

Seattle Woodturners | Board Meeting Minutes

Tuesday, June 29, 2021
Madison House, Totem Room
12215 NE 128th St, Kirkland, WA
7 – 9 pm

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

Absent: Jim Steck

Others: Jack Wayne

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; confirms quorum
3. Minutes from June 1, 2021 – Review and Approve
4. Minutes – Actions Arising
5. Club meetings
 - i. Mercer Island VFW
 - ii. Alternate board meeting venues/Zoom
6. Finance Committee (*Robin Brown, Brian Flippin*) – Monthly Report
7. Programs (*Tim Tibbetts*)
 - i. Final plans/tasks for Seri Robinson event
 - ii. Final plans/tasks for Tool Swap events
 - a. Jimmie Allen
 - b. Wood raffle/auction
 - c. Write up for newsletter
 - iii. Back-up Zoommaster for August's Sawdust Session
 - iv. Membership release form
 - v. Fall Empty Bowls
 - a. Designate collector
 - vi. Spring 2022 hands-on event
 - a. Proposal: Programming budget estimation for 2022?
8. Scholarship feedback (*Elizabeth Weber, Barry Roitblat, Jim Hogg*)
9. Club A/V
 - i. YouTube channel update (*Jim Steck*)
 - ii. Video editing update (*Randi Aiken*)
 - iii. Post-pandemic A/V considerations (*Tim Tibbetts*)

10. Library update (*Randi Aiken*)
 - i. Librarian transition
 - ii. Update newsletter and website contacts
11. Around the room

3. Minutes from June 1, 2021

Approved, as read.

4. Minutes: Actions Arising

Active:

- Russ Prior to reach out to Madison House and Ken Zaburo Sushi in Kirkland regarding the availability of their facilities. Russ Prior to email board members with final details
- Earl Bartell to hold Wood Rats event [held June 12th]
- Jim Steck to add demo registration link to club website
- Russ Prior to communicate with Andy Firpo regarding nomination to the board
- Jim Steck to add Andy Firpo to execboard email list
- Robin Brown to transfer surplus funds from operating account to capital (reserve) account, maintaining \$6,000 in operating account as defined in budget -> not yet
- Earl Bartell to reach out to Bob Forgie regarding wood donation -> will reach out in September; lots of wood
- Earl Bartell to hand off two boxes of library resources to club librarian -> will hand off to Cortney with bandsaw that Earl is selling to him
- Club account usage inventory: Jim Steck to investigate bank account permissions with Robin Brown -> Jim away
- Earl Bartell to reach out to Pat Boone regarding play date; Robin Brown to reach out to the remaining play date winners -> Robin Brown reached out to everyone
- Russ Prior to purchase tools and wax using discretionary funds in combination with budgeted small tool purchase funds (\$100) -> one more set of D-way tools pending; Andy Firpo will coordinate with Robin Brown
- Russ Prior to provide the outreach committee with 25 brochures -> done, given to Earl Bartell
- Outreach committee to create 3-4 laminated infographic posters for display during community events -> awaiting budget approval; awaiting new logo

Pending/Upcoming:

- Auction committee to survey membership regarding auction experience (participation levels, interest in future auctions, suggestions for improvement, clarity of mission)
- Logo committee to commission three logo designs for the board to consider for club rebranding [due in August]
- Community outreach (*Earl Bartell, Barry Roitblat, Jim Kief*) and scholarship subcommittees (*Elizabeth Weber, Barry Roitblat, Jim Hogg*) to develop

respective proposals regarding the use of designated auction donation funds to bring to the board and subsequently to the membership for approval [due in August]

- Jim Steck to make recommendation regarding management and maintenance of relevant digital files (especially images and video) – [awaiting club account inventory, YouTube channel]
- Jim Steck to work with Tim Tibbetts on printing new club brochures [awaiting branding redesign and Board approval – due in August]; Jim Steck to notify membership of rebranding in subsequent newsletter;
- Jim Steck to create members-only content page for club website; Jim Steck to subsequently announce club YouTube channel and member-only content page to membership [awaiting board approval of YouTube channel]
- Randi Aiken to edit Joe Cornell's Sawdust Session [just received Joe's initial edit yesterday]
- Editing team (*Randi Aiken, Elizabeth Weber, Zhenya Frolov*) to review Bonnie Klein's videos for potential uploading to club YouTube channel – [awaiting processing of demo and Sawdust Session backlog; have received external drive in mail from Tim Tibbetts; need to assess resource copyrights]

5. Club meetings

i. Mercer Island VFW

The board discussed the possibility of holding a one-off in-person membership meeting at Mercer Island VFW. The venue has good access for the trailer, but parking and costs were noted to be a possible concern. (The cost per meeting is \$292, with hopes of renegotiating this figure if going forward with this venue.) The pilot in-person meeting would take place in October with Eric Lofstrom's demonstration. **Barry Roitblat to continue assessing other venue options over the next few weeks.**

ii. Alternate board meeting venues/Zoom

The availability of a Zoom link for board meetings was considered for officers who are unable to attend in person or for whom distance of travel is prohibitive. The technical requirements of this hybrid model were considered. This model will be tested at a forthcoming meeting as necessary. **Russ Prior to poll officers prior to next board meeting regarding need for Zoom link.**

6. Finance Committee (*Robin Brown, Brian Flippin*) – Monthly Report

The monthly P/L report was discussed. The auction proceeds account for the discrepancy in projected club income. As of June 28th, there are 35 new members (and 205 total members for this year). The costs associated with club logo rebranding (outside of original budget) have been pulled from the discretionary fund. The directors/officers insurance was also paid this month. It was noted that 30 people have signed up for the upcoming Seri Robinson workshop (4 from outside of the club) with a net income of \$1,036 so far. Refreshment costs, however, are still to come.

7. Programs (Tim Tibbetts)

i. Final plans/tasks for Seri Robinson event

AV setup and lathe access have been assessed at the Wood Tech Center. Jim Hogg is available Friday to help with set up. **Russ Prior to confirm setup time with Robert Watt, our WTC contact. Tim Tibbetts to forward WTC contacts to Russ.** MC for the event will be Russ Prior. Robin Brown will be available to take same-day ticket purchases.

ii. Final plans/tasks for Tool Swap events

a. Jimmie Allen

Andy Firpo reached out to Jimmie Allen of BoxMaster Tools about attending the club's upcoming tool swap. Jimmie would potentially offer the club the same discount available to buyers at the AAW Virtual Symposium the week prior (July 17/18), and the offer would apply to his full range of tools. **Andy Firpo to finalize details with Jimmie and to contact Eileen Collins within the next couple of days.** The club has not heard back from Steve Bartocci (The Board Hoarder). **Tim Tibbetts to reach out one more time.**

b. Wood raffle/auction

Russ Prior picked up some turning blanks and dimensional lumber yesterday. The best of the lot will be saved for the Tool Swap wood raffle. **Russ Prior to connect with Earl Bartell to organize a group of volunteers to sort through the wood prior to the Tool Swap. Earl Bartell to hold Wood Rats event before end of July to distribute the remaining wood.**

c. Write up for newsletter

Andy Firpo to message Eileen Collins after speaking with Jimmie Allen.

iii. Back-up Zoommaster for August's Sawdust Session

Earl Bartell has volunteered to help with the Zoom session for Tom Nelson's Sawdust Session on Segmenting.

iv. Membership release form

The idea of requiring a release form with club membership was weighed and rejected. Club insurance currently covers all in attendance of Seattle Woodturners events. The club also has separate officers insurance. It was noted that such release forms are commonly not enforceable in court.

v. Fall Empty Bowls

a. Designate collector

Barry Roitblat to coordinate with Jim Kief regarding Empty Bowls this fall.

vi. Spring 2022 hands-on event

A spring, hands-on workshop with Matt Monaco was pitched to the board. It was noted that the Oregon Woodturning Symposium usually takes place during this time (March 2022) and could mitigate the costs of accessing a national demonstrator. The club would be responsible for Matt's accommodation as well as the cost of his workshop (\$750 per day). Demo expenses (\$350) would be covered under the club's demo budget for 2022. The board is interested in pursuing this.

a. Proposal: Programming budget estimation for 2022?

Elizabeth Weber and Tim Tibbetts to work on a budget proposal for next year's demos and workshops (spring and fall). The idea of hosting a mini-symposium in January was well-received by the board. Planned 2022 budget is due by October for approval by the board in December followed by membership approval in January. The potential for supplementing programming costs with auction proceeds was noted.

8. Scholarship Committee: Scholarship feedback (Elizabeth Weber, Barry Roitblat, Jim Hogg)

The scholarship committee discussed potential parameters for future Seattle Woodturners scholarships with the board. They propose to use this year's scholarship-designated auction funds locally for applicants interested in woodturning activities/events in the area, one-on-ones, Sawdust Sessions and/or club membership. They hope to expand this reach, and funds raised, in the future. Scholarship funds would be divided, with half of the funds paying out over a six-month period and the remaining funds paying out over the following six months. Awarded funds would go towards supplementing up to 50% of the cost of the applicant's chosen opportunity. There is potential to develop multiple scholarships for skill/career development, where 60% of funds would be designated for club members and 40% for nonmembers via relevant schools (e.g. Wood Tech Center) and other community outreach. Such outreach could generate more awareness of the club and woodturning and could potentially lead to increased club membership. Application would entail a written statement regarding the specific opportunity of interest as well as an indication of the need of the applicant. Successful applicants would be required to provide a follow-up report for the club's newsletter outlining how the scholarship was used and what the experience was like. **Scholarship committee to contact Jim Steck and Robin Brown about developing the club's scholarship process.**

9. Club A/V

The club is in need of a candidate to succeed its current head of AV, Dan Robbins. During the search for a new club librarian, Zhenya Frolov expressed interest in pursuing club-related AV opportunities. **Elizabeth Weber to contact Zhenya about the position and coordinating the transition with Dan.** The board would like to invite Zhenya to work alongside Dan during the upcoming Seri Robinson event.

i. YouTube channel update (*Jim Steck*) – Jim away

Deferred to next month's meeting.

ii. Video editing update (*Randi Aiken*)

The editing team (comprised of Randi Aiken, Elizabeth Weber and Zhenya Frolov) have met and are in discussions about their editing philosophy moving forward. Special attention will be given to highlighting relevant names, resources and products within the club's recorded content. At present, two videos have been prepared for uploading to the forthcoming club YouTube channel. Joe Cornell has also completed edits on his Sawdust Session on piercing/carving. The board feels the club's video content (mainly from recorded demos and Sawdust Sessions) does not need a specific release schedule or a stockpiling but can be uploaded as edits are completed. **Once the backlog of recorded content is uploaded to YouTube, the editing team will investigate donated video resources from Bonnie Klein for potential upload, taking care to exclude any copyrighted materials.**

iii. Post-pandemic A/V considerations (*Tim Tibbetts*)

The idea of providing a captioning service for club recordings to aid members with hearing difficulties was broached by member Linda Shulman. Zoom can provide real-time closed captioning for \$20 per month, and the board would like to test this service during its next club Zoom session. **Tim Tibbetts to arrange Zoom captioning service and to notify Linda of its upcoming trial.** The board would like to involve Linda in the evaluation process if amenable.

10. Library update (*Randi Aiken*)

i. Librarian transition

Brian Flippin has connected with Cortney Michalak, the club's new librarian, to begin the library transition. Cortney is currently updating the library inventory spreadsheets and contacts. At this time, the library is missing 3 books and 23 DVDs from its catalog. It was noted that 1 DVD is nonfunctional. Cortney will await the acquisition of library materials from Earl Bartell before issuing any overdue notices. Once this is completed, Cortney will begin cataloging several new DVDs for the club's collection. The library will also be made available at the forthcoming club tool swap.

ii. Update newsletter and website contacts

Randi Aiken to contact Eileen Collins about new librarian and check out process. Randi Aiken to contact Jim Steck or Steve Geho regarding updating library contact on club website.

11. Around the room

i. Publishing minutes to website

The board is in agreement that approved board meeting minutes should be published on the club's website. **Randi Aiken to contact Jim Steck in this regard.**

ii. Outreach committee budget

The outreach committee (Earl Bartell, Barry Roitblat, and Jim Kief) requested clarity about available funding for the year. This includes \$139.20 from designated auction proceeds and \$100 from 2021 budget. Proposals for next year's budget are due by October, and it was noted that such plans have the power to underscore the value of future auction fundraisers.

iii. Board election committee

By August, the board will need to select an election committee composed of a current board member (chair), a general club member, and a past board member to prepare a slate for November's board elections. **Those in positions up for re-election (President, Treasurer, Member-at-Large #1 and #3, Director of Programs) have been asked to make a declaration regarding their intentions to continue or to vacate the respective seats.** Tim Tibbett will be absent at the August meeting, and he has indicated that he is planning on stepping down from the board.