

Lunch and Learn Series Policies and Procedures

The purpose of the Lunch and Learn Series is to provide educational seminars for Crane Lakes residents. Businesses are invited to speak to HOA members and provide them with lunch.

Procedures

1. Businesses representing a variety of areas of interest are identified. Preference is given to businesses that already support the community by advertising in the Courier or providing sponsorship or door prizes for events.
2. The committee chair extends invitations to these businesses. Once a date is selected:
 - a. The chair confirms with Crane Lakes Management that the ballroom is available and books the date.
 - b. The chair orders tickets and the promotional poster and flyers for the selected date.
 - c. The chair sends the promotional flyer and descriptive copy to the Courier and Blast.
 - d. The date and promotional flyer are added to the Schedule of Events section of the website.
3. The businesses are required to provide lunch to the HOA members who sign up.
4. Tickets are only available to HOA members and are provided to them at no cost. However, members must sign up and present their ticket at the door.
 - a. Non-members are not eligible to attend.
 - b. This is one of the exclusive benefits of being an HOA member.
5. The goal is to have 10-11 lunches a year, one every month January through November.
6. At the event:
 - a. The committee arrives early to help the business set up any material they bring, the screen and projector, and lunch.
 - b. A committee member takes photos during the event of the speaker(s) and attendees for publication on the website.
 - c. At the conclusion of the event, the committee cleans up the tables and kitchen as needed and disposes of the garbage.
7. After the event, the chair has the following uploaded to the website:
 - a. Informational material provided to the Educational Resources section.
 - b. Event photos to the Gallery.
8. An estimated budget can be presented to the Board for approval on an annual basis. This is for the purchase of tickets and the promotional poster and flyers.

Prepared by: Laurie Garrison, Committee Chair

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Approved by the Board: August 4, 2026