

HEARTHSTONE AT WOODFIELD  
BOARD OF TRUSTEES

SOCIAL COMMITTEE PROCEDURES

January 2010

(To be reassessed annually)

The purpose of the Hearthstone at Woodfield Social Committee (HWSC) is to provide social and educational activities to all Hearthstone at Woodfield residents.

1. Financing the Social Committee
  - a. The Board of Trustees will open a checking account funded with \$1000 from the general operating budget for Social Committee use. Checks will require two signatures: Sally Ann Quinlan, Social Committee Chair, and Donna Briggs, Vice President of the Board. Cliff Rutherford, President of the Board, will receive all mailings and statements from the bank and will also have check signing privileges.
  - b. Clubhouse rental fees and cleaning fees are to be deposited into the Social Committee checking account. (The Social Committee will pay the \$50.00 cleaning fee to Kathy Book, who cleans the clubhouse.)
  - c. There is an attendance fee charged to attend all Social Committee sponsored events. Any extra money beyond the cost of said event is to be deposited into the Social Committee checking account.
  - d. The Social Committee Chair must maintain a clear and accurate record of all money collected and spent as well receipts, and submit a report quarterly to the Board (Jan., April, July, Oct.).
  - e. At the end of the calendar year/beginning of the new year, any remaining Social Committee funds will be turned over to the Board and deposited in the Hearthstone at Woodfield general operating account. New funds will then be given to the Social Committee as determined by the new budget.
2. Cost of Social Committee Events
  - a. There are no free Social Committee events. Residents who wish to participate are charged an attendance fee or asked to make an appropriate contribution of food (as determined by the Social Committee when planning an event).
  - b. The Social Committee provides water and soda for all community-wide events.
  - c. Supplies -- The Social Committee maintains an inventory of paper products and kitchen cleaning supplies in the clubhouse kitchen closet.
3. Clubhouse Rentals
  - a. The Social Committee Chair is responsible for clubhouse rentals including scheduling, the collection of rental and cleaning fees, keeping accurate records and reporting to the Board of Trustees.