

## Reading Berks Intergroup Inventory Planning Committee Meeting Minutes 03/19/22

In attendance: Jen, Steve P, Kay, Racheal, Mark and Bill M.

Inventory date of May 15 2022 at EDI on Hilltop Rd in Leesport from 10:00am-2:00pm was confirmed. Please be advised that RBI will be taking the info from this inventory to use at a structure manual review/revision later in 2022..

1. The group decided to order food from Giant due to their cost compared to other providers and keep within the \$200 budget that was approved.

- A tray of bagels/breakfast items
- Fried chicken
- A tray of 48 sliders
- Macaroni and Potato Salad
- Water/coffee/tea
- Cookies

### **FOOD DONATIONS WILL BE APPRECIATED.**

Steve will be working on an editable form to put on the website so donations can be organized better, in hopes of not having many duplications of donations, as people do not know what is being donated by other groups or people. To email donations info-send to [chairperson@readingberksintergroup.org](mailto:chairperson@readingberksintergroup.org). I will make sure the website gets the updates.

2. An Agenda was drafted for the Inventory. This was done because we have MUCH work to do in a small amount of time.

- Registration will begin at 9:30am.
- We will be giving out copies of the inventory questions at registration-please take a few minutes to draft any question/comments/suggestions prior to the start of the event. They are available now on the website, too.
- We are in need of volunteers for the Registration table!
- When the agenda is written up, it will be posted on the website prior to the inventory-FYI- this draft will not be done until April.
- Please be aware that we will be on a schedule due to the amount of items/questions that will be discussed. Participants will have a time limit when speaking.

3. We will be contacting EDI and requesting use of a sound system to be able to set up a microphone for participants that have questions/comments/suggestions. We are doing this for several reasons. You will have only a few minutes to address the meeting. Our hope is that standing at the mic will help with the time constraints we are facing. The hall is large at EDI and we want everyone to be heard by all in the room.

4. We will be making copies of the structure manual, agenda and inventory questions at the registration table. Please feel free to print and bring your own to help us save on printing.

5. Steve P. was asked and has agreed to be the chairperson of the Inventory. Thank you Steve!!