

PROBUS CLUB OF GLEN OSMOND INC.



PROTOCOLS FOR MEETINGS

held at the

**BEAUMONT BOWLING CLUB
71 Devereux Road, Linden Park SA 5065**

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'Protocols for Meetings of the Glen Osmond Probus Club Inc.'

TABLE OF CONTENTS

1.	Executive Summary.....	1
2.	Revisions.....	1
3.	Meetings.....	1
3.1.	Venue Restrictions.....	1
3.2.	Available Meeting Area.....	1
4.	Opening/Closing The Club House	2
4.1.	Doors & Security Alarm.....	2
4.2.	Lights	3
4.3.	Seating/Chairs	3
4.4.	Tables	4
4.5.	Lectern.....	4
4.6.	Air Conditioning	4
4.7.	Sound System	4
4.8.	Audio Visual Equipment.....	5
4.9.	Kitchen.....	5
5.	Sound System Components	5
6.	Audio Visual Equipment Components.....	6
7.	Setup of Sound System and/or Audio-Visual Equipment	9
7.1.	Option A: Setting up the Microphone is ALWAYS required	9
7.2.	Option B: The Laptop and Overhead Projector are required if a presenter has a PowerPoint Slide Show	11
7.3.	Option C: The Laptop , Overhead Projector , and Yamaha Sound System are required if a presenter has a Video to show.	18
7.4.	Dismantling of Sound and/or Audio-Visual Equipment	20
8.	Morning Tea Break.....	20
8.1.	Hospitality Officer (Kitchen Supervisor).....	20
8.2.	Morning Tea Assistants	20
8.3.	Morning Tea Provisions	20
8.4.	Kitchen Initial Preparation	21
8.5.	Morning Tea Setup	21
8.6.	Kitchen Cleanup	21
8.7.	Dishwasher Operating Instructions	22

1. Executive Summary

The document titled '*Protocols for Meetings of the Glen Osmond Probus Club*' also known as the '*Protocols document*' is authorised by the President of the Glen Osmond Probus Club Inc. after endorsement by the Management Committee and where required, the General Membership.

The '*Protocols document*' records the protocols for meetings of the Glen Osmond Probus Club also known as the '*Club*' or abbreviated as GOPC, which are held at the Beaumont Bowling Club.

The protocols cover the procedures for opening and closing the Meeting Hall, the setting up and operation of the Public Address System, the setting up and operation of the Audio Visual Equipment in conjunction with the requirements of the Profile/Hobbies Speaker and the Guest Speaker, the requirements for the Morning Tea Break and the rules imposed by the host organisation for the use of the kitchen facilities including the operation of the Hot Water Urns and the Dishwasher.

The '*Protocols document*' should be used in conjunction with the **GOPC Website** which is available at <http://probussouthpacific.org/microsites/glenosmond>.

2. Revisions

20210131 Updated by Brian W. Rice Membership Officer and Web Master to include fact that BBC laptop is now dedicated for Probus use.

20200803 Updated by Brian W. Rice Membership Officer and Web Master to suit the new audio visual sound system which includes the ceiling mounted overhead projector and the ceiling mounted screen.

201806 Updated by Brian W. Rice President and Ag Web Master Glen Osmond Probus Club Inc to modify Sound System equipment and operation.

Updated March 2018 by Brian W. Rice President Glen Osmond Probus Club 2018 to include reference to the GOPC laptop which is on long term loan from Brian W. Rice Glen Osmond Probus Club President 2018

Revised March 2017 by Brian W. Rice Vice-President Glen Osmond Probus Club 2017

Created October 2016 by Bob Goodall Vice-President Glen Osmond Probus Club 2016

3. Meetings

Refer to: <https://probussouthpacific.org/microsites/glenosmond/Meetings>

3.1. Venue Restrictions

The Glen Osmond Probus Club Inc. has a contract with the Beaumont Bowling Club, 71 Devereux Road, Linden Park SA 5065, to have their Monthly Meetings in the Bowling Club's Main Hall at the Western end of the Clubrooms. A set rental is charged for this privilege.

The Beaumont Bowling Club facility is also used by the Burnside Combined Probus Club Inc. which meets monthly on the second Monday from 10 a.m. to 12 noon.

Very occasionally the Beaumont Bowling Club may ask that the Probus Clubs convene elsewhere, e.g. if they have a State Bowling Carnival scheduled over the period. The Burnside Council Chambers has a meeting room which has been used for this purpose.

The Beaumont Bowling Club Bowls Selection Committee meets in the same venue during the months from September to the end of March each Monday morning.

3.2. Available Meeting Area

The available meeting area for the Probus Club at the Beaumont Bowling Club is limited by the need to share the venue with the Host's Bowling Club Selection Committee which meets during

the months from September to the end of March each Monday morning. A large screen concertina divider extending the full width of the Beaumont Bowling Club Hall is used to separate the Eastern Bar Area from the general Meeting Hall and protects the Bowling Club Selection Committee and the Probus Club's privacy.

The available meeting area in the Bowling Club Meeting Hall has been divided into two distinct areas by the Probus Club Management Committee in order to provide;

- adequate seating for the membership,
- an area for socialising before and after the Probus Club meeting and
- an area for the safe preparation, deliverance and consumption of tea and coffee during the morning tea break. This involves the need for queues to form safely at the kitchen servery and having received their tea/coffee for members, guests and visitors to proceed away from the Hot Water Urns without having to squeeze between or around those waiting or talking.

The area reserved for Probus Club meeting seating extends from the Western Stage/Podium to the Kitchen Door. This area can comfortably hold about 80 attendees without extending into the socialising area.

The area reserved for Probus Club Morning Tea and Socialising extends from the Kitchen Door East to the large screen concertina divider.

4. Opening/Closing The Club House

4.1. *Doors & Security Alarm*

The Beaumont Bowling Club has been requested to unlock the doors and deactivate the Security Alarm at the prescribed time of 9.00 am when the Committee Meeting is held and 9.30am on regular meeting days.

The Beaumont Bowling Club Treasurer, is the nominated person to open the Club Rooms for all meetings. In the unlikely event he needs to be contacted his contact number is available in the secure GOPC Webmail (R) account at <https://webmail.probusclubs.com.au>

- 2018 Mr. Ian Williams, Beaumont Bowling Club Treasurer.
- 2017 Mr. John Binks-Williams, Beaumont Bowling Club Treasurer.
- 2016 Mr. John Binks-Williams, Beaumont Bowling Club Treasurer.

At the **close** of the meeting the President should ensure that the closing down of the Club House is adequately attended to.

In most cases the Beaumont Bowling Club will have staff on hand to close and lockup the Club House but in the case of absence of this, the President of the Probus Club or his delegate must undertake this duty including resetting the alarm. **NOTE:** This is particularly important after a Lunch Meeting.

The Security Alarm code is known to the Probus Club and will be held by the President and Secretary and advised as necessary.

The alarm control is in the Bowling Club's Office next to the 'Bar' at the Eastern 'Road' end of the Club House.

Photo of alarm control required.

The Security Alarm is simple to reset if required after a meeting. Refer to Probus Club President or Secretary for instructions.

4.2. Lights

The light switches for Beaumont Bowling Club Meeting Hall are located behind the concertina screen on the western wall.



The Probus Club Meeting uses switches marked "Dance Floor" and Far End".



July 2020 need new photo

4.3. Seating/Chairs

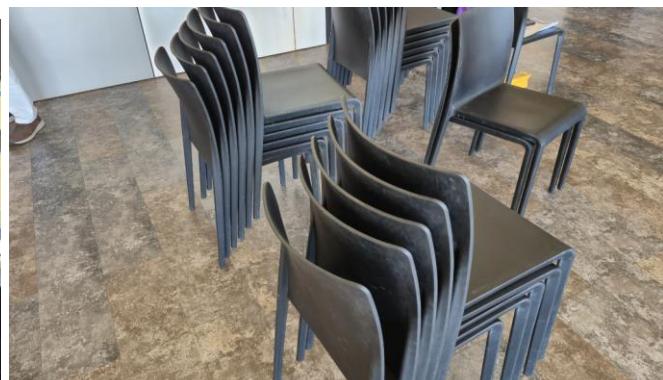
For Probus Club General Meetings seating should be arranged in a 'Theatre' or 'Presentation' room style.

Approximately 80 chairs should be placed in two columns of 40 rows each with a space at the front for a table and lectern and a corridor down the centre and an aisle on each side.

The chairs should not be placed too close together.

The chairs should be arranged well before commencement of a General Meeting.

At the close of each meeting ad hoc members may be requested to assist with the stacking and storage of the chairs on the Northern wall side of the Meeting Hall. As the Hall is used by other patrons, it is often just OK to stack the chairs four high, and leave in random locations around the Hall.



4.4. Tables

The Meeting Setup Group should set up the tables for both Committee Meetings and General Meetings.

For a Committee Meeting two tables should be placed in a long 'Boardroom' format at the Western end of the room with enough chairs to accommodate all Committee members attending. (This can be as many as 12 officers.)

For a General Meeting one table should be placed in front of the seating for members in a 'Theatre' or 'Presentation' room style. The table should be arranged well before commencement of a General Meeting.

At the close of each meeting ad hoc Members may be requested to assist with the storage of any tables used.

4.5. Lectern

The Meeting Setup Group should place a Lectern in front of the seating for members on the Southern or left hand side of the hall as viewed by the audience.

At the close of each meeting the Lectern should be returned to its storage location.

4.6. Air Conditioning

The President and/or Vice-President should ensure that the venue heating/cooling air conditioners are switched on before a meeting commences and preferably on first arrival.

The air conditioning units are controlled by way of two single remote controls that are located on the Southern wall at the right-hand side of the kitchen entrance.

Photo of air conditioning remote controls required.

At end of the meeting the President or his delegate should ensure that the Air Conditioners are switched off. **NOTE:** It is the Probus Club's undertaking to the host organisation to ensure all air conditioning units are switched off after a meeting.

4.7. Sound System

The operation of the Club House Sound System is very technical and familiarisation **BEFORE** a meeting is essential.

In the event that the Probus Club Sound System/Audio Visual Equipment Specialist is not available the Sound System/Audio Visual Equipment Specialist should nominate a delegate to undertake the role during the absence.

For familiarisation and detailed operating instructions see Section [**5 Sound System Components**](#).

At the beginning of a meeting the Probus Club Sound System/Audio Visual Equipment Specialist or delegate should be available to assist with all aspects for the setup, operation and return to storage of the Bowls Club House Sound Systems including the Public Address System, and the Laptop Computer.

At the close of the meeting the Probus Club Sound System/Audio Visual Equipment Specialist should ensure;

- All microphones are turned off and returned to the correct storage area.
- The Public Address Amplifier is switched off.
- The Sound System is switched off.
- The Overhead Projector is switched off.

4.8. Audio Visual Equipment

The operation of the Club House Audio Visual Equipment is very technical and familiarisation **BEFORE** a meeting is essential.

For familiarisation and detailed operating instructions see Section [6 Audio Visual Equipment](#).

At the beginning of a meeting the Probus Club Sound System/Audio Visual Equipment Specialist or delegate should be available to assist with all aspects for the setup, and operation of the Laptop Computer, the Bowls Club House Sound Systems including the Public Address System, and the Meeting Room Blinds which should be closed if required.

At the end of a meeting the Probus Club Sound System/Audio Visual Equipment Specialist should ensure the Audio Visual Equipment is switched off and returned to its storage area and the Meeting Room Blinds are opened.

4.9. Kitchen

The Bowls Club Kitchen is used for preparation, delivery and clean-up for the Morning Tea Break.

For Kitchen rules and instructions see Section [8 Morning Tea](#) and [8.7 Dishwasher Operating Instructions](#).

The Kitchen Supervisor should ensure that the Kitchen has been left in a clean and tidy state, the Dishwasher shut down, and where required, power switched off, especially the Hot Water Urns. See Section [Error! Reference source not found.](#) [Error! Reference source not found.](#)

5. Sound System Components

As of June 2020 the Bowls Club House Sound System comprises:

- The MIPRO Wireless Microphone, MIPRO Wireless Receiver and an Audio Amplifier. (Stored in Bowling Club Main Office.)



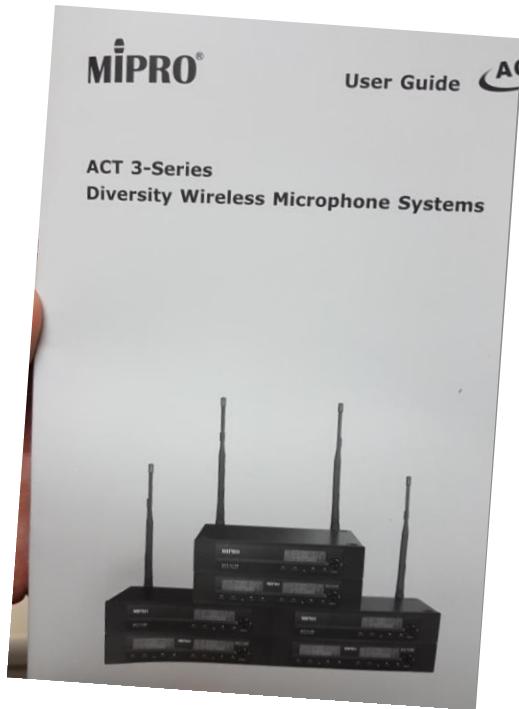
MIPRO Wireless Mike (Blue Band)

MIPRO Wireless Receiver

Audio Amplifier

A User Guide is available.

<https://www.manualslib.com/manual/952563/Mipro-Act-3-Series.html>



5.1.1. MIPRO Hand Held Wireless Microphone Model ACT-32H

(Stored in Bowling Club Main Office.)



5.1.2. MIPRO Wireless Microphone Receiver

(Stored in Bowling Club Main Office.)



5.1.3. Audio Amplifier

(Stored in Bowling Club Main Office.)

NEED Picture of Audio Amplifier.

5.1.4. TIPS for Operation of Sound System

- All output levels microphone and amplifier volume are preset by the Bowling Club.

6. Audio Visual Equipment Components

The Bowls Club House Audio Visual Equipment comprises the following items:

- A BenQ Ceiling Mounted **Overhead Projector**. (Located on ceiling above centre aisle.)



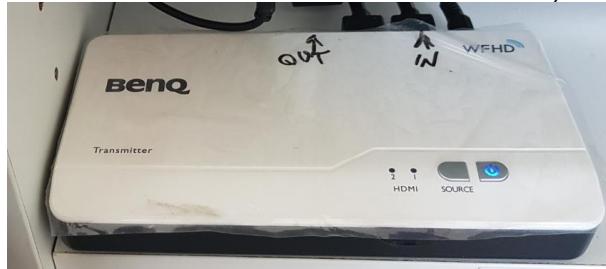
BenQ Ceiling Mounted Overhead Projector

- **BenQ Projector Remote Control** (Housed in a holder mounted on the cupboard behind the door to the Bowling Club Storage Room which is the ante room to the Ladies Toilets.)



BenQ Projector Remote Control

- **BenQ Transmitter** (Housed in the cupboard behind the door to the Bowling Club Storage Room which is the ante room to the Ladies Toilets.)



BenQ Transmitter

- **BenQ Receiver** (on the Ceiling Projector) (Located on ceiling above centre aisle.)



BenQ Receiver (on the Ceiling Projector)

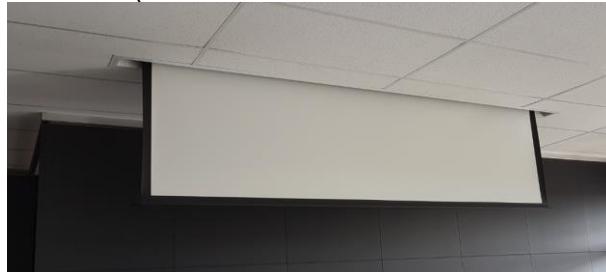
- **Yamaha Sound System** (Housed in the cupboard behind the door to the Bowling Club Storage Room which is the ante room to the Ladies Toilets.)

**Yamaha Sound System**

- **Projector Master Switch** (Mounted on the cupboard behind the door to the Bowling Club Storage Room which is the ante room to the Ladies Toilets.)

**Projector Master Switch**

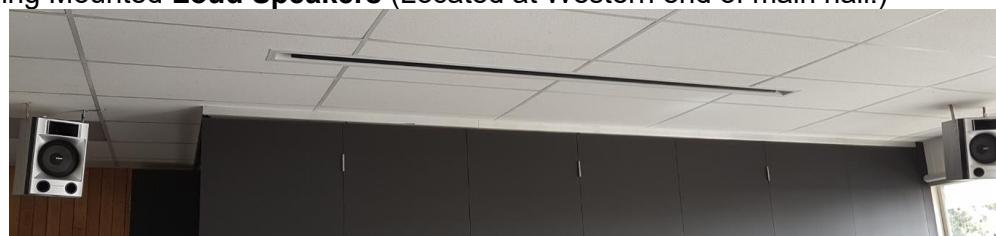
- **Ceiling Mounted Screen**. (Located at Western end of main hall.)

**Ceiling Mounted Screen**

- **Screen Remote Control** (Housed in a holder mounted on the cupboard behind the door to the Bowling Club Storage Room which is the ante room to the Ladies Toilets.)

**Screen Remote Control**

- **Ceiling Mounted Loud Speakers** (Located at Western end of main hall.)

**Ceiling Mounted Loud Speakers (Designated S/W and N/W)**

- **Loud Speaker Control Panel** (Installed in the cupboard behind the door to the Bowling Club Storage Room which is the ante room to the Ladies Toilets.)



Loud Speaker Control Panel

- Meeting Hall Window Blinds.
- BBC Dedicated Probus **Laptop**. (Stored in the cupboard behind the door to the Bowling Club Storage Room which is the ante room to the Ladies Toilets.)

HDMI Cable



- HDMI **data cable**.
- Power **CORDS**, extension cords and power distribution board.

7. Setup of Sound System and/or Audio-Visual Equipment

BE WARNED: You may have to practice this procedure until you are sure of the steps needed.

Options are;

- **A:** Setting up the **Microphone** is **ALWAYS** required.
- **B:** The **Laptop** and **Overhead Projector** are required if a presenter has a PowerPoint Slide Show.
- **C:** The Laptop, Overhead Projector, and Yamaha **Sound System** are required if a presenter has a **video** to show. (Note the showing of video's embedded in a PowerPoint Slide Show does not work.)

7.1. **Option A: Setting up the Microphone is **ALWAYS** required**

- 1) Enter the Bowling Club **Office** which is alongside the Bar in the Eastern end of the Club House.
- 2) As you enter the Office and immediately to your left is a floor to ceiling cupboard. In the cupboard at about shoulder height is a shelf on which is the MIPRO Wireless Receiver and below it is the Audio Amplifier.



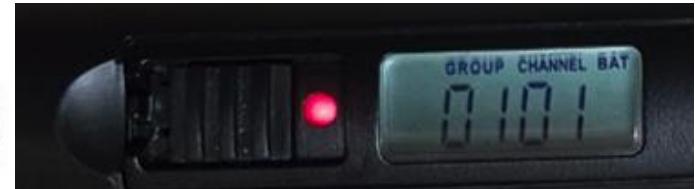
- 3) Switch on two 240V GPOs above the MIPRO Receiver.



- 4) Ensure the MIPRO Receiver is switched on and operating by observing the illuminated screen.



- 5) Switch on the Wireless Microphone.



- 6) Test the microphone by keeping it quite close to the mouth.



7) Observe modulation on appropriate channel when microphone is used.



Observe Modulation when Microphone is used

8) Take the MIPRO Microphone to the front of the Assembly Hall.
 9) Test the microphone again.
 10) You are now all set to go.

7.2. **Option B: The Laptop and Overhead Projector are required if a presenter has a PowerPoint Slide Show**

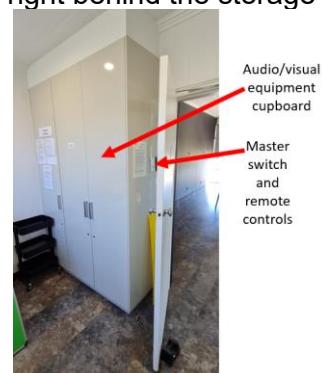
NOTE: Some speakers like to supply their own laptop for their presentation. In this case do not collect the Bowlin Club laptop from the storage area (Steps 19) to 22). All other steps are the same.

11) Perform all steps for **Option A**.
 12) Then enter the Bowling Club **Storage Room** which is the ante room to the Ladies Toilets.

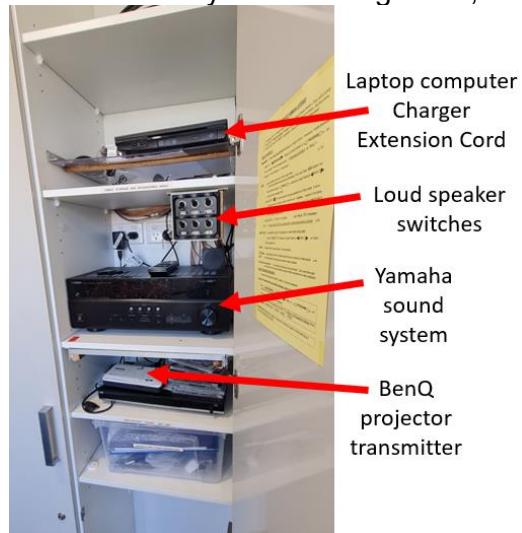


Storage Room Entrance

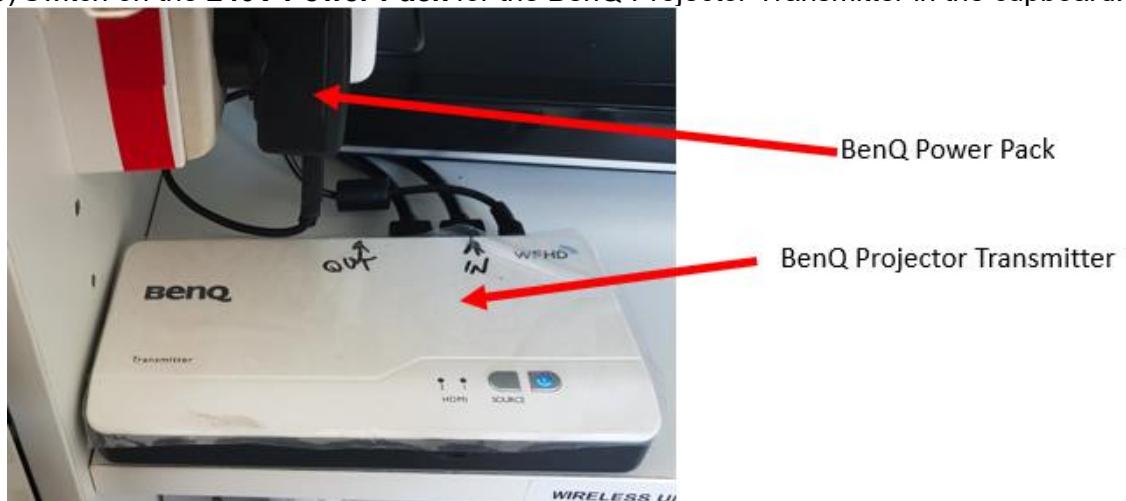
13) Observe the cupboard on the right behind the storage room entrance door.



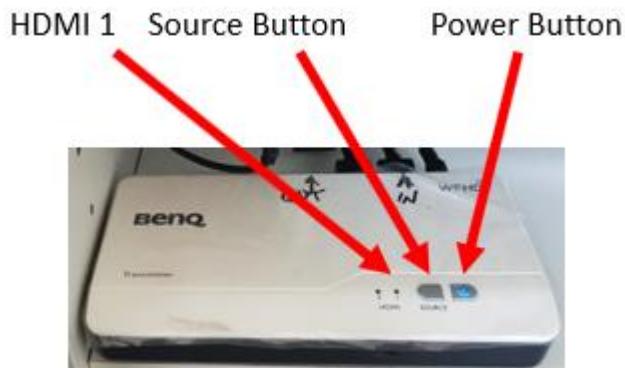
14) Open the cupboard door and identify the following items;



15) Switch on the **240V Power Pack** for the BenQ Projector Transmitter in the cupboard.



16) Identify the BenQ Projector Transmitter **Controls**



17) Switch on the BenQ **Projector Transmitter**.



18) If necessary, use the '**SOURCE**' button to select **HDMI 1**.



- 19) The Glen Osmond Probus Club is allowed to use the Bowls Club **Laptop**. The Bowls Club Laptop is located on a cupboard shelf in the Storage Room.
- 20) Return to the Storage Room which is the ante room to the Ladies Toilets.
- 21) Observe the Bowls Club **Laptop** located on a cupboard shelf.



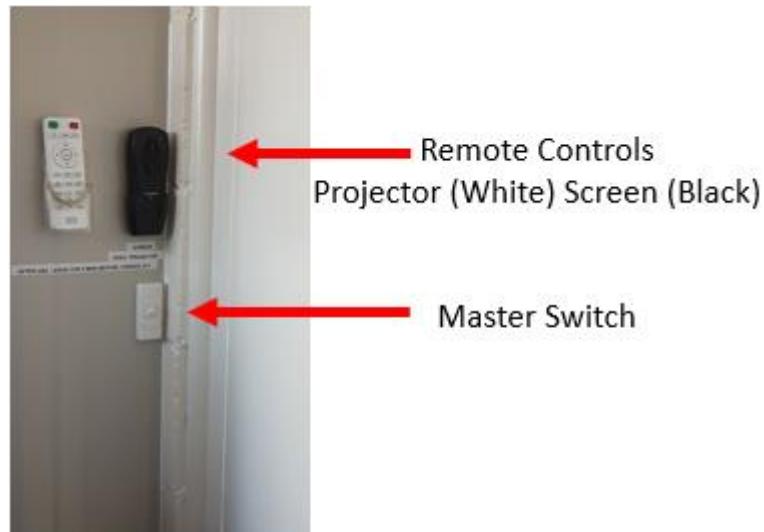
- 22) Pick up the Bowls Club **Laptop, Charger, Transformer and 240V Extension Cord** from the cupboard shelf.



- 23) Pick up the black **HDMI data cable** from the cupboard shelf. (If required a very long HDMI data cable is stored in the Eastern storage cupboard. It was purchased by the Glen Osmond Probus Club, so please make sure to return it afterwards.)



- 24) Switch on (DOWN position) the BenQ **Master Switch** which is mounted on the outside of the cupboard behind the storage room entrance door.



Switch Off (Important Note): The projector **MUST** be left running for about five minutes after switching it off using the remote control **AND BEFORE** switching off the **Master Switch**.

- 25) Pickup **BOTH remote controls** (Projector (White) and Screen (Black)) which are mounted on the outside of the cupboard, behind the storage room entrance door.
- 26) Return to the Meeting Hall.
- 27) Lower the Ceiling Mounted **Projection Screen** using the Black Remote Control 'Down' Button.
TIP: The Remote Control needs to be **DIRECTLY UNDER** and pointing at the Southern end of the stored screen for best operation.



- 28) The screen automatically lowers to the correct position



- 29) Switch on the BenQ Ceiling Mounted **Projector** using the white remote control. (**GREEN** button.)
TIP: It is necessary to stand almost **DIRECTLY UNDER** the Ceiling Mounted Projector.



30) Observe the BenQ Ceiling Mounted Projector 'POWER' Light change to **GREEN**



Switch Off: TIP: When switching off the projector press the Remote-Control **RED** button **TWICE**.

(There is a warning to this effect shown on the screen.)

Switch Off: (Important Note): The projector **MUST** be left running for about five minutes after switching it off using the remote control **AND BEFORE** switching off the **Master Switch**.

31) Return to the Meeting Hall.

32) Set the **laptop** on a table adjacent to the lectern within reach of the speaker.



33) Connect the laptop charger to the 240V socket near the floor in the Meeting Hall just West of the Storage Room Entrance Door.



34) Plug the special **HDMI cable** in to the HDMI socket near the floor in the Meeting Hall just West of the Storage Room Entrance Door

35) Plug the special HDMI cable in to the Laptop HDMI socket.



SAFETY NOTE: Reduce any trip **hazards** due to the cables.

A **special door mat** has been purchased by the Glen Osmond Probus Club and is stored in the Eastern cupboard in the Storage Room. (If it is used, please make sure to replace it afterwards.)



36) Cover any cables on the floor with the **special mat**.

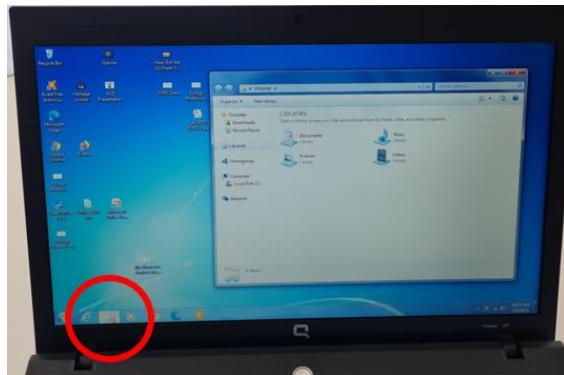


37) Turn on the **laptop**

38) Attach a **USB memory stick** that is normally provided by the guest speaker.



39) On the laptop select the **file explorer** app



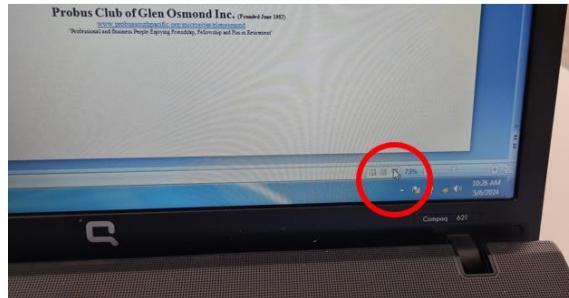
40) Navigate to the **USB** port and double click the **presentation file**. (Usually a Microsoft Power Point **.pptx** file.)

41) **Send** the laptop screen image to the projector by selecting laptop and projector display. Press the Fn key and the F5 key (some laptops use the F8 key) simultaneously. The options will move through:

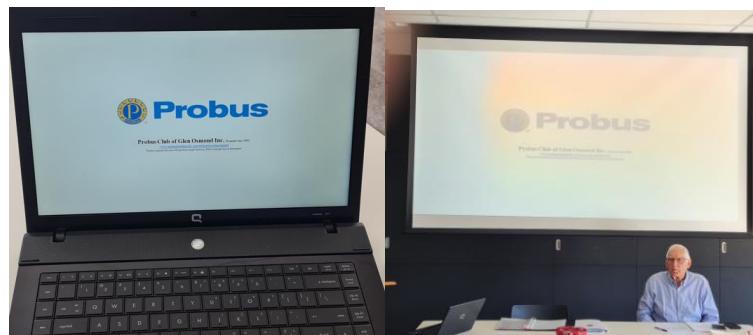
- laptop display only,
- **laptop and projector display**, and
- projector display only.

42) Observe the screen and ensure the screen is showing **full size**.

If necessary, select '**Display full size**' on the laptop by right clicking on the icon in the **lower right-hand corner**.



43) Once setup the first page of the speaker's presentation should be showing on the screen.



44) Ensure the hand-held **microphone** is switched on.

45) Instruct the speaker for the need to hold the microphone **VERY CLOSE TO THE MOUTH**.



46) **Darken** the Hall by closing the blinds on the windows on the North facing side of the building.

47) At the appropriate time the Hall may be further darkened by switching off all or some of the lights.

The switches are located on the Western Wall in the Bar Area.

48) You are now all set to go.

Switch OFF: Eject the USB memory stick from the USB port and return to the presenter.

7.3. Option C: The Laptop, Overhead Projector, and Yamaha Sound System are required if a presenter has a video to show.

- 1) Perform all steps for **Option A**.
- 2) Perform all steps for **Option B**.
- 3) Then re-enter the Bowling Club **Storage Room** which is the ante room to the Ladies Toilets.
- 4) Identify the Yamaha **Sound System** Controls.



- 5) If necessary, switch on the 240V power switch at the back of the shelf behind the Yamaha Sound System.



Yamaha Sound System

- 6) Switch on the Yamaha Sound System. (Top left switch.)

On/Off Button



- 7) Observe '7 channel stereo' is displayed.
- 8) Use the "<----INPUT---->" controls.



9) Select source as 'AUDIO3'.



10) Select the **N/W** and **S/W** speakers only



11) **Return** to the Hall.

12) On the **laptop** select the **file explorer** app.

13) Navigate to the **USB** port and search the supplied memory stick for the required **video** file. (Usually a **.mp4**, **.mov**, **.avi**, **.mkv**, or a **.wmv** file.)

14) **Copy** the required video file to the **Desktop**. (This ensures a long video file loads faster during the presentation.)

TIP: It is a good idea to test that the video and sound work before the presentation starts

15) Ensure the hand-held microphone is switched on and prompt the speaker for the need to hold the microphone **very close to the mouth**.



- 16) **If necessary, Darken the Hall** by closing the blinds on the windows on the North facing side of the building.
- 17) At the appropriate time the Hall may be further darkened by switching off all or some of the lights.
The switches are located on the Western Wall in the Bar Area.
- 18) You are now all set to go.

Switch OFF: Eject the USB memory stick from the USB port and return to the presenter.
Switch OFF: Delete the video file if copied to the desktop.

7.4. *Dismantling of Sound and/or Audio-Visual Equipment*

When the meeting is over the Probus Club Sound System/Audio Visual Equipment Specialist or delegate should dismantle the Audio Visual Equipment and return it into storage.

- 1) **Reverse** the above procedure.

8. Morning Tea Break

The Probus Club President should invite members to participate in a Morning Tea Break and network socialising at approximately 10:30 a.m. until approximately 11:00 a.m.

The running of the Morning Tea Break may be conducted by rostered members under the supervision of the Hospitality Officer (Kitchen Supervisor).

8.1. *Hospitality Officer (Kitchen Supervisor)*

The Probus Club Management Committee may invite one of the GOPC members to be the Hospitality Officer (Kitchen Supervisor).

8.2. *Morning Tea Assistants*

The Probus Club Hospitality Officer (Kitchen Supervisor) may nominate two members as Morning Tea Assistants on a roster basis and advise the Secretary.

The Secretary should ensure the names of the next Morning Tea Assistants are recorded in the monthly Newsletter.

BE WARNED: It is often necessary for the Kitchen Supervisor to remind the Morning Tea Assistants of their duty following their arrival at the meeting.

8.3. *Morning Tea Provisions*

The Kitchen Supervisor has a budget to purchase items for replenishment of Morning Tea Provisions.

Prior to the meeting each month the Kitchen Supervisor should purchase a sufficient supply of biscuits normally - say two biscuits for every member and guest from "Arnott's Assorted Creams" or similar brand.

The Kitchen Supervisor should also replenish the tea, coffee and sugar as necessary and a two-litre container of milk, prior to each meeting.

The Kitchen Supervisor has a large plastic storage container which will hold sufficient plates to display the biscuits on the tables near the kitchen plus maybe two Tea Cloths and will also hold the milk container, the biscuits and tea and coffee ingredients en route to the kitchen.

The Kitchen Supervisor should obtain re-imbursement from the Treasurer for all outlays associated with Morning Tea purchases.

8.4. Kitchen Initial Preparation

On arrival the Kitchen Supervisor should turn on the hot water urns situated on the kitchen counter having ensured that there is sufficient water in both – a minimum of half full. **NOTE:** Each urn has an individual power point source plus a dial on the front to set temperature. The water will not heat until the dial is turned on to say 90 degrees.

At 9.45 or thereabouts the Kitchen Supervisor should turn on the dishwasher heating controls to enable rapid commencement of the washing procedure for the used mugs as members return them to the counter. **Note:** The Dishwasher is a most complicated operation because you must refer to and be familiar with three sets of instructions to correctly operate the system.

Once numbers of attendees are confirmed by the Kitchen Supervisor, then the morning tea setup can be finalised.

8.5. Morning Tea Setup

- The Kitchen Supervisor and Morning Tea Assistants should arrange a sufficient number of mugs on the trolley, which is stored in a cupboard under the front L/H side of the counter. The trolley should be placed in the meeting hall in front of the counter and between the urns but sufficiently distant from the counter to allow access to both urns when a queue is formed down either side for collection of a mug and then onto the counter for coffee or tea bags and water from either urn.
- Tea bags and the instant coffee are placed in the small containers from the cupboard in the Kitchen.
- Two small jugs of milk and sugar bowls with a supply of spoons for stirring should be placed on tables away from the urns to avoid congestion, one set for each urn. Both will need checking and will need replenishment during the refreshment period.
- Spoons are kept in a container placed alongside each urn plus add a small bowl for collection of used tea bags etc.
- Biscuits are tidily arranged on the plates and placed on the tables outside and to the left of the kitchen prior to the President announcing the break for morning tea.

8.6. Kitchen Cleanup

Used mugs are normally emptied and placed upside down in the trays found in a stack underneath the counter immediately to the left of the sink. The empty tray should be placed over the draining area immediately to the left of the sink. Once full the tray may be slid across into the dishwasher rather than requiring it to be lifted.

Lower the Top cover of the dishwasher once the yellow “ready” light shows, making sure the cover locks down.

Once the mugs have been washed and the washing programme finished acknowledged by the machine, the Top Cover is raised to enable the tray, with the clean crockery to be slid across to the draining area on the right-hand side of the machine to check that everything is dry.

Once the cups are dry the items in the tray can be returned to the cupboard on the directly opposite side of the kitchen or behind where you might be standing.

Then slide in the next tray and proceed again with the washing programme. If the washing programme and tidying up of the kitchen commences in good time after the start of the Tea Break then there is every chance the Kitchen Supervisor and Morning Tea Assistants can settle down to listen to and enjoy the guest speaker’s talk.

The Kitchen Supervisor should ensure that the Club House Kitchen has been properly closed down.

8.7. Dishwasher Operating Instructions

Ken Watson version dated 2019.

9:40	<p><u>Before the meeting begins</u></p> <p>Check that the power is switched on The switch is on the back wall of the cupboard to the right of the dishwasher</p>	
	<p>Open the lid, using the lever on the side.</p> <p>Look "inside" the machine, and notice there are four quadrants of filters.</p> <p>Open the filter on the right-hand rear quadrant, and place the plug / stopper in position in the drain hole as shown.</p> <p>Slide the filter across to cover the stopper quadrant.</p>	  
10:30	<p><u>When morning tea begins</u></p> <p>Turn on the water supply. The tap is in the cupboard to the right of the machine.</p> <p>Shift the green lever tap to the vertical position as shown.</p>	

	<p>Close the lid, and switch the machine on, by selecting cycle 2.</p> <p>The machine warms up and allows the water to fill the machine, which is ready for use when the amber "Ready" light glows.</p> <p>Slide the loaded tray of dirty items across and into the washer from the left, and close the lid, making sure the cover locks down. The machine will start automatically, and the green cycle light will glow.</p> <p>Do not open the lid until the green light goes out at the end of the cycle.</p> <p>When the green light goes out at the end of the cycle, open the lid, and slide the tray out to the draining area to the right. A second tray can be loaded while these items are dried and put away</p>	 
	<p><u>When dishwashing is finished</u></p> <p>Turn the machine off, by turning the dial to 0.</p> <p>Turn off the water by turning the green lever tap to the horizontal position.</p>	 

Remove the plug to allow the water to drain.

Remove the filters, rinse and clean, then replace.

