with Housing.

(1) INTERNAL ARRANGEMENTS - Provide exhibit/literature tables at location where traffic is not blocked (Examples from 2009: Woolman program - 8' table, Quaker Center & Friends House-- 4' table each; Casa de Los Amigos-- space for materials and display board; book sales - 2 8' tables. Other Meetings' and Friends' projects may ask for exhibit space at the last minute; if out of tables, refer to Clerk). Provide signs, chairs & room assignments for worship-sharing and interest groups (10-12 worship sharing groups of 8 - 10, 4 - 5 interest groups if on program). CPQM has a public address system; extension cords may be needed to the nearest outlet in the plenary room. Identify space for children's program, (10-20 children are 2 - 12) and teen's program (20 to 30 teens, ages 13-18, day and overnight). Select best location for registrar table. If not enough on site, arrange for borrowing chairs & tables (rental will be reimbursed if the Clerk is told in advance). Make sign-up lists for housekeeping chores that need to be carried out. Insure that restroom supplies are on hand and replenished during the day if needed (not usually reimbursed). Be prepared for blown circuit breakers, liquid spills, stopped-up drains and heavy rain, among other crises.

(2) HOUSING - Attenders coming long distances may need to arrive early and stay Friday night (this includes M&O Committee, which sometimes meets Friday evening); others may need housing Saturday and/or Sunday (e.g.: parents of teens staying overnight) - overnight stays Fri or Sat are often arranged by individuals, but we should have 4 - 6 beds available if we are asked

(3) FOOD – Provide lunch for 110-125, based on past winter attendance; there will be 2 15 minute breaks when snacks would be appreciated (juice & coffee at 8:00 and again later in the morning); cost is reimbursed by CPQM. If the cost for lunch is comparable to spring and fall sessions, it is about \$7.50 per person. At Palo Alto Meetinghouse, we eat in two shifts because of space constraints for indoor dining; if this is necessary at your site, inform the CPQM clerk so the program can be scheduled around lunch times. If table and chair set-up and/or clean-up help is needed, provide sign-up lists to Registrar for posting. See sample menus below.

(4) TRANSPORTATION - We expect a few people to arrive on public transit or at the airport who need rides to the gathering - usually only 2 or 3. Be prepared to advise attenders about local bus & train routes. Carpools are usually arranged through the CPQM officers. Children's and teen programs might plan off-site trips to parks or service projects - we expect Quarterly attenders to drive, but another local car or van would help

(5) TEEN PROGRAM LIAISON - The teens plan to stay Saturday and (rarely) Sunday nights. The teen program is supposed to arrange for food, a Saturday service project, a Sunday afternoon outing and "Friendly Adult Presences" to accompany the teens, but local advice may be needed. There is a handbook for the College Park Quarterly Teen Program with an appendix which includes information about the role of FAPs..

MENUS (from 2009)

Hospitality Committee provided bagels, cream cheese, muffins and fruit (like Clementines or grapes) that were available in the early morning and mid-morning. We cut up the bagels so people could take just a quarter or half. We made a large pot of coffee for the morning and a regular pot of decaf. Making a large pot does mean someone needs to be there early to start it, since it takes longer to brew (24 - 30 cups). That allows coffee to be available at the start and still available at the break and no one has to be constantly making coffee. Provide sugar and milk for the coffee. We also had hot water and tea bags.

In the afternoon we put out leftovers from the a.m. and from lunch. We may have added a bit more fruit or carrots or some nuts/pretzels, but did not worry about coffee or tea. There was water and possibly juice.

Bagels 4 doz and 6 tubs of cream Cheese
Muffins 4 doz
Fruit - Clemintines 2 boxes, Grapes 6 lbs
Milk for coffee - pint of skim, 2% & half-and-half (one of each)
Nuts - Almonds/peanuts (is there an allergy issue?),
Pretzels 3 large bags
Carrots 6 lb bags
Hard boiled eggs 1 dozen
Juice 3 cans of concentrate
2 cookies per person 24 dozen, bought or homemade
chips corn potato

Lunch - baked potato [and yam] bar with green salad, vegan chili, and toppings.