

# The Roanoke TU Flyline (Special Edition)

Trout Unlimited-Roanoke Chapter 308

Winter/December 2009

Volume 2, Issue 1



Cast away your  
troubles... Go Fishing.

## YOUR HELP NEEDED!

Hello fellow TU members and families.

This special edition of Flyline is being sent to you to invite your support and interest in our dynamic and growing chapter. The Roanoke Chapter of Trout Unlimited embraces the mission statement and vision of National TU.; to “conserve, protect and restore North America’s Coldwater fisheries and their watersheds”? Also, “by the next generation, Trout Unlimited will ensure that robust populations of native and wild Coldwater fish once again thrive within their North American range, so that our children can enjoy healthy fisheries in their home waters.” 2008 and 2009 have been monumental years for Chapter 308. Average attendance at monthly meetings has grown from the low teens to 40 members and guest. In 2007, 2008 and 2009 the Chapter expanded conservation projects, cooperative projects with other area organizations and perhaps most importantly Trout In The Classroom (TIC). All of this was accomplished thru the hard dedicated work of chapter members and generous financial support of individuals, businesses and foundations.

Several key opportunities are available for our 2010 year and the chapter needs you for these and other gratifying contributions. These very important standing roles are outlined below. In addition to the duties summarized in each section the officers and chairperson of standing committees are members of the Chapter Board of Directors. New and fresh ideas are welcome.

### CHAPTER SECRETARY

1. Keep and archive the minutes of all Chapter meetings and of the Board of Directors meetings; provide minutes to the webmaster for general publication. It is understood the minutes will be maintained in

summary format and include only major topics and Chapter governance.

2. Periodically, up to four times yearly, publish a Chapter newsletter covering activities, conversation projects and TIC. Articles for the newsletter can be provided by members of the Secretaries committee or other contributors.
3. Write and send, in the Chapter’s name, any required letters, acknowledgements, responses, cards, and announcements not otherwise assigned.
4. Maintain the Chapter’s list of officers, committee chairmen and directors up to date, circulate as necessary and provide a copy to the webmaster.
5. Recruit and train a committee of substitutes to cover for absences or conflicts and contributors to the Chapter Newsletter.
6. Perform other duties as the President may assign.

*Chip Davis* has served as Secretary to the Chapter for over 10 years and does a wonderful job. Chip can/will remain active on the secretary’s committee in both a recording and publishing capacity.

### CHAPTER TREASURER

1. Receive and disburse all Chapter funds in accordance with Chapter financial procedures.
2. Maintain and control Chapter bank accounts. Update authorized signature as appropriate.
3. Keep accurate financial records, including all transactions involving the receipt or disbursement of Chapter funds. Sources and uses of funds should be on an annual basis and reflect roll over starting balances.
4. Make periodic reports of the Chapter’s financial status to the Board of Directors. These reports shall include a comparison to the annual operating budget and forward commitments for expenditures. (Example: when sponsorships are approved a

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note should be made to reflect this forward comment in available cash.)

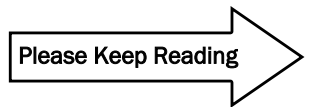
5. File financial reports with National TU, IRS and other government agencies as required. Current required reports:
  - a. National TU financial report by November 15 of each year
  - b. IRS 990
6. Ensure compliance with all National TU, IRS, state and local agency regulations regarding non-profit, 501c3, activities. This includes a report of volunteer hours to the State Council.
7. Serve as a liaison to the State Council and the National office regarding all financial matters.
8. Recruit and train a committee of substitutes to cover for absences or conflicts.

**David Wilson** has been the Chapter Treasurer for over 13 years. David will serve on the Treasurers committee to ensure a smooth transition. The Chapter has two operating funds and separate bank accounts. The Board designated fund is for administrative and conversation expenses. The second, restricted fund, is for TIC income, expenses and reserves. This procedure is deemed adequate for the coming year but the Chapter is also flexible to change. David will continue to help with the Treasurer's duties and transition.

#### CHAIRMAN TIC COMMITTEE

1. Develop new sites and evaluate existing sites for compliance or potential for compliance with TU and TIC policies and procedures to ensure a positive student and teacher experience. Insure that all Site agreements are signed and in place.
2. Orient all new site coordinators and teachers on TIC policies and expectations including student program participation. Joint visits with Site Coordinators may occur.
3. Develop and maintain a budget for the Chapter TIC program. TIC up dates are a routine part of the Chapter meeting programs. Annually provide a full recap to the TIC program and developments.
4. Maintain a working relationship for TIC with State leadership, chairpersons from other chapters, VDGIF and the US Forest Service.
5. Order TIC equipment for expansion sites annually, replacement equipment as needed. In conjunction with the Site Coordinators inventory all equipment and supplies upon release of the fry. Establish planned continuation of the TIC program at each respective site.
6. Distribute equipment and supplies to site coordinators.
7. Request operating funds from TU Treasurer and insure all transactions are documented
8. Assist in securing funding sources for the overall program
9. Coordinate public relations and publicity for the TIC program
10. Coordinate the egg pickup and end of year release program. Site coordinators will in turn schedule individual site releases.

**Karl Miller** is the founding chairman of our TIC program, his records are fully digital. This standing committee has over 15 members. Over the two years our TIC program has grown to 23 sites, with 3050 students exposed. The



#### 2009 Raffle Winners

**Orvis Kayak - Tom Brown**

**Gun Cabinet from Virginia Furniture Outlet - Mike McMillan**

**Meadow Lane Lodge Trip - Ernie Gifford**

**South Holston Cabin Trip - David Wilson**

**Fly Fisherman's Quilt from Sue Bainter - Mike Kennedy**

#### Roanoke Chapter 308 Officers and Board for 2009

##### Officers

PRESIDENT: Jack Ward-540-265-1788      VICE PRESIDENT—Bill Bainter 540-989-5249

TREASURER: David Wilson-540-562-3158      SECRETARY: Chip Davis-540-529-0375

##### Executive Board

Tom Brown—540-297-1844	George Kessler—540-772-0772	David Vecellio—540-389-3289	Pat Klingensmith—540-864-6839
Jon Wilson—540-580-3731	Anke Loberg—540-387-1340	Bayes Wilson—540-387-2762	Hans Loberg—540-387-1340
Jack Ward—540-265-1788	Dover England—540-562-1840	Dan Phlegar      Jay Turner	Marvin Huffman      Bobby Hammock

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Contact Bill Bainter, Vice President with ideas for programs and topics for our monthly meetings.

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TIC Committee Chair maintains the overall responsibility for the TIC program. Our chapter has strongly embraced education and youth through a growing TIC program. Karl will remain Chairman through the 2009-10 school year; serve as an assistant to the incoming Chair during 2010-2011 and active committee person thereafter.

#### **TIC Site Coordinators**

1. Serve as a resource person for the teacher (As needed)
2. Insure that all TIC agreements are signed and filed (Annually)
3. Remain current on training and instructional materials relating to TIC.
4. Coordinate setup dates and schedule setups, assist in setups and repairs
5. Visit the site each month and insure that logs are being maintained and program objectives are being met. Check equipment for potential failure. Record the number of eggs and fry (Monthly)
6. Contact TIC Chair in all instances where state agencies (VDGIF) or State TU representatives need to be involved including publicity
7. Assist in annual cleanup of site
8. Perform other duties as necessary so as to insure the viability of the site and program (As Needed)

Site Coordinators have the responsibility to assist the Site Teacher in any way necessary to achieve the overall goals, objectives and especially the students' experience in the TIC Program. Site coordinators assist in site setup and annual take down. They can provide consultation to the teacher regarding the operation and maintenance of the site. They help pass information to and from the TIC Chair. Coordinators assist in the organization of hatchery visits, egg distribution, and release activities. They arrange for guest speakers for the classroom when necessary. Second year teachers require very little unscheduled support. There are multiple openings for Site Coordinators. Site Coordinators find this interaction both rewarding and fun.

#### **CHAIRMAN FISCAL RESOURCES COMMITTEE**

1. Plan and coordinate Chapter's Annual Raffle which is premier fund-raising event for the purpose of fiscal operations other than TIC. Obtain Board approval of the expense budget in advance.
2. Form a raffle committee who in conjunction with the Chairman recruit donations of raffle items. Potential donors are approached anytime of the year, solicitations are ongoing, careful records of pledges are maintained
3. Annually, usually in the fall, schedule the raffle date
4. Print raffle tickets and supplies, distribute tickets and publicity
5. Turnover raffle proceeds to the Treasurer periodically
6. Hold the raffle drawing, notify winners, contact item sponsors and coordinate with the Chapter Secretary to properly acknowledge raffle sponsors in accordance with customary practices and 501c3 requirements.
7. Oversee all Chapter fund-raising activities, other than TIC, coordinating with relevant national and state TU when appropriate.
8. Work closely with the Treasurer and TIC fund-raising committee to avoid conflicts with donors..
9. Strive to obtain donated funding to support programs and activities from foundations, businesses, government entities, local organizations and private individuals.
10. Work closely with the Treasurer to provide financial management of any grants including addressing control aspects of

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#### **FREE Fly Tying Classes:**

Classes will be held again this winter periodically to share ideas and techniques of fly tying. Classes are usually held at Jack Ward's or Dover England's home. Call Jack (540-265-1788) if you are interested in attending. Dates and times will be posted on the Chapter Website.

Were on the Web!  
www.RoanokeTU.org

### Trout Unlimited–Roanoke Chapter 308

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Fax: 540-857-3296  
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## HELP!!



We need  
somebody.

the grant and compliance oversight of grant provisions in conjunction with the designated grant manager.

11. Perform other duties as the president may assign.

**George Kesler** has been Chairman of this standing committee since inception. Through the work of this committee, the Chapter has been able to provide scholarships and seed money for TIC and general outreach along with normal overhead. All chapter activities are the result of volunteer effort, thus all of the money that is raised goes to conservation, education, and outreach. George will ensure a smooth transition for the new Chairman.

Thank you for your continued commitment to conservation, education, and youth. As you, or a member of your household, reflect on these very important opportunities and would like to express interest or obtain additional information please call or email. Contact information is below. Thank you and Season's Greetings.

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jack@tu.org

Bill Bainter, Vice President  
540 989-5249  
w.bainter@cox.net