

Motion Number 20070926

Name	Maker	Second	Aye	Nay	Abstain
Bird	X				
Hanavan		X	X		
Buesking			X		
Cunliffe			X		
Harmon*					
Murphy			X		
York			X		

* — Resigned

Title: Memorabilia Policy, Memorabilia Chairman Crew Duties, and Memorabilia Stocked items list

Text of Motion:

See the full text of the motion, below

Rationale or explanation:

The primary reason for this change is to free the Memorabilia Chairman from the burden of having to get a Board vote every time he needs to restock a standard inventory item. We have defined standard inventory items and allowed the Memorabilia Chairman to simply coordinate with the Treasurer for routine inventory replacement. This frees up the Memorabilia Chairman from a lot of unnecessary overhead, but still leaves the Board with sufficient oversight to fulfill its role of managing the Association's finances.

Vote Result: Carried on 26 Sep 2007

Policy on Memorabilia C-7A Caribou Association

(Amended September 26, 2007)

The Memorabilia service is a means for the Association to provide items of C-7A memorabilia. The Memorabilia Chairman acquires the item and ships the item. Payment includes the cost of the item, sales tax, and shipping cost.

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 available to members at an official Association reunion or event and via the web site or information in the newsletter
 - "Stocked Memorabilia" shall mean those items of memorabilia that have been previously approved by the Board and are listed in the on-line Memorabilia page of the web site and in a list maintained by the Memorabilia Chairman.
 - "In writing" shall mean either a conventional written letter or an email.
2. Every effort shall be made to keep the cost of the running inventory under \$5,000, although it is understood that there may be a need to exceed this limit during the period around a reunion.
3. Maintaining inventory of stocked memorabilia shall only require coordination between the Memorabilia Chairman and the Treasurer. Since these items have previously been approved by the Board, further Board action is not required.
4. Before any person shall make any commitment to add a new stocked memorabilia item or a one-time memorabilia item for a reunion, said purchase must be approved by a majority vote of the Board. Removal of an item from the stocked memorabilia items list shall also require Board approval.
5. Approval of a Memorabilia item:
 - a. The person proposing the addition of a Memorabilia item to the approved list shall provide the following information, in writing, to the Board:
 - i. A full description of the item(s) proposed.
 - ii. The proposed quantity of items to be purchased.
 - iii. If the item is an article of clothing, the sizes and quantity of each.
 - iv. The name of the vendor and the vendor-quoted price for the item. 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. Deny the request completely, approve the request in a modified form, or approve the request as submitted.
 - iii. Request additional information before proceeding, if necessary.
 - iv. Act in as prompt a manner as possible, consistent with a proper review.
 - v. Provide its decision in writing.
6. Should any individual make a purchase without going through this approval process, the Association is not required to assume responsibility for the costs and is not obligated to add the item to the list of Stocked Memorabilia.

Crew Duties C-7A Caribou Association

Memorabilia Chairman

(Amended September 26, 2007)

- Is a current member of the Association.
- Manages the Association memorabilia inventory in accordance with the Memorabilia Policy.
- Maintains a list of the items defined as "stocked memorabilia".
- Maintains records of items sold with cost of items, shipping costs, and price information.
- Provides reports to the Treasurer.
- Deposits received checks in the Association checking account or sends received checks to the Treasurer (generally not less than once a month).
- Fills orders from the web-originated order forms and mail-in orders.
- Monitors email and generally responds to Association business within 24 hours.
- Notifies the Board in the event he is unavailable for more than 3 days.

Memorabilia Stocked Items

Effective Date — 23 September 2007

The following table represents the list of “stocked memorabilia items” as required in the Memorabilia Policy document. These are the items the Board has approved for inventory and are maintained in stock to order for a donation that covers the cost of the item(s). This list may only be changed by a majority vote of the Board.

Name	Size	Colors
Polo Shirt	M	White
	L	Red
	XL	Gray
	XXL	Yellow
		Light Blue
Color T Shirt	M	N/A
	L	
	XL	
	XXL	
Three-View T Shirt	M	N/A
	L	
	XL	
	XXL	
Denim Shirt	M	N/A
	L	
	XL	
	XXL	
Denim Cap	N/A	N/A
Baseball Cap	N/A	N/A
457 th Replica Patch	N/A	N/A
458 th Replica Patch	N/A	N/A
459 th Replica Patch	N/A	N/A
535 th Replica Patch	N/A	N/A
536 th Replica Patch	N/A	N/A
537 th Replica Patch	N/A	N/A
483 rd Replica Patch	N/A	N/A
Caribou Poster	N/A	N/A
Caribou Challenge Coin	N/A	N/A
Caribou Lapel Pin	N/A	N/A

Note: N/A means “not applicable”