

MEMO FOR THE RECORD/LESSONS LEARNED
SUMMARY OF THE KULANU BAGEL BREAKFAST
15 SEPTEMBER 2024

Opening comment: we do this event every year so we have an expectation on how to set up and what to buy. I did ask several times to be included in the planning but this did not happen. There were several activities on-going at this event. We did a normal set up and then Rabbi Walden came over and began moving around coffee pots to make room for Espresso Machines. No one had informed us that we needed a table for flavored espresso and that this activity would be run by the SALTY group. It wasn't an issue just something that would have been nice to know at set up. We were also asked to set up and monitor providing Mimosa's for adults. We did feel that we needed to mix the Mimosa's for anyone that wanted a drink. Very, very few adults wanted a Mimosa (see purchased items below).

1. Somewhat different from previous years, this event took place at a Kulanu kick off social event at Shir Hadash since the actual start of religious school will take place on November 4th. Religious school is starting late due to the late High Holiday services and it was felt important to give the children some religious school event in September. We had 7 MC members supporting which was probably 1 more person than needed for this event.
2. As in past years, Men's Club supported this event with a Bagel Breakfast, consisting of a variety of bagels. We also provided juice, grapes, GoGurt sticks for children and their parents and siblings. Para 3 below is our purchase list. We were told to expect greater participation than last year but based on past experience with inflated participation numbers we purchased the same amount of food as in previous years. This was still too much. We had a significant amount of uneaten food in everything we purchased.
3. Purchased items by the Men's Club (all from COSTCO except for the bagels):
 - a. Bagels –10 dozen bagels from House of Bagels (no discount, regular price).
House of Bagels was asked to slice and box the bagels for pick up at 815AM.
 - Plain – 2 doz
 - Poppy seed – 3 doz
 - Everything – 3 doz
 - Whole wheat – 2 doz

We had at least 3 dozen bagels remaining. We gave out all the Everything bagels so recommend buying 4 doz everything, 2 doz poppy and only 1 dozen whole wheat and 1 dozen plain bagels next year. We had 2 dozen plus excess bagels – an assortment of plain, poppy and whole wheat.

- b. 3 large tubs of cream cheese (Costco size) and had an excess of 1-1/2 tubs.
- c. 3 cases of juice for the children and used 2-1/4 cases with an excess of 30 boxes. (cases hold 40 boxes of juice)

- d. 3 cases of GoGurt (Yogurt) sleeves and had an excess of 1-1/3 cases (cases hold 32 GoGurt sleeves)
 - e. 2 boxes of grapes (1 whole box excess).
4. Not purchased by the Men's Club
 - a. 8 bottles of champagne (6 bottles excess)
 - b. 3 gallon bottles of orange juice (2 excess).
5. A set up drawing was sent to Jennifer (Dir of Engagement) 30 days prior to the event. Shir Hadash provides coffee, creamer, plates, various cups, etc. We did need power for the coffee pots and the espresso machines.
6. Timing

Because we weren't involved in any part of the planning for this event, we were not quite sure about the timing. We were told to have everything ready by 930 and the event was scheduled for 930-1130AM. One of the attendees told us that the event was scheduled to start at 945AM. The event didn't wrap up around 1200PM.
7. Summary – I think next year we should push to be involved in the planning of this event especially if there are multiple events ongoing at the same time. We should definitely reduce our purchases.

3 Attachments

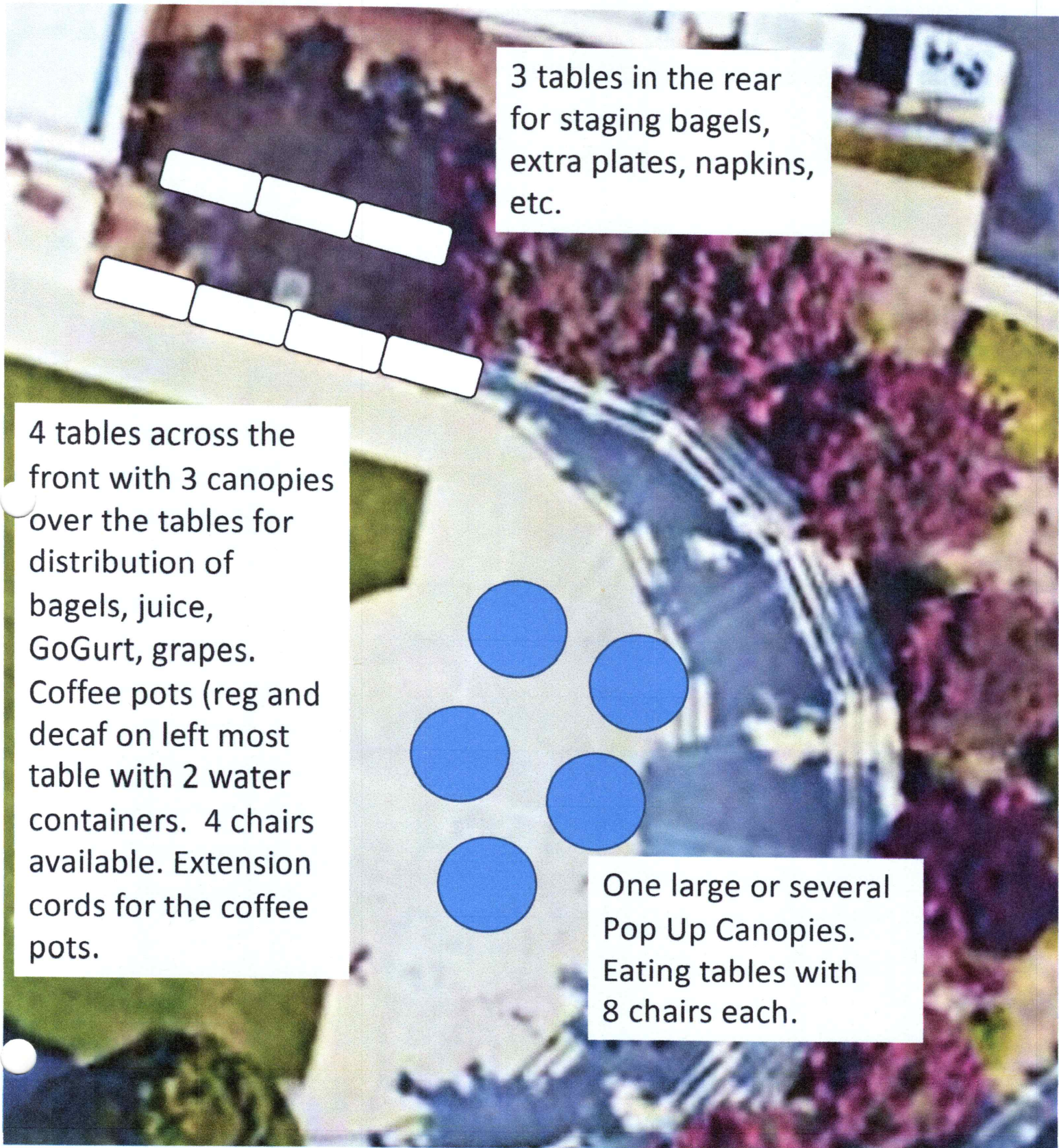
1. Set Up Diagram
2. Volunteer List
3. Purchase List (MC Purchases only)

Submitted by:
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Shir Hadash Men's Club
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Men's Club Bagel Breakfast Set Up Information

Sunday September 15, 2024.

Please have Diego set up 2 coffee pots reg and decaf, so the coffee is hot at 9AM



3 tables in the rear for staging bagels, extra plates, napkins, etc.

4 tables across the front with 3 canopies over the tables for distribution of bagels, juice, GoGurt, grapes. Coffee pots (reg and decaf on left most table with 2 water containers. 4 chairs available. Extension cords for the coffee pots.

One large or several Pop Up Canopies. Eating tables with 8 chairs each.

Attachment 2

Volunteer List for Kulanu Bagel Breakfast 15 September 2024

Kevin Pingle
David Sperber
Joel Zizmor
Jack Friedman
Rich Zbriger
Tewfik Mourad
Marshall Heller

Attachment 3

Purchasing for the September 15th, 2024 Bagel Breakfast

All purchases from COSTCO except for the Bagels.

David Sperber will pick up the bagel order on Sunday morning. Jack will order the bagels approx. 1 week before. Bagels from House of Bagels at corner of Bascom Ave and Hamilton.

Jack to buy:

Bagels – in 2023 we bought 10 dozen bagels. I think we had some left over but having too many isn't a problem since our members buy any bagels not sold.

- Plain – 3 doz
- Poppy seed – 3 doz
- Everything – 2 doz
- Whole wheat – 2 doz

From Costco –

- Cream cheese tubs (maybe 2 or 3). Not sure if they have flavors.
- Juice cases (40 boxes in a case) – 3 cases (organic if they have it). I think we ran out last year.
- GoGurt Simple – 3 cases (32 per case)
- Grapes – maybe 2 cases or however grapes are packaged.

Provided by Shir Hadash –

- Coffee regular and decaf
- Coffee creamer
- All plates, napkins, cups and lids, sweetener, knives, stirrers, etc.