

Lake Placid Garden Club  
Lunch Planning Session  
September 10, 2025

Date: August 14, 2025

Time: 1:00 pm

Location: American Legion, Post 25, Lake Placid, FL

Facilitator: Mary Greeley

NOTE: Notes taken at the meeting are listed in **RED**

**Attendance**

**Doris Rohner, Vicki Maxwell, Donna Ferchen, Mary Greeley, Fran Bomberger, Sherill Trevino, Ray Alderman, Stephanie Moreo, Jennifer Marsh,**

**Invited: Responded – Pat Reiser, Joyce Mills, Cecelia Chuplis**

**Invited: No response - Patricia Chong-Yen, Deborah Pollard**

**1. Welcome & Opening Remarks – (5 min)**

*Introduction of DeWayne Yancey*

**2. Review of Meeting Goals (2 min)**

*Ensure readiness for September 10 meeting*

*Assign responsibilities for setup and coordination of all agenda items*

**ORDER LUNCH (individual order at counter)**

While lunch is being prepared continue with business meeting.

**DeWayne Yancey joined us and addressed questions we had concerning misc. items.**

**3. Table Set-up for Buffet (10 min)**

*Food table layout and flow of guests*

*Serving utensils, napkins, plates, beverages, (club desserts)*

*Menu/September*

**Buffet - 3 tables set up north wall. Flow will start by bar. DeWayne will provide utensils for buffet & dessert. Plates will be at start, desserts at end. AL has refrig.space if needed for desserts or extra drinks. DeWayne can provide ice, can provide shelf for items to leave month to month or small storage box. Buffet tables will be rectangle with lines provided. He believes they are black.**

**4. Table Set-up for Registration Check-in (10 min)**

*Entry door(when to enter)*

*Number of tables needed (round, rectangle)*

*Sign-in sheets, name tags, pens, welcome materials.*

*Online registration, email registration, payment*

**We will enter south side door. Notice will be posted on website. Doris will ask and post if allowed notice of venue change on the Gov. Center door the day of our meeting. Our meeting signage will be posted on the outside of the south door if weather allows.**

**The table layout - Lined up from door parallel with inside bar. Audio table, registration/checkin table, opportunity table, free table. The free table may be placed directly behind the opportunity table if necessary. DeWayne can provide table linens for these. Doris will send DeWayne our desired table layout for the room approximately one week prior to the meeting.**

**5. Miscellaneous Table Setup - Opportunity table,**

**Free table, Welcome Table (5 min)**

*How many needed?*

*Welcome table – Is one needed, Jennifer & Pat*

*Set-up, where? Promotional items*

**Welcome Table - No discussion, but is customary.**

**6. Speaker System- Ray Aldermann (5 min)**

*Where? Electric outlets? Who?*

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Ray has ample set up area but needs to be close to the wall. He may provide personal extensions cords. If they are needed he may ask club to purchase our own. Warehouse may contain club owned ext. cords. May be able to leave supplies in box at the American Legion.

**7. Table Set-up for Officers** – Doris Rohner (5 min)

*Placement and arrangement  
Name plates, who?*

The primary officers will sit together. One table is needed. The co-officers will sit among the members.

**8. PowerPoint Presentation** Stephanie Moreo (10 min)

*Set up, projector, computer, clicker, screen where ?,  
outlets, Backup plans, Setup who?*

Stephanie determined the video screen is large enough and tall enough to stand on the stage by itself. The podium will remain on the stage. We will ask those entering stage to use only the steps with the handrail. There isn't a blank wall available for projection of our presentation.

**9. Table Set-Up for Guests/Members** (5 min)

*Layout & seating arrangements  
Centerpieces, minutes, other Who?*

We need approximately 12 tables for our member quests. We will provide our linens, centerpieces. Tables, will be brought closer together for our member. The area determined as needed for our meeting can be sectioned off with partitions if we desire. It was agreed that the September meeting may be slightly disorganized. It will take time to get more acquainted with the room.

**10. Final Walk-Through & Assignments** (5 min)

*Review  
Identify any last-minute needs*

Meeting online registration and payment can be made but is not required. Fran will take in person reg. & payment at the door. No lunch tickets will be needed. We'll use honor system but watch to make sure non-club members do not use the buffet.

Lunch fee is \$12. If using online payment a small service fee will be charged. The website will note this. Our charge, \$10 + \$1 pp tip if a hostess is needed. This includes the buffet with two main choices and two side choices, water and team. We provide the dessert and any special drinks. Other pricing and menus are available for special event lunches.

The Sept. menu will be Water, Tea, Ham and Turkey Sub, Chicken Salad, Cole Slaw, Potato Salad, Dessert. Oct. is Soup & Salad, BLT, Pea Salad, FF. Doris or Mary will confirm attendance, menu, and table layout with DeWayne approx. one week in advance

**11. Q&A / Open Discussion** (*Remaining time*)

**ADJORN**

Meeting adjourned at 2:15 pm.

Notes submitted,  
Doris Rohner  
President  
August 15, 2025