

## STANDING RESOLUTION

NUMBER 00100 A

(effectivity date September 1, 2000)

Page 1 of 2

### THE CYCLICAL SCHEDULING & PLANNING OF THE NEMF ANNUAL FORAYS

1. Each of the federated member clubs of NEMF (the Corporation) are committed to sponsoring the NEMF Annual Foray, either as an individual club, or teaming with one or more clubs (as in the case with small organizations), on a predetermined cyclical basis.
2. "Sponsoring" is defined as providing the leadership (i.e. Annual Foray General Chairman) to organizing the Annual Foray. In the case of "team clubs" the leadership role should rotate between the various committing "team" clubs\*.
3. The location of the Foray (home State or otherwise) shall be at the discretion of the Annual Foray General Chairman. with the approval of the Executive Committee.
4. Other federated clubs, or associated individuals may assist any hosting club(s) if there is a mutual agreement between the Annual Foray General Chairman and the club(s) or individual(s).

#### SPONSORING YEAR EXTENDED CYCLICAL SCHEDULE

1997	1990	NJMA (New Jersey Mycological Association)
1998	----	CMM (Cercle des Mycologues de Montreal)
1999	1991	MMA (Maine Mycological Society)
2000	1992	CVMS (Connecticut Valley Mycological Society)
2001	1993	BMC (Boston Mycological Club)
2002	1994	MHMA/COMA/NYMS/LIMC ( Mid Hudson Mycological Association) (Connecticut - Westchester Mycological Association) (New York Mycological Society) (Long Island Mycological Club)
2003	1995	CNYMS/RAMA/MYMS/SVMS (Central New York Mycological Society) (Rochester Area Mycological Association) (Mid York Mycological Society) (Susquehanna Valley Mycological Society )
2004	1996	MMU/MMC/NHMS (Monadnock Mushroomers Unlimited) (Montshire Mycological Club) (New Hampshire Mycological Society)
2005	----	MAW (Mycological Association of Washington)
2006	1997	NJMA (New Jersey Mycological Association)

**STANDING RESOLUTION**

**NUMBER 00100 A**

**(effectivity date September 1, 2000)**

**Page 2 of 2**

**NOTE:** The cyclical schedule is extended through the year 2006. The schedule may be extended beyond that time frame provided there is no change in membership or in the "teaming" arrangements. Changes of this nature shall require a revision of the standing resolution.

5. The advantage of the extended cyclical schedule is primarily one of planning. The predictable schedule allows for the sponsoring club(s) to do some advance planning, such as, appointing "Key Post" positions. Also, many colleges and universities require that their facilities be reserved up to 2-years in advance, an impossible scenario without a cyclical schedule.

6. The bulk of the "Key Posts" should ideally be drawn from the ranks of the sponsoring club(s) because of their proximity to the Foray site; however, members of other member clubs who volunteer for either "Key Posts" or supportive positions, may of course be assigned those positions at the discretion the Annual Foray General Chairman.

  
President's signature

August 12, 2000  
Date

## STANDING RESOLUTION

NUMBER 00101 A

(effectivity date September 1, 2000)

Page 1 of 8

# ORGANIZATIONAL & FINANCIAL PLANNING GUIDE FOR THE COMMITTEES & OPERATIONAL POSTS OF THE NEMF ANNUAL FORAY (PLUS APPENDICES)

### Organizing the NEMF Annual Foray:

The responsibilities of the **Executive Committee**, the **Foray General Chairman** and the **Annual Foray Committee**, for the planning, operation, and execution of the Annual Foray shall be in accordance with the provisions defined in Article IV of the Corporation By-Laws and any relevant ordinary and/or standing resolutions of the Board of Directors.

### Annual Foray Posts:

**"Key Posts"**: those positions within the Annual Foray Committee which are crucial to the basic operations of the Annual Foray. **Key Posts** and the Executive Committee members are eligible for **Conditional Compensation**; i.e. reimbursement of their Foray registration fees provided that a predetermined number of additional registrants, above the minimum number of registrants (required to cover overhead expenses) for the Foray, to go forward, is reached. (Refer to Appendix I, Sheet Number 4 .)

**"Auxiliary Posts"**: those positions within the Annual Foray Committee which are less crucial to the basic purpose and operations of the Annual Foray and, at the discretion of the Foray General Chairman, may be either filled or their respective duties and responsibilities may be assigned to a key post position.

The **"Key Posts"** and **"Auxiliary Committee Posts"** should ideally be filled from the ranks of the sponsoring club(s) because of their proximity to the Foray site; however, members of other member clubs who volunteer for either "Key Posts", Auxiliary Committee Posts, or as committee members, may of course be considered and assigned those positions at the discretion the Annual Foray General Chairman.

## TYPICAL APPOINTED POSTS OF THE ANNUAL FORAY COMMITTEE

### KEY POSTS:

- Foray General Chairman
- Registration Chairmen (2)
- Faculty Program Chairman
- Foray Walks Chairman
- Mycological Exhibition Chairman
- Mycological Database Manager

## STANDING RESOLUTION

NUMBER 00101 A

(effectivity date September 1, 2000)

Page 2 of 8

### AUXILIARY POSTS:

Collection Sorting Supervisor  
Social Program Chairman  
Awards Chairman  
Mycophagy Program Supervisor  
Art Display Chairman  
Foray Sales Manager  
Facilities Clean-up Supervisor

## FORAY DUTIES & RESPONSIBILITIES

### Annual Foray Committee:

The general duties of the **Annual Foray Committee** are defined in Section 3, Article IV of the By-Laws. More specifically, the Annual Foray Committee is responsible for the preparation of an overall operating budget for each of the Foray functions managed by the various committee heads, in accordance with any relevant standing resolutions. **The Annual Foray Committee** shall also, as part of the budget process, determine the number of "**Faculty**" (lecturers/guests participating in programs) to be invited, and other non-paying attendees who make up part of the overhead or fixed costs, the minimum attendance level for the Foray to offset all the fixed costs, the **Registration Nominal Fee**, and the "per attendee" costs, or variable costs (costs for room and meals, socials, etc.). The budget "**work sheets**" (see APPENDIX I) and the Foray Staff, at least the Key Posts (see APPENDIX III-A), must be submitted to the Executive Committee for approval before any contracts are entered into. The entire staff rostrum must be submitted prior to the commencement of the Foray. Once the budget has been approved by the Executive Committee, all Annual Foray committee heads are expected to contain the expenses under their authority within their approved budget, and report immediately any serious complications or budgetary problems to the Annual Foray General Chairman, who shall communicate the problems to the **Executive Committee**.

### **KEY POSTS**

### Foray General Chairman:

The **Foray General Chairman** shall manage the Annual Foray in accordance with the provisions set forth in Article IV of the By-Laws and in any relevant resolutions of the Board of Directors, and shall be subject to the authority of the Executive Committee as determined by said Board. The Executive Committee should be called upon for advice whenever any questions should arise regarding any aspect of the Foray. Additionally, the Foray General Chairman shall determine the Facility/Site where the Annual Foray will be

**STANDING RESOLUTION**  
**NUMBER 00101 A**  
**(effectivity date September 1, 2000)**

Page 3 of 8

held, appoint the chairmen and managers for the "**Key Posts**" and "**Auxiliary Posts**", and implement the design and printing of the **Foray Program Brochure**.

As the ex-officio member of all Foray committees, the Foray General Chairman shall keep apprised of all committee activities, and when necessary, arbitrate any disputes and exercise his/her authority to resolve such problems.

**Registration Chairmen (Two required):**

The **Registration Chairmen**, beyond the duties associated with the Annual Foray Committee, shall publicize the Annual Foray as widely as reasonable, and maintain a computer listing of all registrants. Member Organization Trustees will receive a registration package from the Registration Chairmen. Their respective organizations are then responsible for mailing copies of the package to their membership. Only checks or money orders shall be accepted as payment for registration, and they shall be forwarded to the Corporation Treasurer and not be cashed and deposited into the Corporation's account until the Annual Foray has reached its "minimum attendance goal", with the approval of the Executive Committee. The Registration Chairmen shall also send out mailers of acknowledgment to listed registrants, prepare name tags, obtain dormitory layout/room numbers, procure Foray mementos, prepare a handout package of Foray paraphernalia, including mementos (and previous year's foray collection list if possible), greet attendees and dispense Foray paraphernalia to the registrants when they sign-in at the Annual Foray. A Registration Committee may be formed to assist with the above listed tasks. Typically 2- tables (3'x8') are required for the "sign-in area".

**NOTE: "Regular Registrants"** should be coded for quick extraction from the computer data base for determining whether the minimum number (K), or the additional number for compensation (Y) has been reached (refer to APPENDIX I).

**Faculty Program Chairman:**

The **Faculty Program Chairman** is responsible for the following duties: to send out invitations to mycologists and lecturers, to coordinate lecture/workshop program content, to coordinate accommodations with the Registrars, to determine Program needs, and see that all program needs are in place, e.g. projectors, podium lights, wireless microphones, tables, etc., to resolve any transportation problems for the guests, and to submit a final draft of the Program Schedule (ref. Appendix II) to the Foray General Chairman at least one month prior to Foray date. Committee members should be recruited to assist with the various tasks, especially for obtaining the necessary equipment for the programs and workshops, and to set up and test the equipment to assure that it is adequate and functional. A Committee member (**Technical Coordinator**) should be available to assist the guests if there is an equipment failure or set up problem.

**NOTE:** For guidance in designing the Foray Program Schedule, refer to the "Sample Program Schedule" in APPENDIX II.

## STANDING RESOLUTION

NUMBER 00101 A

(effectivity date September 1, 2000)

Page 4 of 8

### Foray Walks Chairman:

The **Foray Walks Chairman** is responsible for the following duties: contact **Bus Companies\*** for budgetary quotes for busing to the foray sites and submit preliminary quotes to the Annual Foray General Chairman, determine the foray sites, obtain bus permits for State Parks and for campus or facility parking, where required, and determine the number of foray (walk) sites, (including all-day forays, if any) and submit the final draft of the Forays/Walks program schedule to the Annual Foray General Chairman at least one month prior to Foray date, obtain site maps, if possible, describe the habitat of each site, determine the approximate distance and travel time for each site, prepare foray sign-up sheets with the above site information included, appoint foray site leaders, oversee bus departures and any last minute changes. A foray site leader shall be assigned to each foray/walk. They shall use the sign-up sheet during bus boarding to check off all participants who board, and to again check off participants upon reboarding at the foray/walk site to assure no one is left behind. The foray leaders should announce to the participants the bus departure time, and the foray policy concerning "lost" participants, which shall be predetermined and preapproved by the Annual Foray General Chairman.

**BUS REQUIREMENTS\*:** Typically 1-Bus is contracted for the first day's "Early Bird" foray/walk, and 3-Buses are contracted for both the morning and afternoon trips of the second and third days of the Conference. If an "All-Day" trip is included in the program for both the second and third days of the Conference, , an additional Bus will be required for each respective day.

### Mycological Exhibition Chairman:

The **Mycological Exhibition Chairman:** is responsible for determining Facility areas for microscopic study for the mycologists, for the recording activities, for exhibition/display, and for sorting (both presort and recording areas). The Mycological Exhibition Chairman shall coordinating the set-up of these areas (**tables\***, trash barrels, electrical outlets, lighting, etc.) with the Facility personnel, and determining if the Facility has a computer printer, compatible with our Personal Computer for recording, available for use by our **Mycological Database Manager**,. Additionally the **Mycological Exhibition Chairman** is responsible for the placing of display signs denoting species, genus, family, order (optional), & class for the collection Exhibition, and arranging the tables with the display signs in appropriate sequences. The taxonomic nomenclature should be coordinated with the **Mycological Database Manager** to be sure that the signs are consistent with our database. When necessary, new signs should be generated on site.

## STANDING RESOLUTION

NUMBER 00101 A

(effectivity date September 1, 2000)

Page 5 of 8

**TABLE REQUIREMENTS\***: Exhibition / Display Area: Typically approximately 40 tables (3' x 8') are required. Tables may be set up around the perimeter of the room, one table deep. Tables in the open area should be placed back-to-back. Tables should be covered with either cloth or paper to facilitate clean up. Aisle space between tables should be 4 feet minimum. Presort & Recording Areas: Typically 4-tables per Foray-Walk bus should be set up in the presort area, and 2-holding tables (in the same area) for holding unusual specimens yet to be identified. The presort tables should be labeled for each Foray Walk where Fungi, collected from the respective bus trips, are to be sorted and placed in paper plates with collection label slips noting the walk number, the habitat, the name of the specimen (if known by the collector), and the collectors name. The specimens can be moved to the Recorder's tables, once the specimen name on the label slip is verified, and initialed by an approved identifier. Typically 2-tables are provided at the recording station, and 1-table for the computer set up of the **Mycological Database Manager**.

### **Mycological Database Manager:**

The **Mycological Database Manager** shall appoint a **Recorder** assistant, and otherwise perform his/her duties in accordance with the provisions set forth in Section 5, Article IV of the By-Laws. Additionally, the Manager shall maintain an up to date **Master List of Species** (with authors) collected previously at NEMF Forays to be used as a check list by the **Recorder(s)**. The list may be in either a manual or computerized format.

### **Recorder:**

The **Recorder** shall report directly to the **Mycological Database Manager**. The **Recorder** is responsible for reviewing the label slips for the following information: the collectors name, where the specimen was collected (walk number), frequency of occurrence (if available), and the initials of the approved identifier who first identified the species. The **NEMF Master List of Species** shall be examined for the species and respective authors, and the species checked off if on the list (recording the collection), or added to the list if the species is new to NEMF. The final sorters may then move the specimen to the Exhibition/Display area, and the "approved" collection data immediately presented to the **Mycological Database Manager**. Should nomenclatural controversies arise, the **Mycological Database Manager**, after consultation, shall make the final decision.

## **AUXILIARY POSTS**

### **Collection Sorting Supervisor:**

The **Collection Sorting Supervisor** shall report to either the **Mycological Exhibition Chairman** or to the **Foray General Chairman**, as determined by the **Foray General Chairman**. The **Collection Sorting Supervisor** shall coordinate the set up of tables with the **Mycological Exhibition Chairman**, appoint **sorters** (presort & final sort) for the fungal collections, schedule their services to assure some sorters are always

## STANDING RESOLUTION

NUMBER 00101 A

(effectivity date September 1, 2000)

Page 6 of 8

present during active periods, provide collection label slips, procure necessary paper plates for the transport and display of species collected, etc., and see that sorting tables are labeled with the appropriate foray/walk numbers for presorting the collections of the respective walks, when the buses return from the forays.

**Presorters** must be present, as the buses arrive and the collections come in, to move the verified collections to the Recorder Station, and consolidate redundant material and their label slips onto a single plate, and clear the tables for the forays that follow. If unusual fungi have still not been identified when the tables must be cleared, they should be moved to the holding tables and saved for later identification.

**Final sorters** shall promptly move specimens, processed by the **Recorder**, to their proper location on the Exhibition/Display tables. The **final sorters** should, when possible, replace dried or poor specimens in the Exhibition area with fresh material. To expedite the identification process, the **presorters** should solicit initialing by the approved **identifiers** of species that the **presorters** recognize. Once verified, the **presorters** shall move the plates, with the specimens and label slips, to the Recorder Station.

### Social Program Manager:

The **Social Program Manager** is responsible for investigating the Facility regulations for the serving of alcoholic beverages, applying for a liquor permit, if required, determining a Facility area adequate for holding the social program, arranging for the procurement of refreshments and snacks, as budgeted by the **Annual Foray Committee**, to accommodate the attendance expected, and assuring that the area is properly set up for the social activities. The **Social Program Manager** shall also organize a committee for assistance, host the social events with committee members, and supervise clean up after the program.

**PROGRAM REQUIREMENTS:** Typically, the evening socials are held on each of the evenings of the Foray, or a total of three social programs. As a general rule, the Facility area should be large enough to accommodate at least 30% of the planned number of registrants.

### Awards Program Manager:

The **Awards Program Manager** is responsible for procuring and presenting the awards at the **Awards Ceremony** which typically precedes the evening program schedule following the Banquet meal. The expenditure for awards is limited to the budget adopted by the **Annual Foray Committee**.

**AWARDS GUIDELINES:** Typically, the type of awards to be presented should be determined in consultation with the Annual Foray Committee. NEMF has two traditional trophy (14") awards, **EXIMIA**, the **NEMF Recognition Award**, and **AMICUS TIRONUM**, "Friend of the Amateur" Award. **EXIMIA** has been awarded for



## STANDING RESOLUTION

NUMBER 00101 A

(effectivity date September 1, 2000)

Page 7 of 8

"Contributions to Amateur Mycology" (e.g. 1981 Eximia Award), however, the award can be presented in recognition for some other conspicuous service or contribution. The **AMICUS TIRONUM** has typically been reserved for mycologists or other experts in fungal taxonomy who have been especially helpful to amateurs..(e.g. 1992 Amicus Tironum Award). These tradition awards need not be presented at every Annual Foray. **Candidates** for these traditional awards should be presented to the **Executive Committee** for selection. The Committee may make the decide the award recipient, or may appoint an **Awards Committee** to make the determination.

### Mycophagy Program Supervisor:

The **Mycophagy Program Supervisor** is responsible for determining if "wild mushrooms" can be served at the Facility, determining a Facility area adequate for the **mycophagy "tasting" program**, arranging for kitchen facility service if necessary, and for procuring any needed groceries items within the limits of the budget adopted by the **Annual Foray Committee**. The **Mycophagy Program Supervisor** shall also coordinate with the Facility personnel for any necessary tables, and mobilize volunteers to assist with the cooking and serving.

### Art Display Chairman:

The **Art Display Chairman** is responsible for determining the regulations for the hanging of displays at the Facility, for locating an approved Facility area adequate for displaying art, for procuring necessary hanging or mounting materials, for arranging with the Facility for tables, if needed, and for soliciting sources interested in displaying any forms of mycological art. Additionally, the **Art Display Chairman** shall make arrangements with the facility to insure that the displayed materials are secure and protected from damage, and that all displayed materials are returned to their owners after the Foray.

### Foray Sales Manager:

The **Foray Sales Manager** is responsible for determining a Facility areas that is adequate for the sales activities and which can be secured, arranging for necessary tables with the Facility personnel, coordinating sales activities and keeping a record of all sales participants. All **sales participants** shall be registered attendees of the Foray. Sales shall be limited to crafts, memorabilia, and books, equipment and products of mycological interest. The **Foray Sales Manager** shall also supervise clean up of sales area at end of Foray.

**FORAY SALES GUIDELINES:** Typically, there is no NEMF fee charged for sales participants, however, a nominal fee or a minimal percent of sales charge (e.g. 5% voluntary compliance) may be imposed, at the discretion of the **Executive Committee**.

### Facilities Clean-up Supervisor:

The **Facilities Clean-up Supervisor** is responsible for the clean up of the mycological display area and the sorting areas after the Foray. The **Facilities Clean-up Supervisor** shall appoint a **clean-up crew**, and procure garbage bags for the disposal of

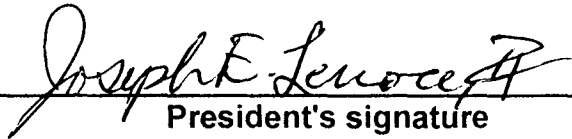
STANDING RESOLUTION

NUMBER 00101 A

(effectivity date September 1, 2000)

Page 8 of 8

all materials to be discarded. Prior to commencing the clean-up activities, the **Supervisor** shall obtain approval from the **Mycological Exhibition Chairman**. All collection label slips, from the exhibition plates, should be collected prior to disposing of plates and specimens in the display and sorting areas into garbage bags. All debris should be swept from the tables and floor, and the areas returned to their original cleanliness.

  
\_\_\_\_\_  
President's signature

August 12, 2000  
Date