

WFFC OPERATING PROCEDURE

Number 204

Revision Number: E

Date: Jan 15, 2013

SUBJECT: December Meeting

Pete Van Gyetenbeek
ORIGINATOR

RESPONSIBLE OFFICE: First Vice President

APPROVAL (Resp. Officer)

AFFECTED OFFICES: All

APPROVAL (President)

REFERENCE:

I. PURPOSE:

This procedure establishes guidelines for planning and management of the December general Club meeting (Holiday Party/Fund Raiser).

II. SCOPE:

This procedure provides the general outline for the WFFC December meeting and suggests a planning timeline and certain specified requirements.

III. REQUIREMENTS:

A. Background: The “December meeting” is normally given over to the annual Holiday Party/Fund Raiser and begins with a motion for “no business.” This format for the December meeting is well founded in WFFC history and tradition. It provides an opportunity for club members and guests to celebrate the season, have fun, and put some income into the WFFC coffers. Specifically:

1. The Holiday Party/Fund Raiser should result in net income to the WFFC Treasury, as it and the dues are the major source of operating income to support club operating expense.

2. Awards are to be presented at the Holiday Party. See Operating Procedure Number 303 for additional information on the awards.

3. “Moment of Silence” for departed members.

4. A location large enough to accommodate the various activities and a number of attendees approximately 10% to 20% greater than the total membership.

IV. RESPONSIBILITIES:

A. Third Vice President: The Third Vice President shall organize a committee for the Holiday Party. The committee should work on the following items:

1. Acquisition of Prizes: As most manufacturers, wholesalers, guides and lodges make their yearly donation allocation early, the committee should solicit them early in the year also. The committee should solicit major prizes at shows and in person. Ideally he WFFC should not have to pay for prizes, raffle, or auction items, and the committee should pursue acquisition of raffle donations with this ideal objective in mind.

2.Registration: All dinners must be prepaid, and received by the cutoff, which is generally the Thursday midnight, five days before the Tuesday meeting. Prepayment can be made online via the club's secure PayPal interface (the preferred method), or by mailing a filled out reservation form accompanied by a check to the Third Vice President.

3. Payments: The Club Treasurer shall handle all payments.

4.Location: An adequate location must be selected and reserved. The site must be capable of providing sit-down dinner dinner service, including liquor service. Space must be available for auction/raffle items.

5. Publicity: Members should be alerted regarding location, date, price, and entrées available, through insertion of a Holiday Party Reservation Form in the November issue of the Creel Notes.

B. Party Committee Chair: Maintain How-to manual for event. A partial list of items to include:

- 1. Venue information** (including contact, auction table layout, seating table layout, setup timetable, menu, costs, etc.,
- 2. Donor/donation list** (include donor, item donated, value, event price paid, etc.),
- 3. Attendance information** (members, guests, menu selection breakdown, etc.),
- 4. Event program** shall be prepared including a timetable (setup, check in, cocktails, dinner, awards, entertainment, raffle, silent and live auctions, cleanup),
- 5. Supporting services** (auctioneer, entertainment, security, parking, etc.), and shall be arranged for assured by the the Third Vice President.

- 6. Lessons learned** shall be prepared by the Third Vice President, and made available to the succeeding Third Vice President..

¹ Updates by Robert Young, 01/15/2013