

Ipswich & District Photographic Society



To All Members

Please reply to:

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17 August 2011

Dear IDPS Member,

Those of you who attended the 2011 AGM will recall that the members gave unanimous support to the idea that there should be a tea and coffee makers' rota for 2011/2012. It was also agreed that all regular attenders (last season) would be included in the rota and that members would be responsible for arranging for someone else to stand in for them should they be unable to cover the allocated rota dates. This system means that each of us will only have to make the tea on one or two occasions each season.

Some members were concerned that they hadn't made tea and coffee at Bramford before so it was agreed that some guidance be provided as follows:

On your rota night try to arrive 15-20 minutes early. Check that the hot water boiler is switched on. Get the mugs out of the cupboard. Also get out the tea pot and jug for hot water. Get out the box (kept in the cupboard in Hall) with tea, coffee, chocolate, sugar and biscuits (milk etc. will be brought by Christine Hart). If there is an external judge or speaker offer him/her and partner a cup of tea and biscuits. Put out a bowl for money – charge for drink and biscuit this year is 50p. Offer judge or speaker a glass of water for his/her use during the evening and ask their requirements for a drink during the break.

At the break make a pot of tea (8 bags in half a pot of water) and make mugs of coffee and chocolate as required - make sure everyone pays! Give the speaker his/her tea with a plate of biscuits first.

There will usually be helpers for collecting mugs and washing up but make sure everything is cleaned and put away where you found it. Tea towels are in the drawer beside the cooker – leave used ones on top of the cooker to dry at the end. Return the tea, coffee etc supplies to the cupboard. If anything is running low let Christine Hart know so she can arrange new supplies for the next meeting. Give the money to the Treasurer, Alan Turner.

At the end of the evening check again everything is put away, boiler is switched off and that surfaces have been wiped down and left as you found it.

If you have any questions or problems speak to one of the Hall Managers, Peter Cox or Alan Turner or any committee member.

Please find overleaf the rota for 2011/2012. Any members not included on the rota can volunteer to help if there are any changes to the rota. **Remember if you cannot do the dates allocated it is your responsibility to arrange a replacement.** If you do rearrange a duty please email or phone me, David Robinson so that we know who will be on duty on each evening.

Yours Sincerely

David Robinson
IDPS Secretary

*Affiliated to the Photographic Alliance through the East Anglian Federation.
Member of the Ipswich Arts Association.*

COFFEE & TEA ROSTER 2011 - 2012

2011

September 5th	Chris Hart	Steve Hart
September 12th	Chris Brooks	Trevor Brundle
September 19th	Sarah Miller	Roy Essery
September 26th	Moira Ellice	Clive Martin
October 3rd	Brian Blomfield	Suzanne Gartland
October 10th	David Schenck	Keith Cople
October 17th	Kim Dewing	Arthur Griffiths
October 24th	Christine Garner	Graham Garner
October 31st	Mike Allington	Molly Allington
November 7th	Arther Griffiths	Tim Keenan
November 14th	Laurie Crapnell	Peggy Smith
November 21st	Ron Pain	Marion Rose
November 28th	David Pryke	Frances Tebbutt
December 5th	Ken Weston	Cheryl Wilkes
December 12th	Terri Thorpe	Lillian Weston
December 19th	Lynda Robinson	Caz Reynolds

2012

January 9th	Tom O'Brien	Jim Gunne-Braden
January 16th	Jean Pain	Norman Silver
January 23rd	Brian Goad	David Kelly
January 30th	Keith Lynch	Pauline Vincent
February 6th	Bob Mawkes	Pat Walker
February 13th	Pat Pryke	Tom Rose
February 20th	Dennis Lumkin	Lydia Vulliamy
February 27th	Wayne Turtill	David Wilkes
March 5th	David Robinson	Glyn Lee
March 12th	Christine Garner	Graham Garner
March 19th	Barry Freeman	Alan Doggett
March 26th	Chris Hart	Chris Brooks
April 2nd	Matthew Clarke	Peter Cox
April 16th	Ken Weston	Caz Reynolds
April 23rd	Clive Martin	Phil Smith
April 30th	Moira Ellice	Trevor Brundle
May 14th	Dennis Lumkin	Jean Pain