

WFFC OPERATING PROCEDURE

Number 602

Revision Number: D

Date: Feb. 24, 2013

SUBJECT: Monthly Meeting and Dinner Room Coordination

Don Schroder
ORIGINATOR

RESPONSIBLE OFFICE: Ghillie

EFFECTED OFFICES President
 Second Vice President
 Ghillie

APPROVAL (Resp. Officer)

APPROVAL (President)

I. PURPOSE:

This procedure identifies a point of contact for the monthly meeting and dinner facility.

II. SCOPE:

This procedure applies to all monthly activities, which make use of the facilities at a location that the WFFC has a fixed-term relationship. This procedure does not apply to the December meeting.

III. REQUIREMENTS:

B. Procedures.

A. Background: The WFFC has an active and large membership that meets on a monthly basis. The monthly meetings historically include a dinner. The WFFC has typically maintained long-term relationships with the facilities that accommodated the monthly meetings, and the WFFC must strive to maintain good relations with those running said facilities and ensure adequate communication between the facilities management and its staff.

B. Procedures:

1. The WFFC Coordinator for the monthly meetings and dinner should preferably be the Ghillie, or as amended from time to time.

2. The Coordinator should be recognized by the facility management and food and beverage manager as the prime contact for establishing scheduled meetings. This can be accomplished by an introduction by the outgoing Coordinator at the start of each new administration.

3. The President shall keep in touch with facility manager of the College Club, and confirm the annual arrangements well in advance for the use of the facility for the third Tuesday of each month. These arrangements should also be made for the following year.

4. The Ghillie is to advise the lead waiter at each meeting an estimate of the number of members that will be in attendance for the current meeting. This is to be done approximately half way through the Wet Fly hour.

5. If it is anticipated that a greater number of members will be in attendance, then the Second Vice President should advise the Ghillie, prior to the meeting, so sufficient meals can be prepared. Increase in attendance usually is a result of a popular guest speaker. Presently, attendance at the meetings is now averaging 70 members.

IV. RESPONSIBILITIES:

A. Ghillie: The Ghillie shall be responsible for the provisions of this procedure, and will assist the president in appointing a Coordinator.

B. President: The President shall establish personal contacts with management, as necessary, to maintain our good standing. A letter should be written at the start of the President's administration, which identifies the name and phone number of the Ghillie and any other contact(s) as may be necessary.

¹ Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/24/2013