

SECTION 3

OPERATING POLICIES

Advertisements (community notices) - see attached Appendix A

Agenda - Managing Group Meeting - see attached Appendix B

Agenda - Annual General Meeting - see attached Appendix C

Brochures

- The magazine produced by VABC fulfils the CVF official requirements for club brochures. Information for scheduled and PT walk events is included in this magazine.
- The club produces a brochure for our own promotional purposes.

Footnotes

- Distribution: Footnotes is distributed electronically to
 - Club Members
 - Life Members
 - All BC Volkssport Clubs
 - VABC President
 - CVF President
 - CVF Secretary
- Labels are provided by the Publications Editor for those few members who wish to receive a printed copy.
- A few additional printed copies are produced for promotional purposes. The number of extras is determined by the Editor.
- Advertisements are not generally included in Footnotes although upcoming Volkssport events of other clubs may be publicized.

Members

- Membership in Garden City Wanderers entitles the members, at a minimum, to the following benefits:
 - receive copies of the "Footnotes" newsletter;
 - receive e-mail messages about upcoming walks and providing other information about Volkssport news and special events-;
 - receive a copy of the South Vancouver Island Volkssport Clubs Calendar distributed at the Annual General Meeting and at walks (1 copy per household);
 - receive recognition in "Footnotes" for walking achievements;
 - receive information on club social activities;
 - entitlement to vote on club business at annual general and extraordinary meetings; and
 - be eligible for a position on the Managing Group.

Records - Club Operations (permanent)

- Revisions Must be Approved at the Annual General Meeting:
 - Constitution
 - Bylaws

Garden City Wanderers Operating Policies Adopted August 8, 2016

- Revisions may be Approved by the Managing Group Members:
 - Garden City Wanderers Information Manual
- The above records summarize pertinent information required in the day-to-day operations of the club. This material is provided for each Managing Group member. Reviewing and maintaining these is part of regular Managing Group work.
- All the above documents may be provided to members on request.

Records - Other (permanent)

- For historical purposes, the following records are kept by various positions:
 - minutes of AGMs and Extraordinary General Meetings (Secretary/President)
 - minutes of Managing Group Meetings (Secretary/President)
 - photo album
 - maps of previous walks (Trailmaster)

Records (transitory)

- financial information (Treasurer)
- Footnotes - sample of each edition (Publicity Coordinator)
- statistics (Treasurer)
- annual walk schedules (Walk Coordinator)
- other pertinent documentation (Managing Group members)

Records (retention of)

- Based on the fiscal year, financial records are retained for three years.
- Based on the calendar year, minutes of the Managing Group meetings are retained for two years.
- All other records are retained for as long as they are useful.

Request for Endorsement, Support or Publicity

- In deciding how to respond to enquiries requesting endorsement, support or publicity for an organization or activity of an organization, GCW is de facto expressing its policy of when partnerships with other organizations will or won't be undertaken.
- Generally GCW will not endorse, support or publicize commercial organizations or activities of commercial organizations. Exceptions to this policy may be made on an individual basis by the Managing Group in exceptional circumstances clearly related to promotion of GCW's objectives.
- With respect to requests for endorsement, support or publicity from non-profit organizations, the Managing Group will consider these requests on an individual basis and, in its absolute discretion, may refuse the request or may, in circumstances clearly related to promotion of GCW's objectives, grant the request.

Appendix A

Publicity Contacts (Updated July 28, 2016)

CBC Radio One
1025 Pandora Avenue
Victoria, BC V8V 3P6
Phone: 250-360-2227
allpointswest@cbc.ca

C-FAX Radio 1070
1420 Broad Street
Victoria, BC V8W 2B1
Phone: 250-386-5337
coreen.mae@bellmedia.ca

CFUV-FM 102 Radio
University of Victoria
Phone: 250-721-8700
cfuvpsa@uvic.ca

CTV, The "A" Channel
1420 Broad Street
Victoria, BC V8W 2B1
Phone: 250-381-2485
islandcommunityevents@ctv.ca

Greater Victoria Public Library
Jennifer Rowan, Coordinator Adult
Services & Programming
Phone: 250-382-7241 ext. 224
jrowan@gvpl.ca

Monday Publications Ltd.
818 Broughton Street
Victoria, BC V8W 4M2
Phone: 250-382-6188
Email: arts@mondaymag.com

The News Group
818 Broughton Street
Victoria, BC V8W 4M2
Phone: 250-381-3484
Send email to each paper:

Victoria News editor@vicnews.com
Oak Bay News editor@oakbaynews.com
Peninsula News editor@peninsulanewsreview.com
Saanich News editor@saanichnews.com

Nexus Newspaper (Camosun College)
Phone: 250-370-3591
editor@nexusnewspaper.com

Ocean 98.5 FM
817 Fort Street
Victoria, BC V8W 1H6
Phone: 250-382-0900
promotions@ocean985.com

The Q100.3 FM Stereo
2750 Quadra Street
Victoria, BC V8T 4E8
Phone: 250-475-0100
kirk@theq.fm

Shaw Cable
861 Cloverdale Avenue
Victoria, BC
Phone: 250-475-5653
go_islandsouth@shaw.ca

Sources for posting on-line
Monday Magazine
www.mondaymag.com/calendar

Times-Colonist
www.timescolonist.com
Scroll down to Community Events; click on "Add an Event"

Senior Living Magazine
www.seniorlivingmag.com/events/list

Greater Victoria
www.greatervictoria.com/events

APPENDIX B

Agenda - Managing Group Meeting (Sample of Standard Format)

GARDEN CITY WANDERERS VOLKSSPORT CLUB Managing Group Meeting

Date: January 29, 2002

Time: 7:00 to 9:00 pm

Place: 4517 Seawood Terrace

1. Acceptance of Agenda
2. Review Minutes of Last Meeting
3. Correspondence
4. Old Business
 - a) Membership - communication
 - b) Publicity - requests for information
 - c) Operating Policies - revisions
5. New Business
 - a) Insurance provided by the CVF-Does it apply to PT's?
 - b) Other
6. Reports from Managing Group Members
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Secretary
 - e) Walkfest Event Coordinator
 - f) Walk Coordinator
 - g) Membership Coordinator
 - h)Registration Coordinator
 - i) Trailmaster/Webmaster
 - i) Publicity Coordinator
7. Next Meeting

APPENDIX C

Agenda - Annual General Meeting (Sample of Standard Format)

GARDEN CITY WANDERERS VOLKSSPORT CLUB
10th Annual General Meeting

Date: November 3, 2001
Lunch Time: Noon (after walk) - to 12:45 pm
Meeting Time: 12:45 to 2:30 pm
Place: Fairfield Community Place

1. Call to Order 12:45
2. Routine Business
 - a) Acceptance of agenda
 - b) Review minutes of 9th AGM (November 2000) 12:50
 - c) Reports from Managing Group members 12:55
 - i) President
 - ii) Vice President
 - iii) Treasurer
 - iv) Secretary
 - v) Walk Coordinator
 - vi) Walkfest Event Coordinator
 - vii) Registration Coordinator
 - viii) Publicity Coordinator
 - ix) Membership Coordinator
 - x) Trailmaster/Webmaster
 - xi) Others
3. Old Business 1:30
 - a) Trail ratings
 - b) Biking events
4. New Business 1.45
 - a) Confirmation of life and associate members
 - b) New walks
 - c) New ideas for walks
 - d) Other business from the floor (if any)
5. Election of Officers 2.00
 - a) Nominating Committee report
 - b) Elections
 - c) Resolution for bank signing authority
 - d) Non-elected positions
6. Adjournment 2.30

APPENDIX D



Garden City Wanderers Volkssport Club

Expense Reimbursement Form

Name: _____

Address: _____

Date	Nature of Expense	Purpose	Amount

Total Amount Claimed \$_____

Signature

Date

For Treasurer's Use Only

Date Received _____

Approved _____

Date Cheque Issued _____