



PORSCHE CLUB OF AMERICA - FIRST SETTLERS REGION

Standard Operating Procedures – Monthly Breakfasts

Event Purpose:

To provide a consistent and quality club experience for First Settlers Region members regardless of meeting location or meeting leader.

Typical event times/locations:

Central Area: 9AM, first Saturday of each month, The Silver Diner, 10890 West Broad St, Glen Allen, VA

Eastern Area: 9AM, second Saturday of each month, Pop's Diner, 1432 Greenbrier Parkway, Chesapeake, VA

Schedule of Events:

- 8:30 - 9AM – members gather in parking lot to talk and look at cars
- 9AM – Enter the restaurant, get seated and order breakfast. If seating is inadequate, coordinate with host/server to add tables. Membership Chair or a designate identify new members in attendance and gather their information using the New Member Introduction Form. Charity Chair or a designate set up display of charity raffle items.
- 9:15 – President, Vice President or a designate begins the meeting
 - After a welcome and brief introduction, the floor is passed to the Membership Chair or a designate
 - New members or members attending their first FSR activity are introduced using the New Member Introduction form. Any guests in attendance can also be introduced at this time.
 - President, Vice President or a designate report on:
 - Upcoming events (Activities Officer as appropriate)
 - Results of recent events
 - Club news
 - PCA news
 - Charity news (Charity Chair as appropriate)
 - Open the floor to member announcements and questions
- After announcements – Charity Chair or a designate begin selling raffle tickets. Raffle items are generally donated by Porsche dealer, club members and area businesses. Funds should be counted and given to the Treasurer if he/she is present.
- 10:00 – Charity Chair or designate draws raffle tickets and presents prizes
 - Total funds raised from raffle is announced
- President, Vice President or designate thank members for attending and adjourns the meeting