

To Board of Directors  
May 7, 2025

**RE: MEETING LOCATION FOR 2025-2026 MEMBERSHIP YEAR**

Proposal/recommendation

I have researched several locations for member meetings for the coming year. After comparing pros and cons it's my conclusion that the 2025-2026 meeting location should be secured at American Legion, Post 25, 1490 US 27 North, Lake Placid, FL asap. Below are the pros and cons as well as a comparison of the two most suitable locations.

**Pros**

1. Meeting room accommodates 100 +, allowing ample space if our membership grows.
2. Room set up and cleanup is provided by the American Legion.
3. A podium is included.
4. We may use club owned linens and table decorations.
5. We may provide our own refreshments over included water and tea.
6. We may provide our own desserts, keeping our lunch expense low.
7. Catering staff will set up lunch buffet style.
8. Catering staff will work up a selection/sample sheet of lunch choices in the range of \$8.50 - \$10.00. This price will include water and tea. Additional refreshments and desserts will be allowed by the club. It's my estimate that the price will come in at \$10 so a nice lunch can be provided.
9. The lunch committee will be responsible for linens, centerpieces, , registration and meal tickets.
10. A diagram of desired table layout, and communication with the staff will be the responsibility of lunch committee and/or President.
11. The audio committee will be responsible for speaker set up, take down, transportation, and storage of audio equipment.
12. A committee will need to be established for computer and PowerPoint set up/takedown, transportation, storage.
13. The American Legion will add our meeting schedule to their calendar of events.

**Cons**

1. No equipment for a PowerPoint presentation is available.
2. Usual opening of the Legion is at 11:00 am. They will open earlier upon request.

Notes: A plan is being developed that will allow the club to have a PowerPoint presentation at each of the club general membership meetings. Details will be released when plans are finalized.

Please see the below comparison, Matrix. I have included only the most suitable two choices out of several I researched. It is very clear to me that the American Legion, Post 25 should be ratified as our meeting location for this coming membership year.

Friendship, Joy, New Beginnings,  
Doris Rohner

**AMENITIES****GOVERNMENT CENTER****AMERICAN LEGION**

<u>Room size</u>	<u>100</u>	<u>100+</u>
<u>Tables</u>	<u>Round, Rec.</u>	<u>Round, Rec.</u>
<u>Linens</u>	<u>Club supplied</u>	<u>Club supplied</u>
<u>Kitchen</u>	<u>Yes, club use</u>	<u>Yes, AL use</u>
<u>Restrooms</u>	<u>Yes</u>	<u>Yes</u>
<u>Parking</u>	<u>Ample</u>	<u>Ample</u>
<u>Lunch provided</u>	<u>No</u>	<u>Yes</u>
<u>Room Rental</u>	<u>\$50-75</u>	<u>None</u>
<u>Equipment Provided/Fee</u>	<u>Yes \$25</u>	<u>Podium only, PowerPoint/ club</u>
<u>Deposit</u>	<u>Yes</u>	<u>No</u>
<u>Contract</u>	<u>GC provided</u>	<u>AL not required</u>
<u>Set up</u>	<u>No, club responsibility</u>	<u>AL Yes</u>
<u>Take down</u>	<u>No, club responsibility</u>	<u>AL Yes</u>
<u>Linens</u>	<u>Club supplied</u>	<u>No Club responsibility</u>
<u>Cleaning</u>	<u>No, club responsibility</u>	<u>AL Yes</u>
<u>Centerpieces</u>	<u>Club supplied</u>	<u>Club supplied</u>
<u>Insurance</u>	<u>Required</u>	<u>Not required</u>
<u>Hired setup</u>	<u>Insurance won't allow a hired setup person. Insurance stated they would cancel us. May be able to call it something else other than hire or fee.</u>	<u>Included by AL</u>
<u>Lunch</u>	<u>Club responsibility for all lunch related items including plates, cups, napkins, flatware. &amp; dessert</u>	<u>AL will provide buffet lunch. Over summer will provide lunch pricing and meal choice for categories between \$8.50 &amp; \$10.00 Lunch will include water &amp; tea. Additional refreshments and dessert provided by club. Can hold club brown bag or soup &amp; salad meetings if desired. Plates, cups, napkins, flatware provided by AL. A lunch fee of \$12 allows club provided desserts and and specialty refreshments provided by the club.</u>

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