

TJ Miller

From: Martha Brauer [te.marthabrauer@yahoo.com]
Sent: Wednesday, August 18, 2010 9:43 PM
To: Gary Tillman; Victoria Bagley
Cc: TJ Office Manager
Subject: TE Kitchen

AUG 19 2010 AM 07:10

Dear Mr. Tillman and Ms. Bagley:

Thank you for returning my call. Sorry I was not home at that time.

I was calling because our attorney, Scott Rudacille, spoke with your attorney, Marc Drexler, about the need for the District to have assistance from you regarding the District's kitchen policies and licensure.

These are general questions about what happens to a kitchen when it is licensed that I feel will be helpful in discussing options with the board. Our choices will be whether we change the events that occur from our kitchen or whether we consider licensure and what that permits or doesn't permit from our kitchen.

Does licensure restrict the kinds of activities that occur from the kitchen?

We have many groups that use the kitchen: some private parties, some clubs/organizations with club dinners, some clubs/organizations with fund raising dinners, etc. If the kitchen were licensed by the district what requirements are then placed on the others who use the kitchen? Can a private party come in and use the kitchen for a dinner?

Secondly, what can occur in an unlicensed kitchen? Can clubs, private parties, etc. holds dinners where there is no advertisement of the sale of food, just advertisement of time/place/ and perhaps signupsheet for a head count?

Could they use an unlicensed kitchen for most events, but for the fund raising where they advertise the sale of food, would a temporary license be sufficient?

If it is an ice cream social, where homemade cakes are brought in and purchased ice cream is sliced into servings, would that be deemed as "use of the kitchen" or would that be similar to a potluck?

What are the specifics regarding potlucks? Can we still use the kitchen for cleanup and coffee prep?

Decisions regarding licensure will occur at the October 4 board meeting. My goal is to bring accurate information regarding licensure to the board so they are well-informed as they make their decision.

Finally, I have two reservations for the kitchen this fall that I need to discuss with you. I would like to know from you that it is acceptable for these events to occur in Sept/Oct. prior to the resolution of the administrative complaint. In addition, I want to be sure that these events will not have any impact on the administrative complaint that is currently filed against the district.

The two events are:

1) church breakfast for its members and associates (guests of the members) and 2) a private party.

I look forward to discussing this with you. Ms. Bagley may have told you that she considers us as a "complex business model" so we need to consider all events that usually occur in our kitchen and how we may be able to continue them (after resolution of the administrative complaint) and what policies we should have in place.

Thanks for your help.

Sincerely,

Martha Brauer

Chairman, Board of Trustees

Phone: 715-634-1720