



Maryland Saltwater Sportsfishing Association
Southern Maryland Chapter



Strategic Plan 2018



Maryland Saltwater Sportsfishing Association Southern Maryland Chapter



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Maryland Saltwater Sportsfishing Association Southern Maryland Chapter



Vision

- To be an active and engaged recreational fishing organization in Southern Maryland by serving the local community.

Mission

- Preserve and protect the fisheries resources; protect the rights of recreational fishermen; and support activities that enhance the marine environment.

Chapter Goals

- Promote recreational fishing in Southern Maryland and enhance the fishing skills of its members.
 - Goal #1: Support fishing programs for children including: the Greenwell Foundation fishing camps, the St. Mary's County "Hooked on Fishing" program, the Department of Natural Resources "Fishing Rodeo", and the "Navy Fishing Kids" program.
 - Goal #2: Promote and support wounded warrior fishing programs in Southern Maryland.
 - Goal #3: Organize charter boat fishing trips for the membership.
 - Goal #4: Organize local fishing contests for the membership.
 - Goal #5: Host boat captains, fishing guides, scientists and accomplished fishermen as speakers at monthly meetings who can provide insight to improving members' fishing success.
 - Goal #6: Host an Annual Picnic and Annual Holiday Party to promote member fellowship.
 - Goal #7: Sponsor an Annual Fishing Fair to raise funds to support the Chapter.
 - Goal #8: Support the state-wide MSSA tournaments.
 - Goal #9: Lobby for sustainable fisheries and a clean marine environment.
 - Goal #10: Partner and network with other organizations to support the mission and goals of the Southern Maryland Chapter and the MSSA



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Roles and Responsibilities

President

- Supports the mission of the Maryland Saltwater Sportfishing Association.
- Develops annual goals for the Chapter.
- Assigns Leads to implement goals of the chapter.
- Plans and executes Chapter meetings.
- Plans and executes Executive Committee meetings and maintains minutes of the meetings.
- Participates, as possible, in major Chapter activities.
- Updates the membership on meetings, activities, and issues facing the Chapter.
- Establishes efficient and effective operating procedures for the Chapter.
- Ensures that the Chapter membership is current.
- Maintains the Chapter history.

Vice President

- Serves as President in the President's absence.

Secretary (Press)

- Serves as publicist for all Chapter activities throughout Southern Maryland.

Treasurer

- Works with the President to develop an annual budget for review by the Executive Committee.
- Maintains and manages the financial resources of the Chapter.
- Provides monthly financial reports to the President and Executive Committee regarding the status of the Chapter checking account, petty cash, and budget execution.
- Provides a detailed monthly report to the President and Vice President on the petty cash account which includes the expense category (mission, members, or office), date, service or product, cash recipient, and the amount for each expense.

Executive Committee

- Is comprised of the four elected officers plus advisors appointed by the President.
- Reviews and comments on strategic plans, budgets, and policies that impact the operations of the Chapter.



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Lead

- Plans and executes assigned goal.
- Documents the goal’s objectives, performance metric, resources, points of contacts, and processes in a process document (e.g., Fishing Fair Process). The document insures the successful transition of a process from one volunteer to another. The Lead’s process document is part of the Chapter Operating Plan.

Officers and Executive Committee

President: Phil Zalesak
 Vice President: David Gaestel
 Treasurer: Chris Goudreau
 Secretary (Press): Amy Widerman

Advisors

Bruno Vasta, Jerry Gaff, Bill Bonner, Tom Meiser, Ron Smith, Cy Staniec, and Dallen Hall

Leads

Goal #1: Support fishing programs for children.

Greenwell Fishing Camps	Phil Zalesak
Hooked On Fishing	Tom Kemp
Fishing Rodeo	Russ Millar
Navy Fishing Kids	Tom Kemp

Goal #2: Promote and support wounded warrior fishing programs in Southern Maryland.

Phil Zalesak

Goal #3: Organize charter boat fishing trips.

Bruno Vasta

Goal #4: Organize local fishing contests.

David Gaestel

Goal #5: Host boat captains, fishing guides, scientists and accomplished fishermen as speakers at monthly meetings who can provide insight into improving members’ fishing success.

Phil Zalesak

Goal #6: Host an Annual Picnic and Annual Holiday Party to promote member fellowship.

Annual Picnic	Sam Stuber
Annual Holiday Party	Amy Widerman



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Goal #7: Sponsor an Annual Fishing Fair to raise funds to support the Chapter.

Bill Bonner

Goal #8: Support the state-wide MSSA fishing tournaments.

Phil Zalesak

Goal #9: Lobby for sustainable fisheries and a clean marine environment.

Ron Smith

Phil Zalesak

Goal #10: Partner and network with other organizations to support the mission and goals of the Southern Maryland Chapter and the MSSA.

External Liaison

Liaison for Calvert County Chamber of Commerce	Ron Smith
Liaison for Calvert Museum (Pax River Appreciation Days)	Jerry Gaff
Liaison for Charles County Chamber of Commerce	TBD
Liaison for Greenwell Foundation	Phil Zalesak
Liaison for Maryland Coastal Conservation Association	Phil Zalesak
Liaison for Maryland Department of Natural Resources	Ron Smith
Liaison for Potomac River Fisheries Commission	Phil Zalesak
Liaison for Project Healing Waters Fly Fishing	Phil Zalesak
Liaison for MSSA Scholarship Fund	Jerry Gaff
Liaison for Solomons Business Association	Jerry Gaff
Liaison for St. Mary's County Chamber of Commerce	Ron Smith
Liaison for University of Maryland Chesapeake Biological Lab	Jerry Gaff

MSSA Headquarter Positions Held by Chapter Members

MSSA Treasurer	Phil Zalesak
MSSA Secretary	Bruno Vasta
MSSA Chapter Liaison	David Gaestel,
Member-at-Large	Jerry Gaff
MSSA Legislative Committee Chair	Ron Smith



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Operational Responsibilities

US Post Office Box Point of Contact (POC)	Bill Bonner
Solomons Volunteer Rescue Squad and Fire Department POC	Phil Zalesak
Chapter MSSA Headquarters Representative	Dave Gaestel
Chapter Membership Chairman	Bruno Vasta
Chapter Website	Tom Meiser
Chapter Facebook Page	Marty Stuble
Chapter Photographer	Leon Smith

Policies

Chapter Officers

Officer positions may only be filled by active members who are current in their dues.

Mission Expenses

The MSSA is a 501(c)(4) organization and as such its expenses must reflect that status. The Chapter will therefore spend 51% or more of its net income promoting recreational fishing in Southern Maryland, hosting speakers, and donating to scholarship and other funds in support of the MSSA mission.

Travel Expenses

Chapter members who use their vehicles to travel to and from monthly MSSA headquarters meetings in Pasadena, Maryland, may be reimbursed for the actual cost for gas. Members can use an estimated miles per gallon metric for their vehicles or fill up their vehicles before and after their trip to MSSA headquarters to determine the cost of gas consumption.

Chapter members who serve as MSSA Officers or serve on the MSSA Board of Directors will comply with current MSSA headquarters policies regarding travel reimbursement.

Chapter members will not be reimbursed for travel expenses for any other activities.

Meal Reimbursement

With the exception of the Annual Fishing Fair, members will not be reimbursed for meals while performing volunteer work in support of Chapter activities. Meals can and will be subsidized for Chapter-wide activities such as the Annual Picnic and the Annual Holiday Party when budgets allow.



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Reimbursements

Members who incur costs in performing business for the Chapter will be reimbursed in accordance with the following process:

- The member submits a receipt to the Treasurer for credit card or cash expenditures. The member documents the date, vendor, service or product received, and the total for reimbursement on a separate piece of paper and staples it to the receipt. Or the member scans the receipt and sends it to the Treasurer via email with the same information previously stated.
- For costs incurred where a receipt is not available (e.g., payment for a speaker's dinner at our monthly Chapter meetings), the member will document in writing the date, vendor, service or product received, and the total for reimbursement.
- The Treasurer will write a check to the member and send it via US Mail or present the check to the member at monthly Chapter meetings.
- All expenses must be approved by either the President or Vice President. It will be the responsibility of the Treasurer to obtain approvals before reimbursing a member.