

B.U.F.F. Board Meeting of May 17, 2006 Minutes

The May meeting of the B.U.F.F. board of directors was held at the Atonement Lutheran Church, 305 Cameron Road, in Springdale. The meeting was called to order at approximately 7:08 PM by President, Lou Haynes, and adjourned at approximately 8:30 PM. The next meeting will be on June 21, 2006 at 7:00 PM.

Board members not in attendance are indicated below:

Baker, Tom <i>Education</i>	Boude, Jim <i>At Large Hart Show</i>	Bryant, Mike <i>Conservation</i> ABSENT	Chambers, Lee <i>Meeting Programs</i> ABSENT	Clark, Randy <i>Meeting Programs</i>
Corrado, Roger <i>Public Events</i>	Findley, Tim <i>Membership</i>	Fraley, George <i>Treasurer</i>	Hampton, Debbie <i>Outreach</i>	Hampton, Jim
Haynes, Lou <i>President</i>	Hider, Pat <i>Secretary</i>	Howell, Patti <i>Vice-President</i>	Huber, Bill	Jones, Dave ABSENT
Kennard, Jon <i>BUFFER</i>	Mackey, Bob <i>At Large Library</i>	McElravy, Jeff <i>At Large Fly Tying</i>	Miller, Bob <i>Banquet</i> ABSENT	Panfalone, Joe <i>Website</i> ABSENT
Prince, Don ABSENT	Rubingh, Donn <i>Public Events</i>	Svarda, Charlie <i>At Large Asset Auditor</i> ABSENT	West, Ken <i>Education & Fly Tying</i>	

Other attendees were: Bruce James, Steve Lilly and Lane Stocker

Items discussed were as follows:

Administrative Items / Proposals

1. Membership Health

John and Ann Miller made a \$25 donation to BUFF in memory of Nick Rizzo's father. Charlie Svarda's condition remains unchanged.

2. Approval of April Minutes

The minutes were approved with no changes.

3. Guidelines & Policies

Two guidelines were distributed – capitalization policy and check signatories policy. The Sunshine Fund, or recognition of ill or deceased members was discussed. In the event of illness or injury to a BUFF member a greeting card will be sent to the member. With the approval of the family of the BUFF member, an email message will be sent to the entire membership informing them of the illness or injury.

When a BUFF member dies, a sympathy card will be sent to the family of the member. With the approval of the family an email message will be sent to the entire membership. A book or video, costing no more than \$40, will be placed in the club's library in memory of the BUFF member and a card will be sent to the family informing them of the donation. When a family member, and non-BUFF member of a BUFF member dies, a sympathy card will be sent to the family and with the family's approval, the entire BUFF membership will be notified electronically. Katie Huber is responsible for executing these policies.

4. Swap Meet – July 12

Lou Haynes has reserved the Little Miami Canoe camp for the swap meet and for the August Picnic. At the swap meet a meal will be served with each member attending being charged \$10. Debbie Hampton is the coordinator of the meal.

5. Picnic – August 19

BUFF members may camp out the night before the picnic. There is a charge for securing a camp site. Joe Panfalone will be coordinating a float trip (if he is willing, Lou will check with Joe). The meal will be catered by Raffles and Debbie Hampton will get pricing and some possible menus for discussion at the next meeting.

6. Logo Caps & Shirts

Lane Stocker attended the meeting and showed the board members a terrific baseball style cap that will have a unique logo on the front. The cost of the caps is \$10. An email will be sent to all BUFF members and the order for the hats will be placed at the end of June. Payment for the caps will be made directly to the manufacturer which will then make a donation back to BUFF.

The last day to order BUFF logo shirts is May 31, 2006.

6. Sale or Trade in the BUFFER

Jon Kennard requested guidance from the board as to whether or not he should allow members to place sale or trade advertisements in the BUFFER. The board agreed that there is a place for that type of activity on the web site's message board and those items should not be placed in the BUFFER.

Report of Chairs / Owners

1. Treasurer – George Fraley
 - a. Financial statements as of April 30, 2006 have been prepared and distributed to the board via email.
 - b. After the books were closed at the end of the May-April fiscal year, some post-closing adjustments had to be made. The following adjustments were made and posted through Retained Earnings:
 - i. Conservation Expense \$73.57 for river sweep conducted April 29, 2006.
 - ii. Liability for CFR was corrected to show \$575 instead of \$525.
 - iii. Liabilities were set up for proceeds from the Jerry Schneider rod in the amount of \$750 for Education and \$750 for Conservation.
 - iv. Accordingly, Retained Earnings has a revised balance of \$7960.59 as of May 1, 2006.
 - c. We have had no dinner shortages for March, April and May. It is important that we remind members at each meeting not to take a new plate when they go back for seconds. If we continue to do this reminder I believe the dinner shortage issue will be corrected and no further action will be needed.
 - d. The budget for 06/07 has been entered into the system and I will be sending out budget variance reports at each month-end along with the regular financial statements.
 - e. Note that the \$575 for CFR and the \$750 each for education and conservation are now carried as a liability. Accordingly as spending occurs against these items, the proper account to charge is #2100 Accounts Payable, rather than the expense accounts. In effect, these amounts were expensed in the prior year. Budget owners will be able to track amounts remaining for these items by referring to the Schedule of Accounts Payable that is attached to each month-end Balance Sheet. The advantage of carrying these items as a liability rather than charging expenditures to current expense is that should some of the monies not be expended prior to the fiscal year end, the liability will still remain. Whereas, had these amounts been treated as a normal budget item and amounts were not spent by the end of the year, unexpended amounts would be lost since budget items don't carry over from year to year.

- f. A savings account has been opened and \$25,000 has been moved from checking to savings. The account pays 4.25%. I estimate interest income to exceed \$700 for the year.
- g. Based on the budget approved by the board at the April, 2006 meeting, we are forecasting a net income for the 06/07 year of just over \$5000. The anticipated cash flow based on the budget numbers is as follows:

Cash @ 4/30/06	\$2907.00
Savings @4/30/06	25015.00
Beginning Cash	27922.00
Budgeted Income	24450.00
Total Cash Available	52372.00
Budgeted Expenses	19400.00
Liabilities	2175.00
Prior year (05/06) expense	74.00
Net Cash at 4/30/07	30723.00

The above amounts do not contain the estimated interest income of \$700 as noted in item f., *supra*.

- h. The board is cautioned that while the above amounts appear very favorable, \$14,000 of the projected income is not expected until the 4th quarter (Feb-Apr, 07). The board might want to consider changing the accounting cycle to a calendar year in order that the income from the banquet and show are known in the first quarter of the year, thus permitting budget adjustments early in the year should the banquet and/or show not produce the desired results.
- i. The use of email for check requests has worked very well thus far. Board members are reminded that check requests should be emailed prior to noon on the Tuesday before either the regular meeting or the board meeting if reimbursement is desired at either of these meetings.

2. Communications – Jon Kennard & Joe Panfalone

BUFFER - The deadline for submitting articles for the BUFFER is May 29, 2006.

Web Site – No report, Joe Panfalone was not present.

3. Trips – Patti Howell

Nothing new to report. There was a one day fishing with a guide in Montana trip donated to the club that was not used for the banquet (value \$350). George Fraley suggested we do a special raffle as soon as possible since the trip is for this season only. Raffle tickets will be sold, for \$10 each, at the June dinner meeting and announced on the web site. The trip will be raffled off at the conclusion of the June dinner meeting.

4. Education – Donn Rubingh & Roger Corrado

There is a public event at Springdale on May 20, 2006. There has been low attendance at Parky's Farm due to the weather. The last Parky's Farm fishing, until September will be on May 20 from 9AM – 2PM. On June 3, there is an all day fishing derby for kids in Middletown. On June 3 and 4 there is a fishing has no boundaries event for mentally retarded and developmentally disabled individuals. On June 29, Jim Boude is involved in a fly tying and casting event at Christ Church in Mason. 6-8 volunteers are needed for this event.

5. Presentations – Lee Chambers & Randy Clark

June 14 – Professor Cris Lorentz, Ph.D., biology professor at Thomas Moore College will speak on the environmental conditions (chemical, biological and physical) of the Ohio River. Steve Lilly is the contact.

July 12 – swap meet outdoors.

August 19 – club picnic outdoors.

September – A speaker on Steelheading.

October – A speaker on fishing in Alaska.

6. Membership – Tim Findley

Membership total for the month is 287 with 2 members added and 3 members dropped. Tim will be preparing special badges for our speakers at future dinner meetings. Tim reported that 138 members receive the BUFFER by email and 149 receive the BUFFER in paper. 62 members reported as not having email.

7. Outreach - Debbie Hampton

Nothing new to report.

8. Conservation – Mike Bryant

No report, Mike was not present.

9. Tabled Items

BUFF 30 Year Celebration

By: Patricia A. Hider, Secretary

Prepared: 05/19/06

Approved: 06/21/06