

**CFFU ACTION PLAN WORKSHEET 2009**

**Position/Activity/Chair/Committee:**

**Refreshments**

**Name:**

**Keith Adachi**

**Description/Purpose:**

Have refreshments available at all general meetings. The refreshments generally consist of coffee, soft drinks and cookies.

**Tasks and Activities:**

- 1. Maintain a supply of coffee, soft drinks and cookies for refreshments.
- 2. At each monthly club meeting, prepare coffee and a cooler of ice containing soft drinks.
- 3. After the meeting, clean the coffee pot and return unsold soft drinks and cookies to the storage locker.
- 4. Use the monthly proceeds to purchase new supplies. Deposit any surplus over \$20.00 with the CFFU Treasurer.

<b>Resource Requirements</b>		<b>Cost</b>
1.	Revenue and Expenses to balance out	
2.		
3.		
4.		
5.		