

## BUFF Board of Directors Meeting Minutes

March 16, 2011

(Prepared by Mike McCracken)

### Administrative Items:

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

- Membership health concerns –cards sent out by Steve Horgan
- February BOD minutes – approved
- 2010 Audit Report (Steve Alexander) – Steve and Ken Dixon completed the audit. A copy of their report is included in the last page of these minutes. They found that the Guideline and Policy regarding checks over \$1,500 (1. *“Effective 02/15/06 all checks over \$1,500 must be signed by two board members.”* and 2. *“In addition to the signature of the Treasurer, the check must be signed by either the President, or Vice President.”*) continues to be a problem. The Board approved the following change to this Guideline and Policy: *“Effective 03/16/11 all checks over \$1,500 must have written authorization (email being acceptable) by an officer of the Board (President, Vice-President or Secretary) prior to being issued by the Treasurer.”* Mike McCracken will forward the wording to Ken Foltz to be posted on the website in place of the current 02/15/06 policy noted above.
- Goals for 2011 (Jeff McElravy) – Jeff shared his thoughts on his goals for the Club which included
  - New members are welcomed to the monthly Club meeting by Board members
  - All committees
    - have a chair and co-chair
    - communicate with the Board
    - recruit from the general membership so the members feel ownership and the committees’ members do not suffer from burnout
  - Current Board members that don’t have a particular committee association get involved with a committee
  - Grow the strength of the Club and future leadership

Jeff indicated he would like the Board to review the structures of the committees starting with the Education, Banquet, Fly Show, and Conservation committees at the April Board meeting. Jeff is looking for job descriptions and slots to be filled as part of the individual committee reviews as well as additional information from the committee chairs which he will email to the Board prior to the April meeting. Randy Clark agreed to “mine” the list of monthly Club meetings for potential people for committees.

- Board Vacancies – New Member Greeting at the monthly meetings needs a new leader (currently Dave Jones) and Banquet Committee needs new leadership (Lane Stocker is stepping down; Bob Miller will continue as co-chair advisor with new leadership assuming his current responsibilities).
- Budget for 2011 – With the Banquet and Fly Fishing Show over, the Board agreed to discuss the 2011 budget at the April BOD meeting in order to make any revisions.

- Swap Meet, Picnic and other Summer Meetings – The Board approved to not have the Swap Meet and Picnic this year based on limited participation in 2010. The Board asked the Program Committee to determine if there should be monthly Club meetings in July and August or if they would recommend alternatives. Randy Clark agreed to send Steve Horgan an email message to be forwarded to the general membership to determine the membership's interest in July and August meetings.
- Clothing Purchases – The membership will be able to order shirts and jackets at the April and May monthly meetings.
- New Members (Dave Jones) – Dave echoed Jeff's remarks about the need to make sure new members feel welcome at the monthly meetings. Dave and others suggested different approaches the Board members could take to make new members feel welcome.
- Other Items – Steve Horgan reminded the Board that fishing with the kids at Parky's Farm would begin in mid-April and encouraged write-ups in the BUFFER by winners of fishing trips purchased at the Banquet. Steve continues to solicit flies for the Buffer Fly Box as noted in the BUFFER. There have been some problems with members making on-line dinner reservations which don't show up on the list at the night of the monthly meeting. Bob Gustafson will check lists with Ken Foltz to see where the problem might reside.

### **Chair Reports:**

Treasurer (Bob Gustafson) – Bob sent out the report through February by email to the Board prior to the BOD meeting. In a continuation of the discussions captured in the February minutes regarding registration of the Club with the State of Ohio as a charitable organization, Bob indicated that the State acknowledged receiving our recent check for \$50, but appear to want similar payment for previous years. Bob will check with the State to determine next steps. The Board approved an expenditure of \$158.69 to reimburse Bob for personal expenditures on behalf of the Club to resolve software problems between Microsoft and Quick Books (which the Club uses to track finances).

### **Communications**

BUFFER (Jon Kennard) – 21-March for the April BUFFER submissions.

Website (Ken Foltz) – no report. Bob Miller indicated he had provided Ken with a list of vendors who supported the Banquet so their links can be added to our website.

Trips (Steve Bailey) – Continue to look for day trips for the summer months.

Education (Lou Haynes) – 43 people are signed up for the 101 FF course with 31 and 36 at the first two classes. Lou and Mike McCracken will be coordinating two day camps for fly fishing with Greenacres this summer. They will share more information at the April BOD meeting.

Club Special Events (Jim Boude) – no report.

Fly Tying (Ken Dixon) – Ken shared that Advanced Fly Tying classes at the Sharonville Community Center will continue through March 14. An average of 15 people has been attending the classes. The Miami Valley Fly Fishers are hosting Jim Teeny April 11<sup>th</sup> in Kettering and have space if any of our members want to attend. Ken will send out the information including costs to the membership via email.

Meeting Speakers (Walter Leap) – The April meeting speaker will be discussing fishing in western North Carolina.

Membership (Steve Horgan) – 246 memberships have been paid for 2011. There were a total of 260 memberships at the end of 2010. 47 members did not renew their membership at the end of 2010.

Banquet Committee (Bob Miller) – Bob is encouraging the membership to let our supporting vendors know they are members of BUFF when they purchase from them.

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 said he was working with Rivers Unlimited for the July clean-up of the Little Miami. Clean-ups for May and July are on the calendar.

The Board adjourned at 9:00 PM.

**Attendees:**

Board (19): Steve Bailey, Roger Corrado, Randy Clark, Ken Dixon, Bob Gustafson, Steve Horgan, Lou Haynes, Bruce James, Dave Jones, Steve Alexander, Jon Kennard, Bob Mackey, Mike McCracken, Jeff McElravy, Bob Miller, Donn Rubingh, Jerry Schatzman, Steve Walker, Walter Leap.

Submitted by Mike McCracken 4-April-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.


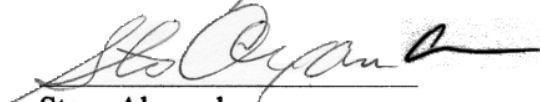
The audit was conducted using the guidelines and policies as set by the Buckeye United Fly Fishers Board (BUFF) of Directors. Included in the audit was a review of Board minutes and established club policies related to financial activity, and/or safeguarding assets. The audit team verified cash balances, 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.

  
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Steve Alexander