

Seattle Woodturners | Board Meeting Minutes

Tuesday, February 2, 2021

Zoom Session

6-8 pm

Present: Russ Prior, Jim Hogg, Robin Brown, Randi Aiken, Tim Tibbetts, Jim Steck, Elizabeth Weber, Barry Roitblat, Sylvia Wayne, Steve Geho, Earl Bartell

Absent:

Others: Brian Flippin

Key

Actions

Completed Actions [removed from subsequent Minutes]

Document Archive

Documents presented or discussed during meetings are uploaded to Google Drive:
[Seattle Woodturners' Documents](#)

Agenda

1. President calls meeting to order
2. Secretary calls attendance and checks quorum
3. Minutes from January 5, 2021 – Review and Approve
4. Minutes – Actions Arising
5. Finance Committee (*Robin Brown, Steve Geho, Brian Flippin*) – Monthly Report
6. Programs update (*Tim Tibbetts*)
7. Strategy Committee update (*Steve Geho, Elizabeth Weber, Barry Roitblat*)
8. Auction Committee update (*Steve Geho, Elizabeth Weber, Jim Kief*)
9. Calendar review/automation update (*Jim Steck, Steve Geho*)
10. Newsletter publish cycle and newsletter feedback (*Jim Steck*)
11. seattle.aaw account management and security (*Jim Steck*)
12. Club YouTube channel proposal (*Jim Steck*)
 - i. Digitizing VHS resources (*Tim Tibbetts, Robin Brown*)
13. Directing donated funds to specific funds within the club (*Jim Steck*)
14. Updating club logo proposal (*Jim Steck*)
15. Reopening subcommittee (*Brian Flippin, Russ Prior, Tim Tibbetts*)
 - i. COVID vaccination policy
 - ii. Club venue committee revival (*Russ Prior, Barry Roitblat, Jim Kief*)
16. Around the room

3. Minutes from January 5, 2021

Approved, as read.

4. Minutes: Actions Arising

Active:

- Russ Prior to provide Eileen Collins with thank-you message to retiring board members for February newsletter
- Russ Prior to thank retiring board members at January's general meeting
- Robin Brown to move income (\$500) to Capital Account – to be done once account has been opened (02/03/2021)
- Jim Hogg to donate trickle charger for trailer battery – postponed, not pressing [pending]
- Robin Brown to amend budget presentation figures and forward finalized spreadsheet to the Board
- Tim Tibbetts to provide additional details and photos regarding Rebecca DeGroot and Kai Muenzer demos upon return from vacation
- Jim Steck to attend next auction meeting – Did not attend but reached out to Steve today
- Randi Aiken to email Jo Reid of Friends in Glass in January for more details regarding logistics of studio tour and broadcast to membership after feedback from Russ Prior; copy to Brian Flippin
- Elizabeth Weber, Barry Roitblat to contact Joann Jen of Imprint and broadcast online sales opportunity to membership – Completed; Joann heard from two members already!
- Jim Steck and Robin Brown to work together to clarify the member and Wood Rats email lists – [ongoing]
- Jim Steck to publish Coffee Hours to Google Calendar once made available by Earl Bartell
- Tim Tibbetts to create and maintain an events spreadsheet to ensure a single source of truth for all calendars – local version but will also add online version
- Tim Tibbetts, Steve Geho, Jim Steck to sort out relevant 2020/2021 documents on Google Drive, archive old documents, organize images, and establish a retention policy for deleting items – Ongoing; Steve Geho and Jim Steck will make recommendation regarding consolidating and streamlining relevant documents and files from current onward (especially images and video) to make it easier to manage and maintain for relevant parties
- Barry Roitblat to publish member gallery on the website by mid-January – next edition to be published after next member meeting; will send call for submissions prior to this
- Jim Steck to work with Eileen Collins and Barry Roitblat on streamlining image canvassing process for website and newsletter – this month will speak with Eileen and Barry

Pending/Upcoming:

- Russ Prior, Jim Hogg to process Dunn Gardens sugar maple by end of February [pending agreement from Dunn Gardens Board] – Reactivated – Dunn Gardens eager to proceed, planning to do this by end of February/early March

- Steve Geho to lead a strategy workshop with the Board [awaiting workshop date – see item 7]
- Jim Steck to update club brochure – Reactivated – Jim Steck to work with Tim Tibbetts on preparing design, updating address, and placing new order (1000 brochures); will be available for distribution to members as well as to local woodworking suppliers; Board to review current brochure for near-term brochure order in the next few days followed by redesign
- Auction committee to advertise auction in the March and April newsletters [see item 8]
- Steve Geho to contact club photographer regarding photographing auction items – Tim Tibbetts and Steve Geho photographed items
- Barry Roitblat, Jim Kief to search for alternate club venue prior to potential in-person tool-swap in July – reactivated task [see item 15ii], ongoing search

5. Finance Committee (Robin Brown, Steve Geho, Brian Flippin) – Monthly Report

Motion was passed at January’s membership meeting (01/14/2021) to approve 2021 budget.

P/L report was presented showing actuals through January 2021. Trailer/tools insurance policy coverage was clarified. Process for documenting donations was discussed. Charitable donation acknowledgments/tax receipts required for donations that can be tracked to an individual, and especially those over \$250. Robin Brown and Russ Prior to manage donation acknowledgment letter distribution. **Agenda item: Finance committee to make recommendation regarding membership dues deadline.** Updated membership list was provided. Robin Brown to correct noted error.

6. Programs update (Tim Tibbetts)

February 11: Rebecca Degroot Demo – Walking Mushrooms

February 27: Virtual Sawdust Sessions, Burt Hovander – Bowl Repair

March 11: Kai Meunzer Demo – Woodturning as Art, focused around a turned drawer cabinet project

March 27: Virtual Sawdust Sessions, Eileen Collins – Dyeing wood; Earl Bartell to host Zoom meeting

April 8: Janine Wang Demo – Weaving and Woodturning; Elizabeth Weber to coordinate with Janine; **Robin Brown to confirm with Tim Tibbetts regarding hosting Zoom meeting**

April 24: Virtual Sawdust Sessions TBD

May/June programming TBD

July: Seri Robinson tentatively alongside swap meet

October: In-person demo with Eric Lofstrom and two hands-on workshops
Awaiting Reopening Committee guidance regarding in-person gatherings

7. Strategy Committee update (Steve Geho, Elizabeth Weber, Barry Roitblat)

The goal is to align Board members and club vision/direction, particularly around 6-7 areas of focus (Strategy, Community, Engagement (within the club), Education/Resources, Operations, Finance, Leadership). The committee will work with the Board to inspire and develop initiatives that align with these strategic themes, considering funding and other resources (people) as well as capacity allowances, in hopes of establishing a stronger framework for club operations going forward. **Steve Geho to schedule two Saturday morning workshops (2 hours per session) beginning approximately next month.**

8. Auction Committee update (Steve Geho, Elizabeth Weber, Jim Kief)

February: Gather and confirm auction items from demonstrations; Discussion ensued about the need for more items with more variety (including possibly experiences, unique items, or turning adjacent items) to help bolster fundraising (goal increased from \$750 to \$1000). **Board to contact Steve Geho and Elizabeth Weber with ideas for additional auction items for jurying at next Board meeting.**

March 1: Online tool set up

March: Populate online tool with auction item pictures and descriptions

April 1: Announcement in newsletter; **Auction Committee to invite regional turning clubs**

April: Dry-run amongst Board members

May 1: Facebook/Instagram promotion – Elizabeth Weber to reach out to Perry Shaw regarding posting content to both sites

May 8: Announcement in newsletter

May 12/13: Email membership

May 13: Auction kick off at membership meeting (Elizabeth Weber to take 5-10 minutes to stress Why, What, How behind fundraising for community outreach, emphasizing charitable spirit of membership and club as a whole)

May 15: Final day of auction

The Board agreed this pilot auction should be open to the public. **Board to set minimum bids and buy-now prices for auction items.** Minimum bids are usually half the actual value of the item. Current items were assessed by the Board to be in the \$50-\$100 range, leaning towards the higher end in the spirit of fundraising for community outreach. Future auctions to have larger scope (vendor involvement) and a greater variety of items as well as price points.

9. Calendar review/automation update (Jim Steck, Steve Geho)

Excel master feeds Google calendar which feeds communications/website. Tim Tibbetts to maintain excel master. Current meetings and events up to date up to present. Future newsletters to include table view with link to website for more detail. Reminders have been turned off. Jim Steck to keep Eileen Collins informed/updated.

10. Newsletter publish cycle and newsletter feedback (Jim Steck)

Tim Tibbetts and Barry Roitblat will give initial editorial pass of newsletter, focusing on overall content. The edited newsletter will be emailed to the Board for subsequent feedback, if any. Board to email newsletter feedback directly to Eileen Collins, cc'ing Jim Steck. Jim Steck to give final editorial pass. Eileen Collins made aware of process.

11. seattle.aaw account management and security (Jim Steck)

Administration of club accounts (i.e. seattle.aaw, Wordpress, Google for Nonprofits) to move towards a singular admin/account holder and away from multiple/surplus users on personal accounts. The Board's interest in protecting the privacy and security of member information was underscored. **Jim Steck to investigate and clean up club account access (especially seattle.aaw) and document/communicate findings to optimize account usage and security.**

12. Club YouTube channel proposal (Jim Steck)

Jim Steck proposed establishing a club YouTube account to host demo videos and other educational resources/collections. Uploaded videos can be listed as private (i.e. users are specifically granted access and must have a Google account), public (i.e. indexed/searchable to anyone online), or unlisted (i.e. user must have private link to access content). Jim Steck suggested posting demos and more privileged/private content as unlisted (accessible by private link) with the links contained on the club website on a members-only webpage with password protection, adding further value to membership and increasing member accessibility to demos and other club content. The potential for public-facing video for club promotion (i.e. who we are, how to find us, other published content) was noted. Alternate means to video sharing were discussed (Vimeo, Zoom cloud storage, AAW resources, Google Drive, DVD/club library) and various options for limiting access to privileged/private content (establishing time limits, auto-deletion of cloud video, burning DVDs). Jim Steck noted greater control and privacy protections available from Vimeo (i.e. can constrain content access to users of club domain [seattlewoodturners.org], restrict videos from being downloaded) but may require a subscription. **Jim Steck to consider content privacy concerns and create an example video archive for Board's consideration.**

i. Digitizing VHS resources

Robin Brown and Tim Tibbetts to digitize VHS resources for club library. Tim Tibbetts to get tapes from Brian Flippin.

13. Directing donated funds to a specific charitable fund within the club (Jim Steck)

Jim Steck interested in granting donors the ability to direct their donations to specific funds within the club (i.e. community outreach, charitable fund, scholarship fund). **Finance Committee to propose three or four fund options for Board approval.** The potential to extend this option during the upcoming auction was noted.

14. Updating club logo proposal (Jim Steck)

Jim Steck interested in modernizing current logo and club branding (website, brochures, etc.). **Jim Steck to produce several new logo designs for Board to consider at next meeting. Updated design/branding to be announced in subsequent newsletter.** Jim Steck to research naming and 501c3 requirements. Robin Brown noted club name ‘Seattle Chapter American Associate of Woodturners’ in original articles of incorporation.

15. Reopening subcommittee (Brian Flippin, Russ Prior, Tim Tibbetts)

i. COVID vaccination policy

Criteria for reopening to in-person gatherings was discussed. The Board agreed it does not have the power to require vaccinations of its members. The club will continue with its conservative and empathetic approach to gatherings and will continue to adhere to state and/or CDC guidelines (masks required with or without vaccination, limited indoor occupancy). It was stressed that virtual club attendance options continue to be available for membership, especially the club’s most vulnerable members, to protect and maintain the community. Robin Brown and Barry Roitblat suggested the club wait to reopen until the meeting venue is able to safely accommodate an estimated maximum attendance of around 100 members. **Brian Flippin to set up meeting with Russ Prior and Tim Tibbetts to discuss how to determine who gets to attend a meeting, given venue occupancy limitations.**

ii. Club venue committee revival (Barry Roitblat, Jim Kief, Russ Prior)

Committee exploring venue options on Eastside (Woodinville to Renton). Awaiting response from several venues (East Shore Unitarian Church, the Y). **Barry Roitblat to reach out again to most promising leads.** Brian Flippin and Barry Roitblat stressed the importance of finding a venue large enough to accommodate the whole club safely (i.e. appropriate capacity + safe spacing). Robin Brown estimated a maximum meeting attendance of approximately 100 members.

16. Around the room

No additional discussion.