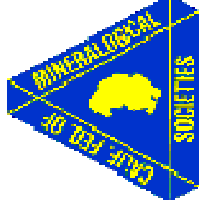
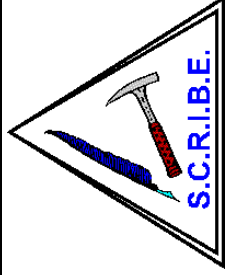


Victor Valley Gem & Mineral Club  
15056-B Seventh Street  
Victorville, CA 92395-3811.



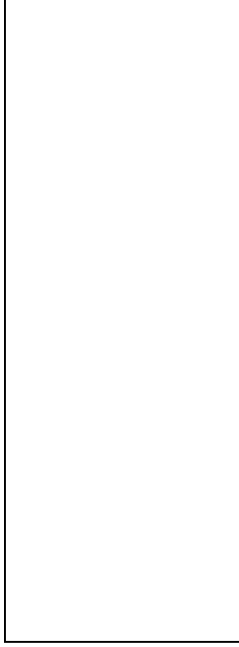
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BULLETIN is the official monthly newsletter published by VICTOR VALLEY GEM & MINERAL CLUB and is distributed free of charge to both members and non members.

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Another  
**BULLETIN**  
Expressly for



THE  
BULLETIN  
NEWSLETTER OF  
THE  
VICTOR VALLEY  
GEM AND  
MINERAL CLUB  
PH. (760) 243-2330

OCTOBER  
2012

## YOUR OFFICERS FOR 2012

### 2012 Executive Committee

President.....	John Printz.....	(951) 255-9158
1st V.P (Membership).....	Corey Beck.....	242-3366
2nd V.P (Education).....	Terry Booth.....	(909) 223-1386
3rd V.P (Gem & Mineral Show chairman)		
	(vacant).....	
Recording Secretary.....	Alan Molineux.....	951-7064
Treasurer.....	Ed Berresford .....	388-4229
Corresponding Secretary.....	Debbie Savacool.....	(720) 620-9845
Board Members	Don Pomerence.....	868-5264
All 'phone numbers have	Jim Fosse.....	245-8644
(760) area codes unless	George Kawasaki.....	247-4121
otherwise indicated.	Gayland Graves.....	902-3249
Past President.....	Cyndy Mandell.....	244-7169
CFMS Representative.....	Debbie Berresford .....	388-4229

### Standing Committee Chairpersons

Wagon Master.....	Blaine Witte.....	244-8211
Historian.....	Jonathan Vanderloop.....	245-2313
Maintenance.....	Terry Booth.....	(909) 223-1386
Librarian.....	Lois Papner.....	244-7169
Newsletter.....	Alan Molineux.....	951-7064
Sunshine Lady.....	Don Pomerence.....	868-5264
Displays.....	Don Pomerence.....	868-5264
Raffles.....	Cyndy Mandell.....	244-7169
Scholarships.....	Lois Papner.....	244-7169
Photography.....	Alan Molineux.....	951-7064
Hospitality.....	Vacant.....	
Webmaster.....	Jim Fosse.....	245-8644
Tailgate.....	Brett Ward.....	948-1232
	Jonathan VanderLoop.....	245-2313
Training Coordinator.....	Vacant	

### Instructors

Bill Woody, John Hill, Cyndy Mandell, John Printz, Debbie Savacool, Don Pomerence, Steve Hendrix, Tina La Bau, Jessie La Bau, Terry Booth and Morris O'Brien.

**Club Website—[www.vvqmc.org](http://www.vvqmc.org)**

### Policies & Procedures changes cont.) Policy #7—Reimbursement (Cont.)

The Financial Advisory Committee has no authority to act independently from the Board of Directors, but simply serve as agents for the Board and overseer of the Treasurer's duties thus saving time at the Board of Director's Meetings.

### Policy #9—Mileage Reimbursement.

A formula for mileage reimbursement was adopted by the Board of Directors on MARCH 2, 2010. Mileage will be reimbursed only for scouting trips using the following formula. The number of miles traveled divided by 17 mpg. The number of gallons is then multiplied by the average cost of gasoline per gallon at the time (i.e. 170 miles traveled divided by 17 mpg = 10 gallons of gasoline @\$3.00 per gallon would equal \$30.00, which the member would be reimbursed). Anyone else needing mileage reimbursement must get prior approval by the board. Passed 4/2012

### Policy #10 Assets of the Club

The Assets of the Club referred to in our Bylaws include, but are not limited to, all saws, grinders, polishers, silver soldering torches and equipment, vacuum caster, flat laps, kilns, sphere makers, tumblers, and all other equipment including office equipment. All equipment is not to 'make money' (pecuniary gain as stated in our Bylaws) for any individual member, but is for the sole purpose of the education, training and enjoyment of the Club members. Abuse of this policy by any member shall be referred to the Board of Directors for disciplinary action. The Board of Directors has the responsibility for ALL OF THE ASSETS OF THE CLUB.

### Policy #11 Instructor Shop Fees

Passed 4/2012

Instructor

Shop Fees have been waived for all instructors.

### Policy #12 Active Instructors

Passed 4/2012

In-

structors must wk a min. of 2 shifts/month to be an active instructor.

### Policy #13 Instructors Club Use

Active

instructors have exclusive use of the Club on Mondays and Fridays. They may also use the Club before or after their duty shift and during normal workshop hours.

### Policy #14 Hiring of Club Members

Passed 4/2012

For the good of the Club the organization can hire Club members only under the following conditions: (a) A specialized person is needed, (b) The member must meet all legal requirements (i.e. license, bond, etc.), (c) 75% of Board members at the Board meeting must approve hiring the individual, (d) All such hiring will be for one time only (on a case by case basis).

### Policy # 15—E-mail Addresses

Passed 4/2012

E-Mail addresses. To reduce postal expense this organization will utilize E-mail as much as possible to notify Club members of all Club events. It is each member's responsibility to keep the Recording Secretary and Web Master notified of their current e-mail addresses.

### Policy # 16—Written Notification

Passed 4/2012

Written notification as required by the: By-laws, Standing Rules, and Policies and Procedures requirements will be met in the following order:

- E-Mail notification (if returned, notification will be considered as completed)
- If the member has no e-mail (on the list of members to receive a hard copy of the monthly news letter), then that member will be notified by regular Postal Mail. If the letter is returned, notification will be considered as completed.

Passed 4/2012

**(Policies & Procedures changes cont.) Policy #5—Audit of club book & records.**

**Proposed Change:** Audit of Club Books/Records:

An Audit of the Club's financial records shall be done each year after the books are closed following December 31 of each year. The audit must be completed by the end of January of the new year.

The BOD will appoint at least one member from the Board (who does not sign on any of the accounts) and the Financial Advisory Committee to prepare an audit to present to the Board.

The task of the Audit Committee will be to review check records, deposit receipts, all Club receipt books, the Sales receipt books, cash register receipt, bank records, monthly reports, and such other documents as may be necessary in the Club files to determine the accuracy of the Club's financial records in any given year. However, the Committee will NOT have access to Quick Books on the Club's computer. Hard copies of all reports generated from Quick Books will be available for review in the "Monthly Reports" as handed out by the Treasurer each month.

The Audit Committee will prepare a written report to be given to the BOD at a regular Board Meeting no later than 30 days after their appointment. The report will be signed by the Chairperson of the Audit Committee and all who served on the Committee.

**Policy #7—Reimbursement.**

- a. Fill out a reimbursement request form and staple all receipts to the back.
- b. Put the request in the Treasurer's green basket in office above the computer.
- c. A check will be written for the reimbursement once each week (a convenient day to be determined by the Treasurer) at the clubhouse by the Treasurer.

If member requesting reimbursement is not at the club on that day, the check will be mailed to the address of record on membership rolls.

- d. If an individual needs to make other arrangements, contact the Treasurer. Reimbursement Forms are placed in the office next to the Treasurer's Tray.

**Proposed Change:**

To receive reimbursement for out of pocket expenses not paid by the Purchasing Agent:

- a. Fill out a reimbursement request and staple all receipts to the back of the form.
- b. Place the request in the Treasurer's green basket located in the office above the computer.
- c. When the Treasurer receives the request, a reimbursement check will be issued.

**Policy #8—Financial Advisory Committee.**

The Financial Advisory Committee is to be appointed by the President each year at the beginning of the year with a least one Board member on the Committee. The Committee should consist of (3) three persons preferably those who have a financial background or knowledge and the President. The Treasurer needs to attend the meetings to provide information and data as may be required by the committee.

The Committee's primary job is to prepare and over-see the budget each year, research costs of any proposed expenditures of capital or improvements and present the same to the Board at least once each quarter or more often as necessary. Further, they are to do a brief audit of the Treasurer's books each quarter to verify that the Treasurer is posting to the correct accounts, making timely deposits, and paying the bills on time.

They will keep a record of their meetings, detailing who attended and what was discussed or decided for recommendation. The report or minutes of the meeting are to be presented at the following Board of Directors Meeting.

## The Victor Valley Gem and Mineral Club

was organized in 1947 and has been the focal point of High Desert rock hounds for the past 65 years. The club takes active roles in various civic activities. Membership is open to all persons interested in the gem and mineral hobby and lapidary arts. Meetings are held at the clubhouse located at 15056-B, 7th Street (behind Kaman Bearing) in the center of Victorville. Visitors are always welcome. For further information, call (760) 243-2330.

### Meeting dates

Our October general meeting was held on Tuesday, 23<sup>rd</sup> at 7:00p.m. and the November general meeting will be on Tuesday the 27<sup>th</sup>.

### On The Front Cover

This is our General meeting after our monthly Potluck.

### Buy, Sell or Swap.

I will put in a free ad for club members in an issue of the grubstake. It must be rock club oriented and an accompanying photograph would certainly help. Please contact me on (720) 620 9845 and e-mail me at debbiesavacool@yahoo.com.

### New Bulletin Editor

I, Alan Molineux am finally working on my last edition of the *Bulletin*. The new editor is our corresponding secretary Debbie Savacool. I hope I can Live up Alan, we are sorry to see him go but we all would like to wish him the best.

## Policies and Procedural Changes



The Policies and Procedures have been revamped.

We, on the board spent a lot of time on each one and we firmly believe the club will be the better because of it.

The changes are addressed here.

### Policies & Procedures #1—Check Signing.

The club currently holds only one checking account. The Treasurer is the only authorized holder of the checkbook, in a 3 ring loose-leaf binder, which is kept at the home of the Treasurer and brought to the clubhouse as necessary for bill paying, reimbursements, or making deposits. The checkbook shall be brought to all Board and General Meetings each month.

The four (4) Executive Officers (President, 1<sup>st</sup> Vice President, Treasurer, and Secretary) are to be the signers on the account. Those four officers are to be bonded with our Insurance Carrier through a policy which is renewed and updated annually by the Treasurer. The bond amount should cover at least the amount of our largest CD. EXCEPTION: In the case of two members of the same family both being Executive Officer in the same household will be replaced by a Board Member who is not an Executive Position.

The Treasurer will not sign any check to a person living in his/her household, but will, instead have two of the other signers officiate. This is to protect the Treasurer from any accusation of inappropriately disbursed funds.

Purchases over \$500 req. signatures of two check signers (Adopted 3/2/2010 BOD)

## **Policies & Procedures #1—Check Signing (Cont.)**

### Proposed Change:

The club currently holds only one checking account. The Treasurer is the only authorized holder of the checkbook, in a 3 ring loose-leaf binder, which is kept at the home of the Treasurer and brought to the clubhouse as necessary for bill paying, reimbursements, or making deposits. The checkbook shall be brought to all Board and General Meetings each month.

The four (4) Executive Officers (President, 1<sup>st</sup> Vice President, Treasurer, and Secretary) are to be the signers on the account. Those four officers are to be bonded with our Insurance Carrier through a policy which is renewed and updated annually by the Treasurer. The bond amount should cover at least the amount of our largest CD. EXCEPTION: In the case of two members of the same family both being Executive Officer in the same household will be replaced by a Board Member who is not in an Executive Position.

### **(Policies & Procedures changes cont.) Policy #4—Purchasing.**

A Purchasing Agent will be appointed by the Board of Directors. This person is to oversee all purchases by the individuals in charge of budgeted areas, re: Committees, shop team, etc. The Purchasing Agent is to monitor and can authorize expenditures up to \$200.00, without Board approval. (Adopted 3/2/10 BOD)

#### **B. By Committee Chairs**

Committee Chairs are given authority to make purchases as necessary within their assigned annual budget after review by the Purchasing Agent (Adopted 3/2/10 BOD). It is their responsibility to know the balance in their budgeted account before making any purchases so as to not to overspend the budget. They are to bring their recommended purchases to the Purchasing Agent and then the (Adopted 3/2/10 BOD) Board before making any major purchase. The Treasurer posts the balances in each budgeted account during the month and presents it at every Board Meeting. A copy is filed by the Secretary in the minute book each month for every member or Committee Chair Person to review.

Although funds may be in the budget for a specific expense (including shop maintenance), the Chairperson may not spend over \$200.00, without authorization from the Board of Directors. (Adopted 3/3/09 BOD). If the requested purchase is over \$500.00, it must first be presented to the Board, then the Financial Advisory Committee (Adopted 3/2/2010 BOD), then to the General Membership.

Not all committee's are given an operating budget at the beginning of the year. Should any Committee Chairperson have a specific need throughout the year that is not on the budget, they must first bring that need to the Board of Directors who will either approve the purchase or direct the Financial Advisory Committee to work with the Committee Chair to resolve the issue. It will then be brought to the membership by the Financial Advisory Committee. The membership makes the final decision as to whether or not unbudgeted funds should be used to make the purchase.

## **Minutes of the September Monthly Meeting of the V.V.G & M.C**

(2nd V.P) Terry Booth spoke for Wagon Master Blaine Witte.

The next club field trip is to the Grandview Mine at Lucerne Valley on Oct.20th.

We are still looking for a training person, hospitality person and a building maintenance psn. The Petrified Pups still needs a leader. We have no DVD player for the security system yet. Those interested in doing a club display should see Don Pomerence.

Julie Amigliore volunteered to be the club PR person.

Next month the club will hold it's elections.

Sign up for the Christmas Party. The club clean up is this Saturday.

## **Minutes of the October Board Meeting of the V.V.G.& M.C**

We received (2) bids to repair Kamans swamp cooler. Jim Fosse will help Nancy Flanders with the phone tree. A motion was made to replace the drinking water filter in the kitchen. Membership protocol decided that new members should pay yearly dues to the V.P of membership at the time of installation. John Printz will call Asbury to collect the used oil. Cyndy Mandel complained about an instructor's demeanor. The board heard and passed a group of amendments to existing bylaws.

## **Policies & Procedure changes**

### **Policy #5—Audit of club book & records.**

An Audit of the Club's financial records shall be done each year after the books are closed following December 31 of each year. (Usually by the end of Jan. of the new year)

The BOD will appoint at least one member from the board (who does not sign on any of the accounts) and the Financial Advisory Committee to prepare an audit to present to the Board.

The task of the Audit Committee will be to review check records, deposit receipts, all club receipt books including the Treasurer's receipt book, the Instructor's receipt books, the Sales receipt books, the membership receipt books, and any other receipt books that have been used throughout the year by various chairpersons of the Tailgate or Gem Show, Bank records, monthly reports, and such other documents as may be necessary in the club files to determine the accuracy of the club's financial records in any given year. However, the Committee will NOT have access to Quick Books on the club's computer. Hard copies of all reports generated from Quick Books will be available for review in the "Monthly Reports" as handed out by the Treasurer each month.

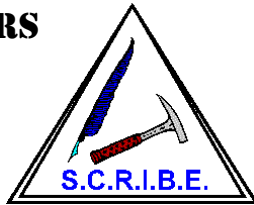
The Audit Committee will prepare a written report to be given to the Board of Directors at a regular Board Meeting no later than 30 days after their appointment. The report will be signed by the Chairperson of the Audit Committee and those who served on the Committee.

### **Proposed Change:**Audit of Club Books/Records:

An Audit of the Club's financial records shall be done each year after the books are closed following December 31 of each year. The audit must be completed by the end of January of the new year.

## ATTENTION ALL NEWSLETTER EDITORS AND PROSPECTIVE EDITORS

- There is a society devoted to helping you with your monthly newsletter—both content and grammatical construction.
- S.C.R.I.B.E is the Special Congress Representing Involved Bulletin Editors.
- Members have years of editorial experience and are only too willing to help you.
- Dues are just \$6 a single or \$8 for a couple.  
See Doug Arnold at (760) 885-7409.



## Rocks & Equipment Bought and Sold



**Clean Ups & Clean Outs**  
**Handyman Work Done.**  
**See Charles Toles (760) 220-6748**

### HMC CO.

Victorville, CA 92392  
(760) 245-2313

**Jonathan P. Vanderloop**  
**B.S Ch. E; M.S Met. E.**  
**(25 years experience)**

Metallurgy & Mining Consultant

## (Policies & Procedures changes cont.) Policy #4—Purchasing (Cont.)

### C. By Members at Large

Members at large are not authorized to make any purchases without first going to the Committee Chair. If there is no Committee Chair that would handle that proposed purchase, then the Member at Large must go to the Board to get approval from the Board of Directors at a regular Board Meeting. If the proposed purchase exceeds \$500.00, it must be brought to the General Membership. If the item is un-budgeted, it will be brought to the membership by the Board of Directors at the next General Meeting. The membership will make the final decision.

Members at Large who make purchases without authorization and request reimbursement will not be reimbursed

### D. By Officers, Directors, or Instructors

Officers, Directors, or Instructors are not by virtue of their office or duty, authorized to make purchases without getting authority from the Board of Directors, even though the funds may be available in the budget. (See Item A, Paragraph 2)

### Proposed Change: Purchasing:

A. A Purchasing Agent will be appointed by the Board of Directors. This person is to oversee all purchases by the individuals in charge of budgeted areas, re: Committees, shop team, etc. The Purchasing Agent is to monitor and can authorize expenditures up to \$200.00, without Board approval. (Adopted 3/2/10 BOD)

### B. By Committee Chairs

Committee Chairs are given authority to make purchases as necessary within their assigned annual budget after review by the Purchasing Agent. It is their responsibility to know the balance in their budgeted account before making any purchases so as to not to overspend the budget. The Treasurer posts the balances in each budgeted account during the month and presents it at every Board Meeting. A copy is to be filed by the Corresponding Secretary each month for every member to review.

Items specified in the budget may be purchased by the Department Chairpersons. Each Chairperson must present an itemized budget to be presented to the Board by October's Board Meeting.

### C. By Members

Members are not authorized to make any purchases without permission from the Committee Chairperson. If there is no Committee Chairperson that could handle that proposed purchase, then the Member must go to the Purchasing Agent first to get approval. Members who make purchases without authorization and request reimbursement will not be reimbursed.

### D. By Officers, Directors, or Instructors

Officers, Directors, or Instructors are authorized by virtue of their office or duty to make non-budgeted purchases of under (\$50.00) fifty dollars without getting authorization from the Board of Directors. However, if the purchases exceeds (\$50.00) fifty dollars, they must get approval from the Board.

# November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Workshop 12-9 pm	2	3 Workshop 12-5pm Petrified Pups 9-2pm
4 Workshop 12-5pm	5	6 Instructor's Mtg. 6p.m. Board Mtg. 7p.m.	7 Workshop 12-9 pm	8 Workshop 12-9 pm	9	10 Workshop 12-5pm
11 Workshop 12-5pm	12	13 Youth Demonstration Night 7 p.m.	14 Workshop 12-9 pm	15 Workshop 12-9 pm	16	17 Workshop 12-5pm Petrified Pups 9-2pm
18 Workshop 12-5pm	19	20 Education/ Demonstration Night 7p.m.	21 Workshop 12-9 pm	22 Workshop 12-9 pm	23	24 Workshop 12-5pm
25 Workshop 12-5pm	26	27 Club Potluck 6:30pm Club Monthly Mtg 7:30pm	28 Workshop 12-9 pm	29 Workshop 12-9 pm	30	

Deadline for the November issue of the Bulletin is Mon. November, 19th. Ph. (720) 620-9845 or email [editor@vvgmc.org](mailto:editor@vvgmc.org)