

# **WFFC OPERATING PROCEDURE**

---

**Number 404**

Revision Number: D

Date: Feb. 24,2013

**SUBJECT: Fruit & Flowers Committee**

Bill Rundall, Chuck Ballard, Kris Kristoferson  
*ORIGINATOR*

**RESPONSIBLE OFFICE:** President

**EFFECTED OFFICES**      First Vice President  
                                 Secretary  
                                 Treasurer  
                                 Ghillie

\_\_\_\_\_  
*APPROVAL (Resp. Officer)*

\_\_\_\_\_  
*APPROVAL (President)*

## **I.      PURPOSE:**

This procedure provides guidance for the Fruit and Flowers Committee and its Chair.

## **II.     SCOPE:**

This procedure applies to activities conducted surrounding the illness, disability or death of a member, former member or spouse of a member of the Washington Fly Fishing Club. These activities include but are not limited to a) the support of WFFC community members and/or the WFFC community member families in times of stress or grief and b) assistance in the disposition of fly fishing related assets from the estates of deceased WFFC members.

#### IV. REQUIREMENTS:

- A. It will be the responsibility of the Chair **to acknowledge, in the appropriate manner, illness, death and misfortune of WFFC members**, spouses of WFFC members, former WFFC members and other members of the WFFC community as directed by the Committee or the WFFC Board of Trustees. Appropriate forms of acknowledgement may include but are not limited to:

1. sympathy cards, letters and/or notes;
2. flowers and/or potted plants; and
3. monetary donation to a cause chosen by the family.

The Fruit & Flowers Committee shall directly and through the membership, try to support WFFC members in need and their families.

- B. **Provide, when requested, assistance in the disposition of fly fishing related assets within the estates of deceased WFFC members.** This assisted disposition can be in the form of direct donation to the Washington Fly Fishing Club, direct donation to the WFFC Foundation (fully tax deductible), or WFFC assisted sale of the assets.

##### 1. Donations (to the WFFC or WFFC Foundation)

- a. The donating party shall be urged to consult with legal and tax advisors prior to making a sizeable donation.
- b. It is recommended that donations be processed through the WFFC Foundation for full tax deductibility.
- c. The WFFC Foundation will appraise the assets and provide a letter documenting the approximate value of the assets. The WFFC Foundation in providing this appraisal does so in good faith but makes no representation of itself or any of its members as certified appraisers.
- d. Except in the case of a directed use donation, final disposition of donated assets shall be at the discretion of the receiving organization (WFFC or WFFC Foundation).

##### 2. WFFC Assisted Sale of Estate Assets

- a. WFFC assisted sales shall be limited to fly-fishing related assets.
- b. A thirty percent <sup>1</sup>(**20%**) service charge, assessed against the gross proceeds, shall be retained for WFFC-assisted sales.
- c. Net proceeds (gross proceeds less the aforementioned fee) from WFFC-assisted sales conducted at a WFFC facility shall be delivered to the estate within 30 days of the close of the sale.
- d. WFFC assistance for sales at other locations shall be limited to pricing and setup only, with pricing based upon WFFC pricing staff's estimation of current market value. The estate may adjust this pricing, as it deems appropriate. The WFFC will not be

responsible for managing the sales conducted outside WFFC facilities.

- e. WFFC assistance for sales at other locations will be subject to staff availability.

C. **Board Meetings:** The Fruit & Flowers Chair will inform and advise the Board on its activities and what others might do to assist and support those WFFC members in need.

D. **Membership Meetings:** The Fruit & Flowers Chair will inform and advise the membership on its activities and what WFFC might do to assist and support those WFFC members in need.

## V. **RESPONSIBILITIES:**

A. **President:** The President shall appoint a Fruit & Flowers Committee Chair and assist the chair in the formation of the Fruit & Flowers Committee.

B. **First Vice President:** The First VP shall ensure updates to the roster in the event of death of a WFFC member.

C. **Secretary:** The Secretary shall make note of the details of the Fruit & Flowers reports to aid in follow up and to assist in referring member inquiries.

D. **Treasurer:** The Treasurer shall allow for Fruit & Flowers expenses in the annual budgeting process and shall properly account for any funds received in the disposition of fly fishing related assets from the estate of any WFFC member.

E. **Ghillie:** The Ghillie shall properly account for any fly fishing related assets received into WFFC club inventory from the disposition of fly fishing related assets from the estate of any WFFC member.

---

<sup>1</sup> Board approved change from 30% to 20%

<sup>2</sup> Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/24/2013