

Name	Maker	2nd	Aye	Nay	Abstain
Nevins			X		
Bird		X	X		
DeLawter			X		
Buesking	X		X		
Cunliffe			X		
Hanavan			X		
Hillman			X		

Motion 20070212

Title: Revision of Memorabilia SOP

Text of the motion: I move that the current Merchandise SOP be revised as below :

1. Definitions:

"Association" shall mean the C-7A Caribou Association.

"Memorabilia" shall mean those items purchased with Association funds or with the expectation of reimbursement with Association funds, which are to be made available to members at an official Association reunion or event and via the web site or information in the newsletter

"In writing" shall mean either a conventional written letter or an email.

2. Before any person shall make any commitment to purchase Memorabilia, said purchase must be approved by a majority vote of the Board.

3. Approval Procedure:

a. The person contemplating a Memorabilia purchase shall provide in writing the following to the Board:

- i. A full description of the item(s) proposed to be purchased.
- ii. The proposed number of items to be purchased.
- iii. If the item is an article of clothing, specify the sizes and quantity of each.
- iv. The name of the vendor and the vendor quoted price for the purchase. Note that a shipping cost may be added to the cost of the item."
- v. The proposed donation requested for the item(s).

b. The Board shall:

- i. Review the request.
- ii. The Board may deny the request completely, approve the request in a modified form, or approve the request as submitted.
- iii. The Board may request additional information before proceeding.
- iv. The Board should take this action in as prompt a manner as possible consistent with a proper review.
- v. The Board shall provide its decision in writing.

4. Goals

Every effort shall be made to keep the running inventory under \$5,000, although it is understood that this may need to be exceeded during reunion periods.

5. Should any individual make a purchase without going through this approval process, the Association is not required to assume responsibility for the costs.

6. Pricing for Association memorabilia shall be set so as to cover costs and not to make a significant profit. Rounding to even dollar amounts is reasonable for ease in bookkeeping. Since the cost and pricing of the memorabilia proposed will be included in the approval request, the Board will have adequate opportunity for review.

7. Association members who provide memorabilia are entitled to recover their costs and make a modest profit, but it is expected that the prices charged will be significantly below normal retail pricing for similar articles. The whole purpose is to provide memorabilia of interest to our members at a reasonable price, not act as the marketing division of a private business.

8. This procedure is not intended to apply to members who wish to invest their own money and attempt to sell items at a reunion, although such items should be identified as not being "official" Association memorabilia. It shall be the responsibility of such individuals to comply with all applicable sales tax laws.

9. Irrespective of item (8), any non-member wishing to sell items at a reunion shall get prior approval from the Board as described in item (3)

Rationale or explanation: Updates the procedures based on the current improved system. It also reflects the intent of keeping the costs at a level which will only cover all investments, losses, mailings and handling.

Carried: 20070213