



WILLAMETTE VALLEY MINERS

Handbook

It is the purpose of this handbook to be utilized by the officers and the committee members to better understand their duties. The Officers should read this entire handbook to have a good understanding of everyone's position and duties. The committee members should at the least read and understand their duties. If there are any needed additions or corrections to this handbook, you should note it in your handbook to utilize for the remainder of your term and also inform the Secretary. The secretary will make any needed changes to the Handbook throughout the year. The new version should be finalized in October for the following year. The handbook will be printed out by the secretary for any new incoming officers or committee members for the November meeting.

I. President

1. Read, understand and follow the Willamette Valley Miners Constitution.
2. Facilitates and conducts meetings in an organized manner.
 - a. Send out a meeting agenda to all involved prior to the meeting. (see attached example)
 - b. Programs are second to the meeting and should be held at the end when all business is complete. If a person outside the membership is scheduled to conduct the program, it may be necessary to do the program first if it is the only way to get the person. This should be kept to a minimum. On nights of a program, the meeting needs to be kept on track in order to facilitate the program as the meeting room should be cleaned, organized and locked-up by 10:00PM.
3. Delegate and insure that all committees and functions are being done as per the constitution.
4. Submit Presidents Report to the editor prior to the 25th of each month.
5. Co-sign checks as approved
6. Assists political committee activities.
7. Represent the association.

II. Vice President:

1. Read, understand and follow the Willamette Valley Miners Constitution.
2. Serve as Sargent of Arms. (Assist to stop talking and distractions to keep the meetings moving)

3. Shall perform the duties of the President in his/her absence.
4. If the President's position is determined to be vacant, the Vice-president shall fill that vacancy until next regularly held elections.
5. To perform assigned delegations.
6. Co-signs checks as approved.

III. Treasurer:

1. Read, understand and follow the Willamette Valley Miners Constitution.
2. Pickup mail at the post office box at least once a week.
 - a. Salem post office on 25th street just off of Mission Street, Box 13044
 - b. Open and forward all mail to the correct people.
3. Membership applications.-Membership packet consists of membership cards (window and pocket), Web site password, calendar and claim guide.
 - a. Insure both large and small cards are printed as well as claims guides.
 - 1) Cards are currently printed at office depot on Lancaster by the Dicks Sporting Goods in Salem. They have the card on file and can be printed and cut there however; if a lot are needed they may not print them there.
 - 2) Claims guides, make sure there are plenty of claims guides on hand. These can be printed from a master or one of the other remaining claims guide.
 - 3) Claims guide estimated usage:
 - a) Meetings: 10 (maybe a few more at the beginning of the year)
 - b) Weekly mail pick up: 2 to 20 (depends on time of year)
 - c) GPAA show have at least 60
 - d) Rickreall: 10
 - b. Open all membership request received by mail.
 - 1) Fill out membership small and large cards with applicants name and date the card with the year.
 - 2) Fill out envelopes with name and address of applicant. Use a smaller 6x9 envelope if a mining guide is not going to be mailed. If sending a claims guide, use a larger 10x13 envelope. The smaller envelope will take one stamp, the large 10x13 envelope takes 4 stamps.
 - 3) Send a claims guide only to new members.
 - 4) Extra claims guides can be printed on the website.
4. Gold Bags (see section XII 5.)
 - a. Keep a count on gold bags and insure a sufficient amount is filled.
 - 1) Monthly meeting sales can be 0 to 25 bags, this can vary.
 - 2) Rickreall Rock and gem show, there should be 250 bags or more on hand.
5. Raffles
 - a. Monthly gold nugget drawing, have a gold nugget on hand to provide to the raffle folks.
 - b. Large item raffle: assist the raffle folks in purchasing this item.
 - c. Receive money form and document the check book into a spreadsheet to track funds from the raffle
6. Checkbook
 - a. Manage the banking account and the checkbook balance.
 - b. Make weekly bank deposits or as needed as memberships (money) come in.
 - c. Document the checkbook into a spreadsheet for tracking and accounting for all money's activities.
 - d. Pay all bills on time monthly, (checks have to be signed by two officers)

- e. Make sure to get receipt from people when you write them a check. Bank sends checks back with statement so you can staple receipt on check.
7. Taxes: As of this printing the tax process has yet to be finalized.
8. Reports fiscal status at every meeting. Report annual fiscal status of prior year at the January Meeting.
9. Schedule and perform the audit as laid out in the constitution.
10. Keeps database with member's names, address, phone #, emails etc. up to date. Membership is from January 1st to December 31st.
11. Send Newsletter person a new list of member's names and addresses each month before the newsletter goes to press around 25th of each month. March is the last mailing for the prior years members if not renewed.
12. Purchase gold for gold bags and nugget draws. Gold bag gold size is 25 to 30 mesh. Purchase of gold needs a vote at a meeting.
13. Co-signs checks as approved.

IV. Secretary:

1. Read, understand and follow the Willamette Valley Miners Constitution.
2. Take minutes of the meetings, e-mail/post completed minutes and monthly meeting notice to the editor prior to the 25th of each month.
3. Assists with correspondence projects/letters, cards for sympathy, get well and thank you's.
4. Make sure that outings are updated, wrote-up and sent to the editor by the 25th for the next 2 months of the upcoming newsletter. Some outings are cut and paste from prior outings with some corrections of minor items such as dates. Refer to the claims guide for directions to the claims to save editing space. Otherwise, contact the outing person for the info needed. Make sure the posting has the contact name and phone number.
5. Each year, make sure all info in Handbook is updated prior to the change of officers. Print out updates and give to all officers after elections.
6. Co-signs checks as approved.
7. Pass around sign-up sheets at the meeting.
8. Have a sign-in sheet at the meetings for attendance and provide adhesive name tags.

V. Claims Committee

1. Update claims guide and confirm the Treasurer has the most current copy.
2. June paperwork for claims
3. Assessment forms and or copies set out at the meetings (see attachment)
4. BLM (**Maintenance Fee Waiver Certification**) form # 3830-2 must be sent off prior to September 1st for all claims. All claims can be listed on the same form.
5. Each county where claims are located must record form # 502 (**Mining Claim Affidavit**). This form must have list all the claims and other questions filled out in that county and are notarized and signed by a notary prior to recording. This form must be received by BLM prior to December 1st. It has been the practice to send in to BLM all paper work prior to the September 1st deadline, which means the county papers must be started in July.
6. Send registered mail to BLM and Counties or get signatures of deliveries.
7. Claim sign updates and repairs to any damaged or removed signs along with all other markings.
8. Schedule claim cleanups and path building.
9. Meet once in a while.

10. Check for new claims.
11. Providing reports back to the club.

VI. Newsletter Editor

1. Everything should be sent to the editor prior to the 25th of the month.
2. Copy and paste all received info to the newsletter.
3. Proof the newsletter
4. Use even number of pages with no empty spaces.
5. Use filler info such as recipes or story to fill in spacing.
6. Pictures cost more/ no color printing
7. Verify and update ads. Ads should have the date first inserted or updated. After three months, it is removed unless updated.
8. Send off to the printer at least 12 days prior to the meeting and ask for confirmation of the send out.
9. Applications go into the newsletters for the months of December, January and February.
10. Send copy of newsletter to the Web Master.

VII. Program Coordinator

1. To schedule and organize all programs.
2. Is the point person for finding topics of general interest to club members, qualified persons to present those topics, scheduling presentations in concert with club officers. This relies on all members to provide/recommend topics and/or presenters.
3. Send off to the Editor a brief blurb of the presentation by the 25 of each month.
4. Programs should not last for more than 45 minutes. If more time is needed, this can be coordinated with the officers to try to speed up a meeting that may not have much going on. For example, after the GPAA show or on election nights would not work out.
5. Notify officers of the upcoming schedule as it is added to.
6. Obtain extra chairs and tables as needed for the meetings.
7. Pick up the key prior to 5:00 pm on the day of the meeting.
8. Set up the meeting room as needed and then after the meeting, put everything back to the way it was prior to the meeting.
9. See section I. 2. b. above.

VIII. Website

1. Oversee web content. Ensure that website information is current and up to date.
2. Make sure that the club contact email is assigned and being monitored.
3. Manage and update the member's area password with the start of each calendar year. The Treasurer will need the new password in October in order to provide to new or renewing members for the following year.
4. Provide training to Board members that will need to update the website.
5. Receive newsletter from the Editor and input to the web.
6. Receive the following year's calendar from the committee to input to the web in November.

IX. Raffle

1. Tickets, different colors for different raffles (table, nugget, 50/50 & large item)
 - a. Ticket carrier
 - b. Can for 50/50 drawing
 - c. Tally sheets
 - d. Large raffle item. Need to come up with a new item prior to the current large item being raffled.
 - e. Get Nugget from Treasurer
 - f. Carry Bag for raffle master
 - g. Pens, pencils and paper
2. Give the money to the treasurer the night of the meeting with a breakdown of what each raffle took in.
3. Encourage members to bring Table Raffle items in to be raffled.
4. Cannot sell raffle tickets in different counts. Example... 1 for 1, 5 for 6.
5. Send report to the Editor prior to the 25th of each month.

X. Library

1. The librarian collects, catalogs, transports in totes, makes available at meetings and checks in and out books, maps tapes/DVD's, fliers and other information related to minerals, prospecting and other mining information.
2. Maintains and has personal custody of the library at all times.
3. Most items in the Library are donated. However, relevant items can be purchased with club funds upon approval from the officers.
4. Most items are available for check out for two months at a time.

XI. Government affairs

1. Give report to WVM members on any and all new negative or positive issues affecting our mining interest.
2. Develop a government affairs contact list for WVM members that are interested. Answer all email questions if possible on mining law, legislation and permitting requirements.
3. Develop contact list of key contact persons for Oregon mining associations to inform them of new legislative bills against miner's interest.
4. When necessary join confidential contact list to stay informed on any litigation. Example (Permit Litigation Group. (PLG) and contribute to email discussion with group on issues if you can offer information.
5. Understand and explain to WVM members parts of federal mining laws, Oregon mining laws, Oregon required permits to include ODEQ, 600 high-bank permit, ODEQ, 700 NPDES permit for dredging, Oregon limited water license, Army Corp. Engineers site specific 10 cu. yard automatic authorization to suction dredge, Oregon scenic water restrictions to prospect excluding dredging, (DSL) department of state lands (GA) general authorization permit (25 cubic yard.) limit to dredge & prospect in Essential Salmon Habit streams (which includes about 80% of Oregon's mineralized streams) or when no GA is needed in nonessential streams (50 cubic yard.) limit, and knowledge of army corp. engineers when they are required to be involved if suction dredging exceeds minimum activity.
6. Attend all ODEQ, DSL and ODW&W meetings that affect mining issues.

7. Monitor Oregon legislative web site for new bills against mining interest including new higher agency fees or new legislative license fees.
8. Visit and consult with legislative senators and representatives before and during when legislature is in session for their support for a potential new miner's bill or protect miners against negative bills harmful to miner's interest.
9. Testify at all legislative committee hearings on new bills against miner's interest including new fee bills.
10. Provide a minimum of 20 copies of testimony for committee hearings, make any local and long distance calls to various government agencies for information regarding issues with new regulations infringing on miner's rights. Request reimbursement from WVM treasurer for expenses incurred for parking meter money, long distance calls and copying cost. A person can only lobby as an individual miner. WVM may run into problems if audited when reimbursement for fees are paid for an individual's minimal legislative expenses. Individuals need to register with state of Oregon Corporation Department to be an official lobbyist. If a citizen exceeds 20 hours in one legislative session, you must register as a full time lobbyist. Contact various BLM or USFS folks when necessary claim access permits.

XII. Events Committee

1. Meet in October to decide on next year's calendar events.
2. Assign contact person with their knowledge and permission to each event with their contact number. A prior follow up with major participants may be needed to confirm their spots on the calendar prior to the event.
3. Make up new calendars on 8x11 for the packet and newsletter and the wallet size cards to give to the Treasurer for renewals and new membership.
4. Make all reservations.
 - a. GPAA Show
 - 1) Call the GPAA at the first of the year for a booth packet.
 - 2) Make sure the Secretary sends a signup sheet around for volunteers at the 2 meetings prior to show.
 - 3) Setup is at 8:00am and booths are at 12:00pm
 - 4) Tear down is after the show on Sunday
 - 5) Volunteering for setup, during the show and teardown by WVM members is what gets us a free booth location.
 - 5) The supplies are in the Trailer
 1. Banner
 2. Cloths for tables
 3. Photo album update
 4. Signs. Example...Dues amount
 - 6) TV with fresh tape
 - 7) Membership signup sheets
 - 8) Brochures
 - 9) Coin drop for nuggets
 - 10) Nuggets for coin drop
 - 11) Cash box, Treasurer or a responsible person to handle cash box
 - b. Rickreall Rock and Gem Show
 - 1) Call ahead to check on invitation, usually in March.

- 2) Make sure the Secretary sends a signup sheet around for volunteers at the 2 meetings prior to show.
 1. Minimum of 5 people at the booth at all times.
 2. Setup on Thursday in the afternoon. Volunteers needed to help setup for the show itself.
 3. Teardown volunteers on Sunday.
- 3) Cannot sell items that compete with other vendors as our booth is free/ invited.
- 4) Items
 1. Tubs
 2. Sump pump hose
 3. Gold bags
 4. Banner
 5. Trailer
 6. Cash box, Treasurer or a responsible person to handle cash box
 7. Membership applications
 8. Brochures
 9. Coin drop
 10. Nuggets for coin drop
 11. Gold pans vials/baggies
 12. Sucker tubes
 13. Table cloths
 14. Picture boards
 15. Bungees
 16. Signs example....membership price....gold bag price

c. Miners Meadow, Quartzville

- 1) Monday after outing go on line to BLM and rent for next yr. (need credit card!)
 1. Get the Combination for gate lock right before outing.
 2. WVM signs
 3. Club applications
 4. Put out assessment sheets for members to fill out for Dry Gulch and Cedar Bend
 5. Items needed for pot luck
 - a. Shelter
 - b. Food for potluck supplied by the club
 - c. Hamburger (roughly 50)
 - d. hot dogs (roughly 48)
 - e. buns (a little less than meat count as some don't use buns)
 - f. condiments
 - g. 2 bags of charcoal, grill and cook
 - h. fryer & fuel & cook person (1turkey)
 - i. paper plates
 - j. plastic ware
 - k. cups/glasses
 - l. napkins
 - m. tablecloths
 6. Firewood (enough for each night) or chainsaw to cut while up there.
 7. Large garbage bags
 8. Games
 - a. People to run them

- b. GPS
 - c. Metal Detecting, absolutely no digging
 - d. Poker chip hunt
 - e. Prizes
 - f. Ducks for race, net for catching ducks, people to use nets
 - g. Signup sheets for games
9. People to help!!!!!!
 10. Last one out polices the grounds and locks the gate.

d. Christmas party

- 1) Make sure to schedule party date when paying rent as it is not on regular meeting day. First Saturday in December.
- 2) Pick-up key
 1. Find people to cook ham & turkey
 2. Prizes for bingo?
 3. Paper plates
 4. Cup/glasses
 5. Plastic ware
 6. Napkins
 7. Salt & pepper
 8. Table cloths
 9. Decorations
 10. Coffee pot and grounds
 11. Tickets for white elephant gifts
 12. Things to drink?
 13. Garbage bags
 14. People to help set-up and clean-up

5. Bagging Party

- a. Meets together when needed
- b. Ziploc Snack bags
- c. ¼ cup of Silicon sand
- d. 5 pieces of gold @ 25 to 30 mesh
- e. Price may change as price of gold changes. Currently 4-12-2012, we are selling the bags for \$3.00 except for on Fridays at the Rickreall Show we do \$2,00's for the kids.

