

Quartermaster

Purpose:

The Quartermaster Committee is responsible for buying and selling Burgees, clothing and other items to the general membership at membership meetings.

Chairperson Responsibilities:

The Chairperson (Quartermaster) is responsible for maintaining an inventory of goods and presenting an assortment of those goods to members at the monthly membership meetings. The Quartermaster will enlist at least one committee member who will assist at the meetings and fill in when the Quartermaster is unavailable. The Quartermaster will manage the budget for the committee and will place orders for goods when appropriate.

Quartermaster Notes:

We keep a binder with names of companies with which we do business. It has all the contact information you will need. We use credit card readers and bill the customers directly. The readers are kept in the office. There are also paper slips in the middle cupboard where the items can be listed, and these are turned in to the bookkeeper.

Burgees

Budget - \$1500.00 a year (as of 2022)

Burgees are kept in boxes above the clothing on both sides.

We order burgees as needed 25 at a time (smallest order allowed) from:

Seaborn Canvas, 435 North Harbor Blvd., B – 1, San Pedro, CA 90731. Phone in orders to 1 800 435-5403. They have our payment information and will bill the club automatically. They have our address on record and will delivery burgees to clubhouse. Clubhouse address is: 201 Simmons Street NW, Olympia, WA 98501

As well as members purchasing burgees as needed to replace worn burgees, new members are given one when they are sworn in. Someone from the Membership Committee will let you know when they need them. Springtime seems to be when many members change their burgees out so be sure to be well stocked.

Clothing

You will find information on several companies we do business with in the binder. The following companies are our regulars:

Currently we use **A Custom Thread** for most of our men and women's clothing and hats. They have a good catalog with good quality at a fair price. Embroidery on items from this catalog cost \$6.00 except for caps which cost \$8.00. We keep a catalog (they provide each year) up-to-date with items we have

ordered previously, marked for easy reference. It is handy to take a copy to meetings for special orders. We can order as few or as many items as we want so special orders are not a problem. It usually takes a couple of weeks to get these items, sometimes longer if there are a lot of items to embroider. If a member would like a personal item embroidered, it would cost \$10.00.

bradley@acusstomthread.com

360 753-0890

Another vender we use a lot is **Steve Pasquan** @ 1 253 229-2303.

seatlsteve@aol.com

Steve has a mobile showroom and will come to your home. Excellent quality higher end women's clothing in great, comfortable styles at a great price. FDJ and IMove products come out of Canada. We order from him in the fall to be delivered early in the year and available in the store in spring. We take these items to A Custom Thread for embroidery at a cost of \$8.00 an item.

Another vendor we especially like is **High Range Designs**. We have ordered their long and short sleeved T-shirts and sweatshirts as well as beer and bottle koozies. Their items are inexpensive as the shirts come printed with our design on the front and back and do not require embroidering. Their contact information is in the binder.

Kluh Jewelers has watches and necklaces in our showcase. Matt Kluh, a club member is our contact person.

On occasion we find items on sale in local stores (Eddie Bauer, Fred Meyer, Ross, Target etc.) We purchase them and turn in receipts to the OYC bookkeeper for reimbursement.

Other vendors we have used in the past are found in the Quartermaster Binder.

Special Orders

We keep a notebook of special-order items. We pick them up as they come in to A Custom Thread and either arrange to deliver to member at OYC or have them available at the next dinner meeting.

Managing Stock

Other than Burgees, all items need to be unpacked, priced and hung for sale in the two Quartermaster cupboards at OYC. There are two other metal hanging racks and we often need several tables out for other items such as pajamas, socks, ties, bags, towels etc.

Dinner Meetings and TGIF

We open the Quartermaster store for all Dinner Meetings (9 a year as there are no dinner meetings in July, August or December) and at TGIF or summer barbeques on occasion.

Bootstrap:

In the event that the Quartermaster Committee needs to be restarted without the guidance of a prior Quartermaster, the incoming Quartermaster will obtain keys to the storage cabinets and conduct an inventory of available goods. The new Quartermaster will need to determine minimum stocking quantities of selected goods (i.e., burgees) and will need to determine the vendors used by the club for replenishing inventory – see above under Quartermaster Notes.

