

Metro Carvers of Michigan

3/01/2013

President

Section 3: President shall be the Chief Executive Officer of the Corporation and also be chairperson of the Board of Directors. The president shall preside at meetings of the membership and Board of Directors. The President shall appoint all committees and their chairpersons. The President shall perform other duties as directed by the Board of Directors.

- Contact Building administration in the month of June to obtain permit for monthly meeting for upcoming year.
- Conduct Board members for scheduled meeting as required (Decision of President).
- Prepare agenda for monthly meeting (Procedure at discretion of president).
- Obtain door prizes. (Purchase or obtain from members)
- Conduct Monthly meeting (September thru June)
- Set up head table. - (Obtain from 2nd floor storage the table cover, 50/50 tickets, entrance table supplies, Metro sign, sound system)
- Start meeting promptly at 7:15 pm and Close meeting no later than 9:00 pm
- Notify newsletter Editor of recently deceased members.
- President's newsletter article sent to Editor approximately 1 week after monthly meeting.
- Keeper of crosses to give to the families of deceased members.

RESPONSIBILITY QUESTIONS

50/50 and entrance table tickets (who orders)

Vice President

Section 4: Vice President shall have the powers and duties of the President in the absence or disability of the President. The Vice President shall have general administrative duties as assigned by the Board of Directors.

- Select member to maintain front table
- Set up entrance table - (½ competition ticket, door prize ticket, name tag for guests, welcome handout,)
- Select member to handle 50/50 raffle (conduct 50/50 drawing near close of meeting)
- (Make sure that meeting area is as clean and in same condition as when arriving)
- Return main table equipment and entrance table equipment to 2nd floor storage area.
- Obtain guest speaker for monthly meetings.

Secretary

Section 5: Secretary shall prepare and preserve minutes of all meetings of the Board of Directors, send notices to members and Directors, correspond on behalf of the Corporation and shall have other duties as assigned by the Board of Directors.

- Record meeting minutes at board meeting, and distribute via email or hard copy to board members. Solicit corrections, or additions.
- Review meeting minutes at board meeting.
- Maintain a computer file of all meeting minutes.
- Responsible for the update of Metro Carver bylaws and maintaining an up to date file on computer.
- Review of changes with board members.
- Interview of Carver of month and article for the club newsletter pertaining to Carver of the month.
- Responsible for written communications from club.
- Check Metro Carver mail at Royal Oak Post Office on a regular basis.
- Renew Metro Carver Post Office box annually.

- Prepare ballots for annual election

Treasurer

Section 6: Treasurer shall have custody of the funds of the Corporation and be responsible for disbursement of its monies. Funds of the Corporation shall be deposited in such banks or financial institutions as designed by the Board of Directors.

The Treasurer shall issue checks on receipt of properly authorized vouchers, in the amount stated, and not in excess of the funds available for the purposes.

The Treasurer shall keep, or cause to be kept, books of account showing the character and value of Corporation property and funds. Such books shall at all times be open to inspection by the Board of Directors and members.

The accounts of the Treasurer may be audited by an auditor not connected with the Corporation as directed by the Board of Directors. The Treasurer shall make a report of the accounts for the past fiscal year at the annual meeting.

The Treasurer shall keep, or cause to be kept, a complete roll of the membership of the Corporation.

- Maintain the members Memorial Plaque. Display it at the annual Metro Show, and monthly meetings.
- Issue membership cards to paid members.
- Purchase and issue membership pins.
- Purchase and issue requested members name pins (Tags)
- Give treasurers' report at the monthly meetings.
- Give detailed treasurers' report at the board meetings ans submit to Newsletter Editor.
- Seen annually dues to MWCA
- Check current membership information annually.
- Orders and maintains business cards and welcome handout.
- Once a year renew Non Profit Corporate Update. Cost approximately \$20.
- Contact List for Treasurer

Name Tags for Vests;
Engraving Specialists, Inc.
503 N. Washington
Royal Oak, MI.
48067
248---542---2244
248---542---5666
engspec@comcast.net

Gift Cards etc.
Woodcraft
32139245 Van Dyke Highway
Sterling Hts, MI
48313
586---268---1919
586---268---4994

Meeting Room Rental School District
City of Royal Oak
1601 N. Campbell
Royal Oak, MI
48067

Newsletters and Printed Mat'l
America's Finest; Printing and Graphics, Inc.
17060 Masonic
Suite 101
Fraser, MI.
48026
586---296---1312
afpg@mindspring.com

Show Trophies
Bean Bros.
Trophy and Award
21521 Kelly
Eastpoine, MI.
48021

Clothes
J's Silkscreen of Richmond
68259 Main St.
Richmond, MI
48062
586---727---3321

Memorial Plaque
MPC Awards
52130 Van Dyke Avenue
Shelby Twp, MI
48316
586---254---4660

Events Chairman

- Contact person for upcoming events.
- Responsible for giving an events schedule to the newsletter monthly.
- Classes.
 - Shows.
 - Demonstrations.
- Schedule should include dates, location and contact person for event.
- Report on upcoming events at monthly meeting.

Board of Directors

Section 1: The Board of Directors shall be responsible for the overall policy and operation of the corporation and for carrying out the purpose of the corporation subject only to limitations imposed by law, the articles of incorporation and these bylaws. Directors must be members of the corporation.

Section 2: The Board of Directors shall be composed of five Directors plus the Officers. Three Directors shall be elected one year and two Directors the next year always maintaining a membership of five members. They will continue to serve a two year term of office until their successors are elected and installed.

Section 3: The Board of Directors shall meet as often and at such dates and places as specified by its resolution. Special meetings of the Board of Directors may be called by the President, the Secretary or at request of two Directors.

Section 4: A simple majority of the Board of Directors shall constitute a quorum to transact business at any meeting of the Board of Directors and a majority of said quorum shall have full power to decide any question coming before such meeting. In case of a tie, President will have deciding vote.

Section 5: To provide continuity, the Board of Directors may invite the immediate past President to serve on the Board for one year in an advisory capacity.

Select or approve Show chairperson. – Per By-Laws

Elected Board of Directors

- Listen to all members suggestions and pass them onto the full Board (To be their voice).
- Vote for the members and what is best for the club and not personal interests.
- Attend Board meetings.
- Attend club meetings.
- Memorial plaque (display at Monthly meeting)
- Recommend certification of appreciation for members that have done outstanding work for the club. To be done on a limited basis.
- Help and support the V.P set up for monthly meeting.

Election of Club Officers - (Change of Club Leadership)

Section 2: All officers shall be elected by the membership at the annual meeting in May for one year term.

The change of club leadership will take place in June after May elections. This will remove the lag time involved through the summer months when the change of officers took place in September.

The old and incoming club president will hold a meeting immediately after the election between old and new officers to insure continuity of issues.

Monthly Competition

The newer club members want competition to receive feedback on how they are doing. Competition will remain at novice, intermediate, and advanced level. All advance winners can bring carvings for show and tell. There will still be competition for the monthly theme carving, and master carvers can compete in the competition. Judges should be able to critique carvings if they are requested by carver.

Webmaster Guidelines-

- **Mission Statement:**

The purpose of the Metro Carvers Web Site is to provide membership, and the internet public, with information about the club. The information is provided in a simple logical order with separate web pages for various subjects.

- **MWCA Web Host contract**

The Michigan Wood Carvers Association “MWCA” purchased a web host contract with the service provider: www.ixwebhosting.com.

The MWCA web site is: www.miwoodcarvers.com.

The MWCA web site procedures committee is the following:

1. Terry Zobl; MWCA webmaster and designated owner of web purchased contracts. He maintains all logon-IDs and passwords.
2. Tammie Jarvis; Web consultant and backup webmaster. She will provide web site development and training services to clubs that want to participate for a very reasonable fee paid by the club to her.
3. Bill Phillips; MWCA web Business Manager. He will oversee web costs and present the business plan to the Board for approval. He will also oversee web page content and interface with the Board and Club Leaders.
4. Dave Copeman: Web site Consultant and Committee Leader. He will advise on web content and facilitate any committee meetings.

As part of the MWCA web site procedures there is an offer to make space available to member clubs to build their own web site within the MWCA hosting plan.

Clubs that want to participate will need to have a domain registered for their web site. This domain registration will be purchased by Terry Zobl, MWCA Webmaster, and thereby owned and controlled by MWCA. The clubs will be required to maintain an Active status with MWCA and pay an annual fee to MWCA of \$15 for their domain.

- Metro Carvers Web Site: www.metrocarvers.com

Metro Carvers Club will pay the annual sum of \$15 to MWCA to purchase and renew a domain name. The following domain <**metrocarvers.com**> has been purchased by MWCA from NameCheap.com and assigned to the Metro Carvers web site:

Terry Zobl is the webmaster for the Metro Carvers site.

Marcy Larson is the backup webmaster for the Metro Carvers site.

- E-Mail

There is a dedicated e-mail address <**metrocarvers@yahoo.com**> for the club with a link on all Web Pages. Notes directed to the Club, sent to this e-mail address, are forwarded to the President and other Board members as required.

To contact Marcy Larson use this address: <**metrosocialgroups@gmail.com**>

- Web Pages

The following are the current web pages. More can be added as necessary.

- **Home** – this is the home page with a link to MWCA
- **Contact** – this shows the Board and Volunteers of the club
- **Newsletter** – this holds downloads for current and past newsletters
- **Groups** – this tells where the Social Carving Groups are.
 - There are web pages for each of the Social Carving Groups
- **Show** – this holds information for the annual show
- **Carv Fest** – this holds information the the Washington Carv Fest

- **E-mail**

- **Updates to Web Pages**

To make updates the webmaster depends on information provided by the President and other club members who are connected to the data provided on the various pages. This can be easily done by clicking on the **E-mail** menu link on each page.

Updated 4/10/2012

Newsletter Guidelines-

- **Mission Statement:**

The purpose of the newsletter is to provide membership with information relevant to club activities. The newsletter is timed to be received about one week before each club meeting and act as a reminder of the date of the meeting. The newsletter is sent out 10 times each year in advance of the September through June club meetings.

- **Collect Articles**

To insure that the newsletter is received about one week in advance of the club meeting the due date for articles is calculated as follows: Back up 3 weeks from the meeting to allow one week for the printer and one week to pick up, address and mail. A notification is sent out to inform that articles are due by the Friday proceeding these 3 weeks. This is usually the 2nd Friday after a Club meeting. Due to the Thanksgiving and Christmas Holiday time off at the printers an extra week must be added to this schedule which usually means articles are due the 1st Friday after the meeting.

A notification of article due date is e-mailed to the Club President, Treasurer, Secretary, MWCA Representative, Show Chairman and Events Coordinator. Other members are also notified if they are to submit an article. The Editor will accept articles from any club member long as it is positive in nature and relevant to club activities or wood carving in general.

Pictures of the club carving contest winners are taken at each meeting to be included in the next newsletter. Usually the Editor will take these pictures or arrange for someone else to. The Editor also maintains and archive of club member pictures to be used as needed in the newsletter such as death notices.

- **Edit Newsletter**

The articles are received on the designated Friday due date and the weekend is used to edit. The most important article is from the club President and must be received. The Treasures article will include the status of club dues and the announcement of new members and members leaving because of non-payment of their dues. Pictures of new members are included if available. The Secretary will prepare the article for Carver of the Month. It is desirable to also receive articles each month from the Show Chairman, MWCA Rep., and Events Coordinator to inform membership of these activities.

The Editor uses MS Word to prepare the newsletter. All articles are fitted into the document along with pictures to fill available space by adjusting font size or editing articles to reduce text volume. As a result of articles submitted the newsletter would be either a 2 or 4 page document.

The last page must be blank on the bottom third to allow for the mailing address label and the Club return address must be printed in the lower right hand corner upside down. The top of the first pages displays the Volume (year number), Number (month number) and Date which must be adjusted forward. The Next Meeting date must be adjusted also.

- **Send Copy to Printer**

When editing is complete the newsletter copy is sent to the printer. Currently the copy is sent via e-mail to the printer noted below:

America's Finest Printing
17060 Masonic Blvd. Suite 101
Fraser, MI 48026
586-296-1312 Fax: 586-296-0352
www.americasfinestprint.com

Below is the text of the e-mail, which includes the attached newsletter documents:

Greetings AFP
Attached is the Metro Carvers newsletter,
3 attachments.

Remember to leave some unfolded

When ready for pickup
please call Phil Trupiano 586 296-0855

Mail or e-Mail the bill to: "Rizal Baysa" <rbaysa1@comcast.net

Rizal Baysa – Treasurer
5605 Lockwood Drive
Washington, MI 48094 phone 586-781-3921

Please send me an e-mail to let me know that you have
received all attachments. Also send me an e-mail
to let me know when Phil has picked up the newsletters.

Terry Zobl, editor
home 586-739-7234
Metro Carvers Club of Michigan
P.O. Box 1597 Royal Oak, Michigan 48068

The Club Treasures is responsible to make payment and discuss business with the Printer.

- **Distribute Newsletter to Members**

When ready for pickup the Printer calls Phil Trupiano who is currently the volunteer responsible to pickup, address and mail the newsletter.

Address labels are prepared and delivered to Phil by John Sabina who is currently the volunteer responsible to prepare the stick-on labels for members who have not asked to be excluded from postal mailing.

As a cost saving some club members have asked to be excluded from postal delivery and choose to read the newsletter from the Club Web Page. John Sabina is currently the volunteer responsible to maintain the e-mail contact list of these members and inform them when the newsletter is posted to the web page.

Currently Terry Zobl is the Newsletter and Webmaster volunteer. He will post a .pdf copy of the newsletter to the Web Page and inform John Sabina when ready for viewing.

- **Other volunteer duties**

The following are other duties currently performed by Terry Zobl, which are not directly related but helpful to the Newsletter duties:

- Club Roster is maintained using MS Excel. The new and terminated membership information is provided by the Treasurer to Terry and a historical file is maintained to show Active, Deceased, and Past club members. This document is revised with new changes, usually monthly. A copy of the roster active members is forwarded via e-mail to the Treasurer (for verification of accuracy) and to other Board members for their information. Past copies of this file are maintained as an archive and have been helpful to review active membership at points of time in the past.
- Photographs of club members taken at club meetings and shows are maintained as an archive.
- Webmaster duties are similar in that club related information is made available to the membership. This includes maintaining a dedicated e-mail address <Metrocarvers@yahoo.com> for the club that is noted in the Newsletter and Web Pages. Notes directed to the Club, sent to this e-mail address, are forwarded to the President and other Board members as required.
- Copy of all past Metro Newsletters is maintained as an archive.

Show Chairperson

Section 7: Show Chairperson is appointed by the Board of Directors. Show Chairperson shall be responsible for organizing and producing an annual Metro Carvers Show. This responsibility includes the appointment of committees, control of expenses, and direction of the show. The Show Chairperson shall make status reports to the Board of Directors.

SHOW WEEKEND

Friday- Set Up Hall

- Run extension cords where needed.
- Place envelopes and badges on tables where participants will be seated.

Saturday- Direct people to their table/s.

- Between 10 AM and noon- hand out breakfast tickets to ones that paid and ask each participant that didn't pre pay if they want to purchase tickets.
- Make total (always good to allow at least 5 extra) and let the Lions Club know the total.
- 9AM- Decide and direct door prize table volunteer on how many tickets to draw at a time and how often to draw. This will depend on how many door prizes are turned in from carvers.
- 9AM- Any special instructions to the ticket table volunteers and how you want the table to run.
- Get first ticket number!!!!
- Between 1PM and 2PM – Set up soap carving area.
- End of the- Set up breakfast area.
- Get the last ticket number!!!!!!

Sunday

- Breakfast drawing.
- Blanket swap.
- Make sure first ticket number follows the last ticket number from Saturday.
- 2PM- Go to each table and them for being in the show.
- End of show- Get the last ticket number!!! This will show how many people came to the show.
- Help with tear down.
- Sunday night- Sleep

SPECIAL NOTES

- Organize yourself! You want to keep track of who got a table, commercial, electric, breakfast, etc.. This will also give a running total of how many tables sold.
- Figure out what to put in the table envelopes. Must have competition entry form, category list, and blanket swap information.
- Figure out what to get for the breakfast raffle, at least ten items.
- Saturday security- this person gets \$50, Judges get \$80 and one free table, and MWCA gets one free table.

January Meeting

- Arrange with treasurer to get the insurance form for the hall, and to have the check for the hall at the February meeting.

February and March meeting

- Volunteer sign up sheets.
 - Friday Hall set up (only needed) 9AM.
 - Friday 1-3PM helpers for unloading.
 - Saturday Morning 7-9AM help unloading.
 - Sunday 4PM- ? help load.
 - Saturday and Sunday ticket table.
 - Saturday night security person.
- Two weeks before the show
 - Arrange for a large sign to be put in school lot the week before the show. This must be paid for at the time of order. Sign will be up for a week.
- At least one week before the show- take a check and copy of insurance to the hall
- Week before the show-
 - Place people into the floor plan, and make a list of everyone and what table they are at.
 - Make a separate list that you keep of their table number, how many tables they have, and if they get electric and breakfast.
 - Make up name tags- put in envelope.

SHOW TIMELINE

March- At the show, ask the main committee members if they will help again for the next show. Ask the Lions to do the concession and breakfast again.

June- Send next show information to the three main carving magazines- Chip Chats, Woodcarvers Illustrated, and the Carving Magazine. Done Via E Mail.

March to November- Check out other shows and get the three judges for the next show.

November-

- Confirm dates for the next show with the hall.
- Gather forms needed for the show and take to the printer. Make sure that all changes are made on forms
- NOTE: All correspondence for changes and approval of forms is done via E Mail.

November/December Meeting-

- Get check from treasurer for stamps, labels, envelopes needed for mailing and show tables.
- Have MWCA representative order soap carving kits.

December/January-

- Send applications plus a category sheet to everyone on the roster, mailing list, and the people that had tables in the last show.

January thru March-

- Accept applications, send confirmation letters with another category sheet, and blanket swap information. People tend lose the category sheets.

Carving Show Competition Coordinator

Shall coordinate all the activities (except judges which are provided by the show chairman) to enable the competition event at the annual woodcarving show of the Metro Carvers of Michigan. This information is based on the current competition system now in use and would have to be revised with another type of system. The current system has more details found in a Competition Notes and Data Book kept by current coordinator. The main duties and time line includes the following:

- (a) Set up categories for the entering and judging of participant's wood carvings.
- (b) Set up and operate a system for registration, tracking, return of carvings, and recording of results of the competition.
- (c) Provide entry forms, registration books, entry labels, ribbons with pins trophies, table coverings, category signs, carving tags, table dividers, balloons, office supplies, etc for the registration and operation of the system.
- (d) Keep records of the competition and results.
- (e) Arrange for a place to take photos of carving winners. (Photographer provided in conjunction with media coverage person)

Time Line

Early Fall (September to November)

- a) Prepare carving competition categories
- b) Revise and update the competition rules & category entry letter forms in conjunction with the show chairman.
- c) Note: These are required and need to be printed (by chairman) so that they can be included in the mailings at end of year to participants.

End of Year (November to December)

- a) Update computer programs for any category changes.
- b) Inventory ribbons, pins, and order any required to replenish stock. (Use past history records and current category list to determine needs)
- c) Arrange for volunteers to operate the system at the show.

January

- a) Purchase office supplies and printed forms as required
- b) Print out the necessary forms, labels, etc required for the show
- c) Get any more volunteers that are still needed.
- d) Arrange for purchase of trophies (Note: this usually includes trophies for Best of Show, Peoples Choice, and Carvers Choice – 1st, 2nd, 3rd each

February/March

- a) Gather all materials for setup at show**
- b) Purchase table coverings**

Friday before Saturday show start

- a) Set up and arrange tables for competition**
- b) Cover tables, place dividers, and place category signs**
- c) Arrange registration table**
- d) Volunteers start early registrations and place entered carvings in correct category grouping on competition tables.**
- e) Set up location for photos to be taken of the winners**
- f) Set up cane rack in conjunction with competition table categories**
- g) Purchase balloons for indication of Best Of Show participant tables**

Early on Saturday of show start

- a) Set up ribbons, trophies, etc**
- b) Meet Judges**
- c) Volunteers continue registrations & carving placement on the competition tables in correct category**

Competition Time

- a) Assist judges (provide ribbons, etc.)**
- b) Record winners that were selected by the judges for each category**
- c) Facilitate taking of winner's photos of carving**
- d) Return carvings (except those to be judged for Best of Show)**
- e) Rearrange tables for the Best of Show Judging**
- f) Announce Best of Show Winners**
- g) Return remaining carvings to participants**
- h) Tear down & put away all competition equipment, tables, etc.**

Metro Show Volunteer Opportunities

By John Sabina

Our annual Carving Show is coming in March of 2008. The specific dates are Saturday, March 21st and Sunday, March 22nd. Our annual show is THE big event on the Metro calendar, our chance to demonstrate our friendliness, organizational abilities, and carving talents. The Metro Carvers of Michigan Show has a proud tradition and our aim is to make each show better than the last. After all, Metro Carvers is the largest carving club in Michigan. The secret to a great show is organization and plenty of volunteers. We need your help!

Show Hours are from 10:00 AM to 5:00 PM on Saturday (7 hours) and from 10:30 AM until 4:00 PM on Sunday (5 ½ hours.)

Volunteer opportunities break down into assignments in three specific time periods:

Before the Show Weekend:

PUBLICITY – This job entails making the carving community and general public aware of the show. People to hand out fliers and other pre-event publicity are also needed.

DOOR PRIZE COORDINATOR - This individual will pass out club purchased blanks to interested carvers and collect the finished door prizes before the show.

CARVING DEMO COORDINATOR – This individual will line up presenters for various one-hour demonstrations during the show. Possible demos include sharpening, carving, painting, wood burning and the like.

Show Weekend Before and After Hours:

These people are the unsung heroes of the show. These volunteers make all participants feel welcome and provide valuable assistance. The specific opportunities are:

SHOW SET UP ON FRIDAY – time usually about 1100. **Need 3 to 6 people** to tape down extension cords, pass out packets or whatever is needed.

HOSPITALITY – two-fold – Sat 0630 – 0930 set up coffee and donuts for the vendors in the spare kitchen. Also on Sun 0700 – 0930 set up coffee. **One person required.**

COURTESY - Assist Vendors unloading their vehicles and take merchandise to their tables on Saturday from 0630 to 0930 hours. Sunday 1600 to approx 1730 – assist participants in loading up their materials and taking them to their vehicles. **Need 3 to 6 people on each day.**

BREAKFAST TABLE SET UP - Saturday after the show closes set up tables and additional chairs and cover tables for the Sunday breakfast. **Need 2 people.**

SECURITY – SATURDAY NIGHT –**two or more persons** spend the night at the hall and make sure that no one enters the hall without permission – will call 911 if necessary for fire, etc. Also let Lions Club members into hall early on Sun morning for the preparation of exhibitor breakfast.

During Show Hours: (note show hours above.)

TICKET SELLERS (FRONT DOOR) - Take money, sell entry tickets and give door prize tickets to each person entering show. With 2 persons for two hours each, this will require 26 people.

PEOPLES CHOICE – Take in the carvings on Saturday for competition and give out ballots for voting on both days. Chairpersons are Bill & Ruth Phillips. One additional person for each three-hour shift is recommended for a total of **four additional volunteer slots.**

CLUB TABLE –Pass out club information and door prizes. This is a general information table that is best manned by two persons. With one-hour shifts this table will require **24 people.**

CLUB RAFFLE TABLE– Sell tickets for donated carvings. Larry and Dolores Lloyd have volunteered for this. One additional person for two-hour shifts is recommended for a total of **12 additional people.**

SECURITY (HOSPITALITY) – during the day – Club members who will walk thru and make sure vendors get a break from their table if needed – smoke, bathroom, food, etc. They will walk around and be a visible Metro Member. Two persons are suggested for two hour shifts for a total of **10 people**.

The 72 volunteer slots defined during the show may seem like a very large number but certainly not impossible with a club of our size. With this number of volunteers, we will have a great show and all volunteers will still have plenty of time to enjoy the show themselves. Obviously we can get by with fewer people, but those who do volunteer will have to work longer. Last year we had plenty of volunteers, but many did not sign up before the show. Instead, they volunteered at the show, after assignments had already been made. Please, if you plan on helping, let us know before the show to reduce stress and confusion during the show.

Monthly Meeting

President;

Will contact school administration to obtain permit to hold monthly meeting.

(As soon as possible after June meeting)

Prepare agenda for monthly meeting.

Set up head table

Select member to maintain front table

(competition ticket, door prize ticket, name tag for guests, welcome handout,)

Select member to handle 50/50 raffle (conduct 50/50 drawing near close of meeting)

Obtain guest speaker

Select member to handle 50/50 raffle (conduct 50/50 drawing near close of meeting)

Start meeting promptly at 7:15 pm

Close meeting no later than 9:00 pm

Guest Speakers for Monthly Meetings

See VP Responsibility

Crosses for Deceased Members-

- The chip carved cross will be the standard for the memorial gift for families of deceased members.
- President will be responsible for the distribution of cross. May designate someone to give to family member.
- Blanks for crosses will be provided by the club.

Notification of deceased members-

- Terry Zobl (Club IT representative) should be notified by president for details of the death, and visitation to be distributed via email.

Memorial Plaque-

- See treasurer responsibility.

Casting – Go-By’s

- Sandy Huffman and Lee Bodrie are to provide an album that shows the different castings that are available to members.
- Castings will be stored at the school storage area.

Video Library – (VHS, DVD’s etc.)

- The person responsible for the collection of VHS and DVD’s should be responsible for disposal of outdated or worn material.
- Responsible person should monitor check outs
- Library will be brought to the meeting for availability to club members.
- Must be checked out and in.

Book Library

- Joe Miller & Don Schneider
- Responsible person should monitor check outs
- Library will be brought to the meeting for availability to club members.
- Must be checked out and in.

Business Cards-

- Treasurer responsibility
- Stored in club locker at school

Welcome Handout-

- Welcome pamphlet and business cards see treasurer responsibility.
- Stored in club locker at school

Contact List-

- School administrator
- News letter printer
- Shirt/apparel supplier
- Club show/Union hall rental
- Custodians at school
- Contact for MWCA
- Food service for club show
- Printer numbers