

National Audubon Society

2005 Annual Report Form

Alternative Ohio Version

This form is available in electronic format from the Ohio Office – please send a request to jtinianow@audubon.org if you would like an electronic version. The form may also be retyped and submitted in a different format - *there is no need to return the original form as long as you cover all of the information requested.*

For the 12 month period ending on June 30, 2005, or ___/___/___ . DATE SUBMITTED _____

CHAPTER NAME __Western_Cuyahoga Audubon Society_____ S63_____ (chapter code)

SUBMITTED BY (name and chapter position) _Tom Romito, Board Member_____

YOUR ADDRESS _4310 Bush Ave., Cleveland, OH 44109_____

YOUR TELEPHONE: Day (_216_) _741__ - 2352_____ Evening (_216_) _741__ - _2352_____

Email address (if any): __TomRomito@ameritech.net_____

Please save a copy for your chapter's files and return this completed form by August 15, 2005 to:

Audubon Ohio
692 N. High St., Ste. 303, Columbus, OH 43215
Phone: (614) 224-3303, Fax: (614) 224-3305
Email: jtinianow@audubon.org

I. Incorporation. Most chapters are incorporated. Certain steps must be taken periodically, however, to insure that corporate status is maintained. Specifically, a corporation must file a "Statement of Continued Existence" with the Ohio Secretary of State every five years to maintain its status as a corporation. If a chapter loses its corporate status it may also lose its 501(c)(3) tax exempt-status, and directors and officers may be exposed to greater liability.

Has the Chapter renewed its charter in the past five years? Yes No Don't Know

If not, does the Chapter need help with renewing? Yes No

II. 501(c)(3). Does the Chapter have 501(c)(3) tax-exempt status? Yes No Don't Know

If "Don't Know" was checked above: Does the Chapter need help checking? Yes No

If the Chapter is newly tax-exempt, please enclose a copy of the IRS determination letter.

III. Chapter Supporters. Does your Chapter have a "chapter supporter" program under which people can either join your Chapter without joining the National Audubon Society or make donations to your Chapter separate from the payment of their membership dues to the National Audubon Society? Yes No

If "Yes", please estimate the number of people who do this: _____65_____

IV. Previous Year Activities. Each year Audubon Ohio requests a summary of each chapter's activities during the past year. We do so in order to determine where chapters are enjoying success, and where they are experiencing challenges and may require assistance. The following questions involve the activities that chapters typically engage in. Most chapters do not engage in all of these activities, nor do we expect them to do so. Each chapter chooses its own priorities. We include all of these activities to get a sense of the range of activities chapters engage in and which are the most frequent. Please respond to those questions that are applicable to your Chapter. Your responses and those of the other chapters in Ohio will allow us to prepare a report on chapter activities, successes and challenges that we will share with all Ohio chapters.

-Did your Chapter operate under a strategic plan (that is, a plan of goals and objectives for a period of more than one year) during the past year?

Yes No

If "Yes," could you please send us a copy of the plan?

Yes No

Comments: It was called the WCAS Five-Year Plan for 2002-2007. See attached.

-With respect to programs (such as monthly members meetings, but not including field trips) that the Chapter conducted for its members during the past year:

How many programs did the Chapter conduct? 9

On average, about how many people attended each program? 30

What was the highest attendance? 44 What was the lowest? 10

Comments: We did not offer summer programs, as we did not hold monthly membership meetings during the summer.

-With respect to field trips that the Chapter conducted for its members during the past year:

How many field trips did the Chapter conduct? 9

On average, about how many people attended each field trip? 20

What was the highest attendance? 55 What was the lowest? 3

Comments: We did not offer winter field trips. During the previous year, we offered field trips in January, February, and March, but nobody attended except the field trip leader, and we decided to discontinue them.

-With respect to any web site that your Chapter maintained during the past year:

What is the URL (i.e., web address) of the site: www.wcasohio.org

About how often did the Chapter update the site? Monthly

Comments:

-How many issues of a newsletter did the Chapter publish in the past year?

Print = 4 Electronic = 4

Comments: We sent the newsletter in the U.S. Mail to Chapter Supporters only. We posted it on our website for anyone to see.

-How, if at all, did the Chapter publicize its programs, outings and projects in ways other than its newsletters and web site?

Comments: We announced our field trips electronically on the Ohio Listserve.

-About how many members did the Chapter have:

At the beginning of the year? 50 Chapter Supporters, about 950 NAS members

At the end of the year? 65 Chapter Supporters, about 950 NAS members

What did the Chapter do to recruit and retain members? Include any successes and/or problems of note.

Comments: We welcomed members and guests at chapter functions and made them feel happy to be there. We asked guests to complete a one-page questionnaire, which we used to follow up with them and invite them back. President Tom Romito visited several other nature-oriented non-profit organizations in Greater Cleveland to tell the Audubon story and invite their members to attend our meetings. We saw a 15% increase in Chapter Supporters this year over last year.

-How did the Chapter try to raise money during the year, and what successes and problems did it experience?

Comments: We participated in the Great Cleveland Combined Federal Campaign. This effort enabled federal employees to contribute money to the United Way. We received a percentage of the donations.

- Describe any hands-on conservation projects the Chapter worked on, such as trail maintenance or habitat restoration.

Comments: WCAS board member Terri Martincic started a program two years ago called "Weeders in the Wild." Terri gathers people together at different locations in Greater Cleveland to pull invasive plants.

-With respect to the Audubon Adventures program:

How many classrooms did the Chapter sponsor during the year? 7

Describe any other education programs the Chapter worked on.

Comments:

-Which of the following citizen science programs did the Chapter participate in (check all that apply):

Christmas Bird Count

Great Back Yard Bird Count

AIM Team monitoring

Adopted an IBA

Watershed Planning

Other Science Olympiad at Cleveland State Univ
Nature Festival at Rocky River Nature Ctr
School Days at Edgewater Park
Horizon Activities Center (N. Olmsted, OH)

Comments:

-Audubon Ohio offers to present two Audubon At Home programs in each chapter every year.

Was your Chapter aware of this opportunity? Yes No

If Yes, how many AAH programs did the Chapter request? 0

Comments: WCAS has accomplishing its AAH program on its own.

-Audubon Ohio also offers grants to Chapters for Audubon At Home projects.

Was your Chapter aware of this opportunity? Yes No

Did your Chapter receive an AAH grant during the past year? Yes No

If Yes, what did the Chapter do with the grant, and with what results?

Comments: WCAS is developing a pocket-size card to educate people on invasive plants to avoid and native plants to buy for gardening.

-Describe the public policy projects that the Chapter organized or participated in (e.g., to lobby for or against a new government program or a change in the law).

Comments: WCAS encouraged people at chapter programs to write letters encouraging lawmakers not to support oil drilling in the Arctic National Wildlife Refuge.

-With respect to people who volunteered time for your Chapter, including your board members:

About how many people volunteered to do at least one activity during the year? 20

About how many total hours do you estimate your volunteers provided? 10,000

What successes and challenges has the Chapter experienced in recruiting volunteers?

Comments: We affirmed that members will volunteer to help if we ask them. Getting people to do the asking is a key challenge. They need to see that asking people to help works.

-With respect to the Council of Ohio Audubon Chapters:

Does the Chapter participate? Yes X No

If Yes, who is your current representative to COAC? Tom Romito

If No, why not? _____

Comments: Tom is Vice President of COAC.

Please also describe any other activities, successes and challenges that your Chapter would like us to know about:

V. Plan for the Coming Year. Audubon Ohio would also like to know what your Chapter's plans are for the coming year. Planning is a distinguishing feature of successful chapters because it allows them to look beyond the issues of the moment and design a program that will allow them to thrive for many years. The questions in Part IV (above) can provide a useful starting point for outlining the Chapter's plans. Your Chapter may not plan to engage in some of these activities. That's OK. Our purpose in asking for your annual plan is not to be judgmental, but rather to get a sense of the range of activities that Ohio chapters plan to engage in, including which draw more interest than others. We are particularly interested in areas where Audubon Ohio can collaborate with Chapters or provide assistance.

- We recognize that some Chapters hold their annual planning meetings in the fall. If your Chapter will not complete an Annual Plan for the coming year by the August 15 deadline for submitting this report, please indicate a date by which you anticipate your plan will be completed and sent.

Date Annual Plan Will Be Sent: _____

- An Audubon Web site at http://www.audubon.org/local/cso/sample_chapter.html offers examples of Chapter Annual Plans. Please indicate below if we may share your plan with other Chapters on this site. PLEASE NOTE: If you say Yes, we will not put your entire annual report on the Web site; we will only post your plan for the coming year, so that other chapters can see some examples of what annual plans look like. This is a service that your Chapter would perform for other chapters.

Yes, you may include our Annual Plan on this Web site

No, please do not place our Annual Plan on this Web site

Please describe your annual plan below, or attach it as a separate document.

1. Continue to offer monthly programs and field trips to WCAS members and the public.
2. Continue to use the WCAS website too attract the public to chapter activities.
3. Continue to publish quarterly newsletters as a service to WCAS Chapter Supporters.
4. Continue to increase membership through inclusion of members and guests at chapter functions.
5. Fundraise through United Way donations during Greater Cleveland Combined Federal Campaign.
6. Continue to conduct invasive plant pulls through WCAS's Weeders in the Wild program.
7. Continue to provide Audubon Adventures materials to schools.
8. Adopt Rocky River IBA, begin AIM team monitoring.
9. Continue Audubon at Home involvement through completion of pocket-size cards on invasive and native plants to give to WCAS members and the public.
10. Stay abreast of public policy issues through the work of the chapter activist.
11. Continue to develop board members as volunteer recruiters.
12. Continue to support COAC and its purposes.

VI. Finances. Please fill out the attached Financial Report Form and Chapter Leader Report Form, or submit equivalent information. If you need additional time to send the Financial Report Form, please send it separately.

VII. Assistance. Please indicate whether you would like assistance in the following subjects (check all that apply, and circle those checked subjects that you consider your three most urgent needs).

- | | | |
|---|--|--|
| <input type="checkbox"/> Citizen Science Projects | <input type="checkbox"/> Conservation Projects | <input type="checkbox"/> Corporate/501(c)(3) |
| <input type="checkbox"/> Education Projects | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Governance |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Membership | <input type="checkbox"/> Monthly Programs |
| <input type="checkbox"/> Outings | <input type="checkbox"/> Planning | <input type="checkbox"/> Policy Projects |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Recruiting Volunteers | <input type="checkbox"/> Understanding Audubon |
| <input type="checkbox"/> Web Site | <input type="checkbox"/> Other (specify below) | |

VIII. Regional Workshops. Would your chapter send representatives to a training conference in your area that covers some of the subjects listed above? If so, what are the four best months of the year to hold such a conference?

Best months to participate are probably February and August.

IX. Audubon At Home Programs. Audubon Ohio will do up to two “Audubon At Home” presentations at your membership meetings per year. Would you like us to do such presentations during 2006, and if so, in which months?

WCAS is open to hosting Audubon At Home presentations.

X. Anything Else. List any other questions or requests for assistance that the Chapter has for Audubon Ohio.

Ohio Audubon has committed to helping WCAS conduct a workshop on strategic planning in August 2005

XI. Suggestions. Please provide any suggestions you may have as to how this form or the annual reporting process generally may be improved.

Thank you for completing your Chapter's Annual Report!

2005 CHAPTER FINANCIAL REPORT

National Audubon Society

Alternative Ohio Version

Chapter Name Western Cuyahoga Audubon Society

S63
(Chapter Code #)

This is a generic report intended as a general overview of the chapter's financial condition, and should not be considered a complete picture for budgetary and accounting purposes. **IRS Form 990 or another similar report may be substituted for this form.**

THIS REPORT APPLIES TO THE 12-MONTH PERIOD FROM JULY 1, 2004 TO JUNE 30, 2005 OR FROM ___/___/___
TO ___/___/___ AND TO THE FOLLOWING 12-MONTH PERIOD.

Income Statement

	Past Year Actual	Next Year Budget
REVENUES		
Audubon Safety Net Payment	2482.94	2207.00
Revenue from Chapter Supporter Program	1435.00	1400.00
Bequests	_____	_____
Foundation Grants	_____	_____
Government Grants	_____	_____
Corporate Contributions	_____	_____
Contributions from Individuals	358.58	_____
Educational Events	_____	_____
Fundraising Events	_____	_____
Interest and Investments	_____	_____
Net income from Sales (Specify product or service)	_____	_____
Other (Specify)	_____	_____
Total Income	4276.52	3607.00
EXPENDITURES		
Administration (e.g., phone, supplies, postage)	105.39	100.00
Newsletter (printing and postage)	1208.31	1200.00
Other Printing	140.93	_____
Insurance	408.00	400.00
Meeting Costs	228.38	1100.00
Field Trip Costs	_____	_____
Fundraising	_____	_____
Web Site	157.30	150.00
Grants/Contributions to Others (Specify Recipients & Amounts)	_____	_____
Other (Specify Types and Amounts)	_____	_____
Donation	40.00	_____
Audubon Adventures	381.00	600.00
Audubon At Home	198.00	_____
Audubon Assembly travel reimbursement	237.71	_____
Weeders in the Wild equipment	153.00	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Expenditures	3258.02	3550.00
NET INCOME (OR DEFICIT) IN OPERATING FUNDS	1018.50	57.00

Balance Sheet as of End of Period

ASSETS

Cash & Equivalents (Checking, Savings, etc.)	<u>8946.01</u>	
Investments (Stocks, CDs, etc.)	<u> </u>	
Accounts Receivable (Owed to Chapter)	<u> </u>	
Other (Specify)	<u> </u>	
Net Fixed Assets (Furniture, Equipment, but do not include the Value of Land or Buildings)	<u> </u>	
Total Assets		<u>8946.01</u>

LIABILITIES & FUNDS BALANCES

Liabilities

Accounts Payable (Owed by Chapter)	<u> </u>	
Unearned Income (Not Credited in This Fiscal Year)	<u> </u>	
Other (Specify)	<u> </u>	
Total Liabilities		<u> </u>

Funds

Restricted (Endowments, Scholarships, etc.)	<u> </u>	
Reserved (Committed to Specific Programs)	<u>802.00</u>	
Unreserved (Not Committed)	<u>8144.01</u>	
Total Fund Balances		<u>8946.01</u>

PLEASE NOTE: THE TOTAL OF "LIABILITIES" AND "FUND BALANCES" SHOULD EQUAL TOTAL ASSETS.

TO ASSIST US IN ADVISING CHAPTERS ACROSS OHIO, PLEASE EXPLAIN BELOW HOW THE CHAPTER'S BUDGET FOR THE COMING YEAR REFLECTS THE PRIORITIES IT HAS SET IN ITS PLAN FOR THE YEAR: