

Congratulations on accepting the volunteer position of Activities Chair of the High Desert Corvette Club. You will have the opportunity to interact with and include all HDCC members in activities throughout your tenure.

The following is an informational calendar for activities that are repetitive.

JANUARY

Social Night the last Wednesday of the month

FEBRUARY

Social Night the last Wednesday of the month

MARCH

Year End Banquet replaces social night.

APRIL

Social Night the last Wednesday of the month

MAY

RV retreat (usually arranged by a member with an RV)

Alternate trip for those who are no RV'ers

Social Night the last Wednesday of the month

JUNE

Club retreat the weekend following Father's Day, currently taking place at Wine Country Inn in Jacksonville, Oregon.

Social Night the last Wednesday of the month

JULY

4th of July Parade

Social Night the last Wednesday of the month

AUGUST

Wine Tour (6th Annual)

Social Night the last Wednesday of the month

SEPTEMBER

Social Night the last Wednesday of the month

OCTOBER

Social Night the last Wednesday of the month

NOVEMBER

Veteran's Day Parade

No Social Night due to holiday

DECEMBER

Christmas Banquet replaces social night.

President Mystery Tour is arranged by the President taking into consideration all club activities. There are also car shows during the summer months. Add those to the calendar /spreadsheet as you are made aware of them.

Currently, the club calendar and activities sign-up sheet is a spreadsheet that is kept including all activities with a listing of members attending each activity. The spreadsheet is passed around at every business meeting for members to sign up for activities for the listed activities. The spreadsheet is updated after each meeting and emailed to all members to review and for those who were not at the meeting to have the opportunity to sign up for activities. A narrative explaining each activity accompanies the spreadsheet. After receipt of the spreadsheet members will email the activities chair to have their names added or deleted from the spreadsheet. The activities chair then emails confirmation of their request.

SOCIAL NIGHTS (The last Wednesday of each month)

Social nights should be arranged one to two months prior to the event. Restaurants should be made aware that separate checks and ordering off the menu are preferred. Make the venue aware that during winter months there are generally 20-30 in attendance and in summer months 30-35. It is preferable to keep social nights on the usual day, however, for some events it can be changed if done far enough in advance to make the membership aware of the change. During the summer months the membership has requested having social nights include a “drive out” to a lunch or dinner location. Once a location has been established it is preferable to contact the venue one week prior to the social night to make the establishment aware of the number of members attending. The venue should also be made aware that the number is not exact, but within 10. This phone call also assures the venue is expecting HDCC. Once all is confirmed email a reminder of the social night, including locations name and address, date and time to the membership.

You are free to arrange social nights at any location of your choice, however, it is advisable to take into consideration restaurants that have supported HDCC events in the past as well as adequate parking.

PARADES

Add parades to spreadsheet/calendar as soon as possible. In the past HDCC has taken part in the 4th of July Parade in Redmond and the Veterans Day Parade in Bend. It is advisable to contact Redmond Chamber of Commerce 6 to 8 weeks prior to the 4th of July and contact Central Oregon Veterans Outreach (COVO) 6 – 8 weeks prior to the Veterans Day. The parade registration will include a short narrative about HDCC, usually covers the

fact that we are a social club with Corvettes in common and that HDCC is a big part of the Central Oregon community by contributing to various charities throughout Central Oregon.

CLUB MEETING REPORTS

The activities chair gives a verbal report of all upcoming activities at each business meeting, to be informative as well as give an opportunity to answer any questions. The verbal report should include time and place for gathering for caravans to activities. Meals, and activities that are planned for road trips. Any fees that may accompany the trips. Emphasize that all required fees are required prior to the event. If events are planned by HDCC members other than the activities chair they should be given an opportunity to report. (PMT, COHD)

ROAD TRIPS

The past few years the following road trips have been planned by the activities chair. May, around Memorial Day Weekend. The week prior to Memorial Day is preferable as motel rates are still a bit lower than summer rate. Arrange departure time and place, motel accommodations, group dinner location.

June, HDCC Retreat the weekend after Father's Day. The past two years the retreat has been in Jacksonville Oregon at the Wine Country Inn. Once again, arrange departure time and place, motel accommodations, and any group dinners or activities.

August any available weekend. Continue with the 6th Annual Wine Tour at the location of your choice. Arrange departure time and place, motel accommodations, wine tastings, and group dinners or activities.

All these activities (if you choose to continue them) should be made months in advance in order to secure space and the best dollar value.

COMMUNICATION WITH OTHER CHAIRS

The Newsletter, the Website and Facebook/Instagram Chairs will need updates on the club calendar. They will receive that through the spreadsheet, but interim communication may be necessary.

CLUB ROSTER

It is important to keep an up-to-date roster to include all members' email addresses and phone numbers. You will be emailing all members frequently including at least one monthly group email to all HDCC members. The Activities Chair will also need to have cell

phone number for all members on the cell phone in order to contact members should members be absent showing up for or during any activity.

The responsibility of Activity Chair is now yours. The above is merely a guideline. You may have ideas to streamline or enhance the activities of the club. Other club members may contribute ideas of activities. Encourage them to take their idea and lead the group. If they choose not to you may decide if it is a good idea to carry forth with and do it yourself. If others are organizing an event, PMT, Banquet, etc. you may be asked to keep an attendance record on the organizer's behalf.

In all activities it is important to be inclusive of all members. Take into consideration, activity level, diet requirements, and cost.