

WFFC OPERATING PROCEDURE

Number 405

Revision Number: F

Date: Feb. 24, 2013

SUBJECT: Creel Notes Editors Duties & Responsibilities

Round/Crumbaker
ORIGINATORS

RESPONSIBLE OFFICE: President

APPROVAL (Resp. Officer)

AFFECTED OFFICES:

President
First Vice President
Second Vice President
Outdoor Activities

APPROVAL (President)

REFERENCES: ¹A. WFFC Bylaws, Article II Section 3. F
 B. WFFC Bylaws, Article III Section 4
 C. WFFC Bylaws, Article IV Section 3
 D. WFFC Bylaws, Article VI Section 3. D

I. PURPOSE:

This procedure provides guidance for the *Creel Notes* Editors in performing their duties

II. SCOPE:

This procedure applies to the editors and to all contributors who have regular inputs of articles or notices in the *Creel Notes*.

III. REQUIREMENTS:

A. Background: The Creel Notes *have* been one of the mainstays of the WFFC in getting out the word on Club and membership activities. Since 1953 the Creel Notes has been in publication. A note in Vol. 1, Number 1 published in June of that year explains the motivation for its existence: “ *It has been remarked that this club has a million dollars worth of angling talent, experience and information spread out among the various members... In recognition of this potential, and as a service to members, your Outdoor Activities Committee, with the approval of the Board of Trustees, has chosen this method for correlating and providing fishing information, hatch notes, and angling items of interest to the members, as a regular feature. The*

success or failure of this little venture, of course, depends on the cooperation of each member, for it is from the membership that we must receive information and material.” As testimony to the success of this 'little venture', some members seem to be content to belong to the Club just to receive the Creel Notes - - not only those who are getting along in years and cannot attend regular functions but others who live outside the area and want to stay current.

B. Procedures: The Creel Notes publication operation is divided into three distinct phases:

1. Copy collection, editing and composing:

All copy, inputs, and information must be transmitted via email or hard copy prior to the second Tuesday of every month unless otherwise instructed.

Committees and Members to be contacted for inputs:

Contact/Source	Copy/Data
WFFC President	Any input, or "Presidents Riffle".
Program Chair	The month's program topic, bio on speaker, etc.
Membership Committee	New members to be voted/initiated, roster changes on individuals, etc.
Outdoor Chair	Next outing locale, special info, etc.
Conservation Chair	Conservation, political activities; timely news from the FFF, Olympia, etc
Special activities coordinators	Temporal data such as Youth Camp (Spring), Holiday Party (Fall), Nominating committee (Fall), Education (Spring or special programs).
Individual contributors	Fishing reports: member copy supplemented by phone and card inputs with editorial rewrite/composition.
Editor or other members	Data of common interest to members & fly fishermen. (e.g. interviews of founders and early Club members).

Format and Printing Preferences:

Microsoft WORD attachments or email text is the preferred medium. Hardcopy inputs are requested typed with one-inch margins on the left. The Editor is responsible for the content and format. All photos shall be electronic in .jpeg format. Some input may be reduced, enlarged for clarity, or edited for composing space requirements.

2. Printing and Distribution:

Once preparation for printing is completed, the Creel Notes Issue file is saved in “pdf” format and delivered to the printer and to the WFFC member responsible for uploading Creel Notes to the WFFC Website. The printed copies are picked up and prepared for mailing. This is the Publisher responsibility. Preparation includes folding, closing by tape or staple, labeling and affixing postage. Ideally this work is augmented by Club members, but if budget

allows, part of this work may be done on a fee basis. The Roster/Label Chairman who prints the mailing labels expedites this work.

Distribution is by USPS mail after labeling and stamping. First Class postage is necessary to ensure delivery prior to the monthly meeting.

Creel Notes may also be emailed to members in lieu of mailing members hardcopies.. It is up to the member desiring receiving the Creel Notes via email to provide the Creel Notes committee the member's current email address.

The Creel Notes is presently weight limited to 10 pages by postage requirements. Fliers such as Holiday party reservations or other inclusions can be included by deducting a page for each page inserted. Inclusions in excess of the 10 page weight requirement can be made but this will markedly increase mailing costs.

The WFFC is currently sending only a handful of copies to Canada, primarily to fishing clubs and groups on a reciprocal basis. Extra postage is required for delivery to Canada.

3. Finance:

Creel Notes is financed by direct charges to the WFFC treasury. For this reason special printing or overweight inclusions that will increase publication costs are cleared in advance with the WFFC board. An example of (Winter 1990) costs for a 275 copy run, bulk postage is shown below:

ITEM	COST (\$)
Printing: 180 copies consisting of two 11" by 17" two-sided sheets, collated, stapled and letter-folded.	80.00
Postage: 180 @ 0.39 cents ea.	70.20
Address labels: (180 blanks @ .04 cents)	7.20
Misc.:	2.00
TOTAL (month)	159.40
TOTAL (Year)	1912.80

IV. RESPONSIBILITIES:

A. President: The WFFC President shall be ultimately responsible for the editorial content of the Creel Notes. If the President desires to publish a "Riffle" article, he shall email or provide a typed copy to the editors before the second Tuesday.

B. First Vice President: The First Vice President shall provide membership information on each new member to be initiated and/or voted on. This information will be made available to the editors in the form of a typed copy or email to the editors before the second Tuesday.

C. Second Vice President: At the Board meeting preceding the next general Club meeting, the Second Vice President shall provide a typed summary of the program for the next meeting to include a bio on the speaker, and information of general interest to the membership or email to the editors before the second Tuesday.

D. Outdoor Activities Chair: The Outdoor Activities Chair shall provide a typed write-up on the next outing to include maps or directions, instructions for special membership contributions (i.e. wood, potluck, etc), and any information regarding fishing or camping. This information shall be provided in sufficient time to ensure that members have an opportunity to plan for each outing.

E. Creel Notes Editors: The Creel Notes Editors shall be responsible to implement the requirements of this procedure. To this end, they shall be responsible for portraying a positive image of the WFFC to other Clubs and to the general membership. Therefore, the editors shall have the right and duty to screen and edit all information to be published.

¹ Corrected and reformatted

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