

BUFF Board of Directors Meeting Minutes

April 20, 2011

(Prepared by Mike McCracken)

Administrative Items:

The meeting was called to order by Jeff McElravy at 7 PM

- Membership health concerns –cards were sent out by Steve Horgan
- March BOD minutes – approved
- Goals/Structure (Jeff McElravy) – Jeff shared that he would be discussing with the chairs of the Club the following four areas: key tasks that are necessary in their area; resources/volunteers needed; what plans are with regards to a co-chair (most major areas require one); what would be necessary to grow their area of the Club. Lou Haynes shared the preceding areas as they applied to the Education area. Don Rubingh similarly shared with the Board these areas as they applied to the Conservation area. Jeff indicated he would follow-up with the other Chairs of the committees to understand their plans around these four areas. Two important committees identified were Banquet and Fly Show given their impact on the Club's finances and resources required to execute each.
- Board Vacancies (Jeff McElravy) – The Banquet Committee needs a co-chair and New Member Greeting needs a replacement for Dave Jones who is stepping down from this role.
- Fly Fishing Camp (Mike McCracken) – Mike shared that he was going to be leading with Lou Haynes help a fly fishing camp on July 19 and August 2 in coordination with Greenacres. Details of the camp plans will be published on the website (Ken) and BUFFER (Jon). The Board asked Mike to ask Greenacres to reciprocate by including on their website where they advertise the camps a link to the Club's website. Two additional BUFF members will help with the camps. Lou is working this need. All four volunteers will need to go through an Ohio background check per Greenacres' policy with the cost being reimbursed by Greenacres.
- Swap Meet, Picnic and other Summer Meetings (Randy Clark) – Randy shared that the Northern Kentucky Fly Fishing club had extended an invitation to our members to join them for their July 7th meeting to be held at Duck Creek Country Club. Dinner costs would be less than \$10.00 per person. The Board approved accepting the invitation and agreed to add it to our plans for this summer. The idea of a float trip for the August meeting was discussed by email after the March Board meeting. Jeff asked the Program Committee to look further in to this option.
- Travel Insurance (Ken Dixon) – Ken raised the questions below regarding insurance coverage. Does our insurance provide adequate protection for BUFF should a member have an accident while driving on BUFF business? Should the Club require that a minimum level of personal insurance be held by the member driving on BUFF business? Do we need a signed form on file stating the member's insurance is primary for any claims naming the Club? Do we have a liability for members driving to BUFF activities, trips, etc., and if so are we adequately covered for such liability?

Jeff agreed to work with the following people to get an answer to the questions: Lou Haynes, Ken Dixon, Bob Gustafson and Pete Moore,

- Clothing Purchases (Roger Corrado) – The current orders taken at the April meeting are short of the required minimum (24) order for t-shirts and “other” (shirts and jackets). The question as to whether the Club would want to purchase items to complete the minimum order and then sell them over time was raised. The Board decided to not do so. Ken Dixon agreed to get a mass email together to inform members on the opportunity to purchase clothing and Jon Kennard agreed to put something in the BUFFER.
- Email BOD minutes to the membership? (Jeff McElravy) – Jeff had received the suggestion to send out the BOD minutes to the membership and wanted to get the Board’s thoughts. In the interest of not overwhelming the members with emails, it was agreed we should remind the members that BOD minutes are on the website. Jeff indicated he would remind the membership of the website location for minutes in an upcoming President’s Notes section of the BUFFER.
- New Member Gifts (Dave Jones) – booklets and fly boxes are being prepared/ordered for new members to the Club.
- Other Items – Steve Horgan indicated that the fishing with kids at Parky’s Farm had begun with good support from the members. Now all we need is support from the Bluegill. Randy Clark reminded the Board to provide him with a roster of BUFF attendees to events so that he can track for possible volunteers for events of interest to specific members.

Chair Reports:

Treasurer (Bob Gustafson) – Bob sent out the report through March by email to the Board prior to the BOD meeting. It was agreed that there should be at least two signatories on the Club account with our bank should Bob be out of town. Jeff indicated he would work with Bob to get his name on the approved signatory list with our bank.

Communications

BUFFER (Jon Kennard) – 25-April for the May BUFFER submissions.

Website (Ken Foltz) – nothing new to report.

Trips (Steve Bailey) – Trips are captured in the BUFFER calendar. Ken will get the updated information on the website as it becomes available.

Education (Lou Haynes) – The Club will again participate at Cowan Lake on May 21 and 22 at the “Fishing has No Boundaries” event. Donn Rubingh indicated that he was in need of another pontoon boat for the event.

Club Special Events (Jim Boude) – An instructional class on spey casting had been suggested as a possible educational event for the Club. Please send any suggestions for events to Jim.

Fly Tying (Ken Dixon) – Ken shared the tentative schedule for the six beginning fly tying classes for this fall beginning on Tuesday, October 25th. Dave Jones brought up the fact that the

Sharonville Community Center where we hold these classes will be closing earlier (8 pm rather than 9 pm as is the current practice) starting on June 1. The classes usually end at 8:30 with time required to clean up and exit the facility. Ken will look at the options around timing for the classes (earlier start time, amount of instructional material covered in each class, etc.). We will need to set firm times with the Center sometime in June.

Meeting Speakers (Walter Leap) – The May meeting speaker will be Tom Herr who will be discussing the Pine Lake Trout Club opportunities and his western fly fishing trip.

Membership (Steve Horgan) – 248 memberships have been paid for 2011. There were a total of 260 memberships at the end of 2010.

Banquet Committee (Bob Miller) – no report.

Library (Bob Mackey) – nothing new to report.

VA Outreach (Dave Jones) – Upcoming dates are captured on the website as are Healing Waters plans.

Conservation (Donn Rubingh, Mike Bryant, Steve Lilly) – Donn shared that three Little Miami River cleanups are planned for this year. The May one will cover from Fosters to Ikes. The July one will be with Rivers Unlimited and will begin at Morrow. The September one will be from Lake Isabella to Milford; a stretch of the river which doesn't get as much cleanup attention. More details are on the website.

The Board adjourned at 8:30 PM.

Attendees:

Board (20): Steve Bailey, Jim Boude, Mike Bryant, Roger Corrado, Randy Clark, Ken Dixon, Ken Foltz, Bob Gustafson, Steve Horgan, Lou Haynes, Dave Jones, Steve Alexander, Jon Kennard, Bob Mackey, Mike McCracken, Jeff McElravy, Donn Rubingh, Jerry Schatzman, Steve Walker, Pete Moore, Walter Leap

Submitted by Mike McCracken 3-May-2011

**BUCKEYE UNITED FLY FISHERS
FINANCIAL AUDIT FOR THE YEAR 2010**

To the Board of Directors:

The purpose of this audit is to verify the accuracy of the accounting books and records and to ensure that proper accounting procedures are being followed. To this end the audit committee reviewed the Balance Sheet, Income Statement, and related support documents.


The audit was conducted using the guidelines and policies as set by the Buckeye United Fly Fishers Board (BUFF) of Directors. Included in the audit was a review of Board minutes and established club policies related to financial activity, and/or safeguarding assets. The audit team verified cash balances, reviewed closing and adjusting entries, and tested various transactions to validate proper procedures and accuracy.

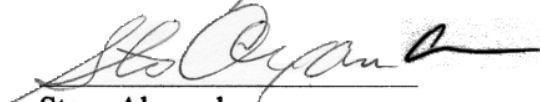
It is the opinion of the Audit Committee, having found no material errors or omissions, that the 2010 financial statements fairly represent the financial position of the Buckeye United Fly Fishers Club.

Findings and recommendations:

- Under BUFF policy, all checks over \$1,500 must be signed by two board members. Two checks were identified during the course of the audit which failed to meet this requirement. It is recommended that this policy be followed, and reviewed by Board of Directors. This has been an issue in previous audits.

This audit was conducted by Ken Dixon, board member, and Steve Alexander, club member, on February 15, 2011. Also present during the audit was the Treasurer, Bob Gustafson, who supplied the required documents and answered questions from the auditors.





Steve Alexander