

Penn's Woods West Trout Unlimited

Board Meeting—April 2, 2020

TU Mission: To conserve, protect and restore North America's Coldwater fisheries and their watersheds.

Attendees: Ian, Chuck, Nora, Jamie, Christian, Ed, Bobby, Bryan, Ron, Bob

Topics (Meeting Opened 7:35 PM):

- 1) Welcome and call to order
 - a) February Minutes... motion to approve: Ron, 2nd: Brian. **<passed>**
 - b) Chair & officer reports – no issues called out. Final revised Treasurer's report e-mailed earlier today.
- 2) Old Business
 - a) Document Retention Policy
 - i) Chuck working on Google drive; revised draft policy somewhat in terms of responsibilities.
 - ii) Discussion on invitation to people to join Google G Suite and working out a process. Web site is not connected to G Suite and Chuck has deleted all e-mail invites
 - iii) Motion to approve: Bobby, 2nd: Jamie some discussion on waivers and holding period; added line "Signed Waivers, 3 years, group sponsor", "Clearances, 3 years, Secretary", "delete 2nd copy of schedule" **<passed>**
 - b) Travel Expenses. Ed felt that given the chapter's current financial health, we should be able to pick up some or all the expenses incurred by members or board members attending TU or PA Trout conferences, meetings, etc. Member/board should document all expenses.
 - i) Chuck & Nora to work on form for expenses.
 - ii) Chuck proposed we reimburse Bryan for his travel to the recent conference at Penn State per Ed's e-mail. Given the e-mails, proposed reimbursing Bryan \$230, Ed; 2nd: Bob **<passed>**
 - c) Kenton Buchanan (River's Camp). Kenton is willing to give report, so this is moving forward.
- 3) New Business
 - a) Treasurer's Annual Report
 - i) Financial Review. Report is complete; Walt is reviewing. Ed has been doing work with National TU via courses in the Toolbox. He believes ha now has things set up correctly in Quicken for FY2019 (ending 3/31/2020). Brief discussion on expense categories. Ed also noted that report not now due until mid-August. Also, as we're under \$50K per year, averaged over 3 years, TU will prepare the IRS tax form for us. Ed invited questions from the board regarding the categories he has chosen. TU also recommends monthly audits due to some past issues in some chapters. Chuck noted that our policy is quarterly since we see only one or two checks per month outside of the Cabin Fever period.
 - b) Allison Park Sportsmen Grant Application.

- i) We've supported APSC for 10+ years. To keep record keeping in line we asked them to fill the form out this year. APSC's form has been returned.
- ii) Motion to approve: Ed, 2nd: Nora **<passed>**
- c) Additional PWWTU Policies
 - i) Code of Ethics. Motion to approve, Chuck, 2nd: Bobby. No discussion. **<passed>**
 - ii) Youth Protection. Some high-level discussion and comments about "2-deep" but section C 2 & 3 seem sufficient. Need to work on C3 and probably rework it such that no TU volunteer is moving any youth by vehicle. Tabled until May Bryan/Bobby; Brian, Bob, Bobby & Christian will discuss. **<Tabled>**
 - iii) Funding Form & Policy 20-05. Moved chuck, 2nd Jamie. Chuck will amend the form slightly in the last sentence, no issues with the amendment. **<passed>**
 - iv) Web Site and Communication Strategy. Some brief comments by Chuck asking for comments. Chuck is now the de facto web editor.
 - v) Banquet/Fund Raiser in the Fall? Bobby suggested a banquet or fund raiser in the autumn. He notes that several other chapters have banquets and generally do very well with them. A way to get people together in a social setting, showcase what we do as a chapter, and possibly expand our reach by attracting members who aren't necessarily interested in the meetings. Bob noted that we've done them in the past and used to have the banquet immediately following Cabin Fever, Jamie likes the idea. Committee formed: Bobby, Jamie, Ron, Bob, Bryan.
 - vi) Cabin Fever – Bryan says 2/21/21 is secured, but we are locked in once the contract is signed. Nora asked about the cancellation fees. Contract has progressive fee based on distance out from cancel and Nora said it sounded standard. Chuck suggested canvassing vendors.
 - vii) Bar Flies – cancelled for the balance of Spring. Board in agreement.
 - viii) April women's event cancelled.
 - ix) STREAM Girls postponement. Does the board approve the postponements? Nora moved, Ian seconded. **<passed>**
- d) Adjourned.

Meeting closed 8:50 PM

Important Dates: (most are listed on the PATU website)

- Apr 4 Next Board Meeting at Retreat (Cancelled due to Covid 19)
- Apr 11 Mentored Youth Day (PA) (Likely to be limited due to Covid 19)
- Apr 18 Regional Opening Day of Trout (whole state due to Covid 19 – note, PA Fish & Boat opened statewide early)
- May 24 Fish for Free Day (postponed)

Committee Reports

Penn's Woods West Chapter of Trout Unlimited

Officers and Committee Chair Reports

Month: March Year: 2020

Committee Chair: Bryan Mathie

Committee: Conservation

Chair Report:

Committee Chair: Nora Cline/Jodie Minor

Committee: Women & Diversity

Chair Report:

Due to the COVID-19 issue, we did cancel our March "Casting and Tea" event. However, a few of us got together for an "informal" fishing meet-up at Pine Creek. We all stayed at least 6 feet from each other which isn't that hard when fishing. We are also going to be postponing (not cancelling) our STREAM Girls event since it is June 6-7 pending Board approval.

Committee Chair: Jamie Schroder

Committee: Membership

Chair Report:

Committee Chair: Ron Milavec

Committee: Education

Chair Report:

BarFlies - Because of the Covid-19 emergency, the March meeting was cancelled. I just heard that President Trump has urged the extension of social distance measures thru April 30th. I am considering cancelling BarFlies thru the Fall. I think it will be a while before most people will feel safe getting back in the swing of things.

Sports Show Booth 2021 - I have requested a booth - Show days are Feb 19-21, 2021. I believe the 21st conflicts with Cabin Fever as it happened 2 years ago. We only manned the booth Fri & Sat that year. Will figure that out at that time.

President: Chuck Buffington

I've been busy learning how to edit the PWWTU website so that we can centralize our communications with members by posting all things relevant. I've also been busy setting up a G-suite account which will allow us to have a "private group" email system and a central storage system for our documents that

will align with our document retention policy. The virus is throwing a wrench into the programs for the rest of the year, but at least it gives us time to reflect on where we are and where we want to go.

Vice President: Bob Bukk

Reviewed the Child abuse policy and applied for the background checks and clearances. Have been keeping the volunteer hours spreadsheet up to date.

Officer: Treasurer: Ed Barger

Completed mandated child abuse reporter training and obtained Act 34 and 151 Clearance Certificates. Copies of these were forwarded to Ian for his records.

I have completed integration of the TU Annual Report categories into QUICKEN and have prepared draft output from the program covering the 18-month period from October 2018 to March 31, 2020 (larger time interval due to TU changing the fiscal year for October-September to April-March). The QUICKEN file includes all financial transactions back to February 2018. I believe this effort will greatly simplify the future preparation of the annual report to National TU as well as preparation of tax forms to the IRS. Draft financial data covering revenue and expenses from October 1, 2018 through March 27, 2020 were provided to our designated auditor, Walter Reineman over the weekend. One outstanding item requires board action - as presented in a separate email, I would like to cover Bryan Mathie's attendance costs (registration & hotel) at the PA Trout Unlimited Keystone Cold Water Conference on February 28-29. These costs would be included in the FY2019-2020 accounting period, since they occurred then. Upon their inclusion, I will send out an updated financial statement for last fiscal year to the board, along with any audit results/comments received from Walter. I may alter categories slightly to eliminate the listing in the QUICKEN report, or to not reflect charging of these funds to a TU category, of seed monies used to provide initial cash change for various events such as the Joe Kline fly Sale, our table at the Allegheny Sport, Travel, and Outdoor Show, and the various tables at Cabin Fever.

Ex-officio: Dale Fogg