

Seattle Woodturners | Board Meeting Minutes

Tuesday, October 5, 2021

Zoom Session

6 – 8 pm

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

Absent: Sylvia Wayne, Andy Firpo

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; confirms quorum
3. Minutes from August 31, 2021 – Review and Approve
4. Minutes – Actions Arising
5. MBA class assignment proposal (*Brian Flippin*)
6. Reopening committee update (*Russ Prior*)
7. Communication with Madison House (*Russ Prior*)
8. Treasurer's report (*Robin Brown*)
 - i. 2022 Budget proposal
9. Programming updates (*Tim Tibbetts*)
 - i. Reopening timeline and in-person demonstrations
 - ii. Expanding the A/V team
10. Complimentary memberships for students and teachers (*Elizabeth Weber, Tim Tibbetts*)
11. Board nominations update (*Elizabeth Weber*)
12. Dunn Gardens fundraising collaboration (*Russ Prior*)
13. 2022 Auction (*Barry Roitblat*)
14. New logo and revisions (*Randi Aiken, Jim Steck*)
15. Around the room

3. Minutes from August 31, 2021

Approved, as read.

4. Minutes: Actions Arising

Active:

- Andy Firpo to be reimbursed for newest set of D-way tools – declined reimbursement; donation to the club!
- Robin Brown to transfer surplus funds from operating account to capital (reserve) account, maintaining \$6,000 in operating account – done
- Robin Brown to investigate income from Seri Robinson event sales – not done yet [addressed during meeting: loss of approximately \$150]
- Jim Steck to seek guidance from Space Needle Foundation regarding use of Space Needle in logo designs – [email: SNF deemed Space Needle with bowl design a violation of their trademark but said allowable if incorporated into a skyline]
- Elizabeth Weber to reach out to Mitch Reinitz regarding availability of shop space for WiT events – will reach out after meeting [August 31]
- Robin Brown to forward 2022 budget proposal spreadsheet to board
- Jim Steck and Randi Aiken to connect and establish a logo redesign plan – a new logo and two revisions have been developed; Jim and Randi will meet this month to finalize revisions for review by the board next meeting
- Club account usage inventory: Jim Steck to investigate bank account permissions with Robin Brown – YouTube and domain permissions have been documented; Robin Brown has emailed Jim Steck in this regard
- Russ Prior, Robin Brown, Jim Hogg, and Earl Bartell to validate the club's tools and equipment inventory – Robin Brown has forwarded inventory list to Russ Prior; Russ Prior and Jim Hogg will connect to verify contents of trailer and gather serials for lathes and larger equipment; Robin Brown to send revised inventory list to insurance agent
- Robin Brown to propose procedure for earmarking and tracking donations for specific donation funds (e.g. scholarships or community outreach funds) – will create separate excel sheet for tracking designated donations and proposals for use of donated funds [see item 8-i]
- Robin Brown to email prospective Eric Lofstrom workshop participants regarding payment schedule – done; had one drop out; a couple payments yet to come – Robin Brown to follow-up regarding workshop payments; Tim Tibbetts to email confirmed participants with supply list and workshop location details

Pending/Upcoming:

- Venue committee to tour Beaver Lake Lodge facilities; to consider trial run of Brightwater facility – haven't heard back from BLL; Barry Roitblat to reach out again [in-person meetings postponed – see item 6]
- Venue committee to investigate whether trailer can be stored on site at Brightwater – Barry Roitblat to ask if/when the board is serious about this venue [in-person meetings postponed – see item 6]
- The nominating committee to present slate of board candidates to the membership at October's club meeting

- Outreach and scholarship committees to present their plans for donated funds from auction at January's membership meeting to underscore value of continued fundraising
- Outreach committee to create 3-4 laminated infographic posters for display during community events [awaiting budget approval; awaiting new logo]
- Jim Steck to work with Tim Tibbetts on printing new club brochures [awaiting branding redesign and board approval]; Jim Steck to email membership regarding rebranding; also to share in newsletter
- Auction committee to survey membership regarding auction experience (participation levels, interest in future auctions, suggestions for improvement, clarity of mission) [awaiting outreach and scholarship committees' proposals and budget approval at January's membership meeting]

5. MBA class assignment proposal (*Brian Flippin*)

Brian Flippin, past board member and current MBA student, approached the board requesting permission to use the Seattle Woodturners organization as a test case for an upcoming assignment on organizational effectiveness. The assignment asks students to help an organization with improving its effectiveness by addressing challenges such as culture and goal misalignment, low commitment, low productivity and/or low quality of work. Practically, this would entail interviewing current/past board members and/or volunteers, data collection/surveys, and attendance at the November and December board meetings. The assignment would culminate in a 10-minute presentation at the December board meeting providing feedback/recommendations for improving club administration. Concern was expressed about the amount of time required at board meetings, and the board and Brian agreed that 5-10 minutes was an acceptable duration. Russ Prior underscored that participation would be voluntary for officers. Brian will forward his one-page proposal to the board for final approval and will email the board if his group changes trajectory.

6. Reopening committee update (*Russ Prior*)

Given the time commitments required by his studies, Brian Flippin has officially resigned from the finance committee and the reopening committee. Tasked with determining the process and timing of the club's return to in-person meetings, the reopening committee (now comprised of Russ Prior and Tim Tibbetts) will postpone further discussions until January 2022. At this time, however, Tim Tibbetts will be resigning from the board. A request was made by Russ Prior for two more volunteers; Robin Brown and Earl Bartell have answered the call. Tim Tibbetts recommended that the new reopening committee work alongside the venue committee (Russ Prior and Barry Roitblat) as well as the Director of Programs (Elizabeth Weber) in the new year. All parties expressed interest in being involved.

7. Communication with Madison House (*Russ Prior*)

In-person board meetings will not be pursued in the immediate future given the current climate of uncertainty and the persistence of COVID. **Russ Prior to maintain contact with Madison House in the interim.** He is in the process of connecting with the executive director to clarify the context of the club's involvement with the facility following the departure of his previous contacts.

8. Treasurer's report (*Robin Brown*)

Actuals through Sept 30, 2021, were discussed. Figures are similar to last month but with a few 2022 membership payments beginning to trickle in. **Robin Brown has requested time at the upcoming club meeting to announce the start of the drive for 2022 membership dues.** This information will also be included in October's club newsletter.

i. 2022 Budget proposal

Robin Brown is in the process of finalizing the proposed 2022 budget, pending any additional input from committee members. At present, there is approximately \$7,500 in the club's operating account for maintenance of equipment, rent, insurance and other operating expenses. There is approximately \$14,000 in the capital account for larger tool and/or A/V equipment purchases. **Robin will create a separate excel sheet for tracking capital account and scholarship/outreach committee budgeting.** Estimated income from 2022 membership dues assumes 150 members paying the reduced fee of \$35 prior to the end of this year and 40 members paying \$40 after the start of the new year. Additional major income is estimated as follows: \$1,000 from next year's auction, \$3,200 from workshops, \$200 from wood raffle, and \$500 from general donations. **Russ Prior to forward estimated income from upcoming Dunn Gardens fundraiser to Robin Brown.** Major expenses for 2022 are estimated as follows: \$3,800 for programming, \$1,000 for meeting venue rental, \$900 for insurance, and \$500 for discretionary expenses. Barry Roitblat motioned to keep membership dues as they are. Given the club's current account balances, the board was in agreement that membership dues should remain the same despite a \$350 discrepancy in proposed budget and the motion was passed. **Robin Brown to update PayPal in preparation for membership dues drive. Robin Brown to prepare a 2022 budget proposal spreadsheet for presentation to the membership at January's club meeting.**

9. Programming updates (*Tim Tibbetts*)

All is set for Eric Lofstrom's upcoming demo and hands-on workshops this month. **Tim Tibbetts to confirm final participant list with Robin Brown and to email participants with supply list and workshop location details. Tim Tibbetts to notify Robin Brown of Eric Lofstrom's final expenses once travel costs are known.** Russ Prior and Jim Hogg will be setting up the club's lathes at Mitch Reinitz's shop tomorrow in preparation of Eric's workshops. Tim Tibbetts is in the process of securing November's demonstrator. This December, Laurent Niclot – a woodturner from France – will be our European

demonstrator. It is possible this demo will run on the usual Thursday as Laurent will be in Colorado then.

i. Reopening timeline and in-person demonstrations

With a few in-person events already tentatively planned for 2022, Tim Tibbetts emphasized the importance of Elizabeth Weber, next year's anticipated Director of Programs, remaining in the loop regarding reopening discussions. It is possible that many demonstrators will be unwilling to travel going forward, and this may prevent any scramble to find people once in-person meetings begin again.

ii. Expanding the A/V team

Dan Robbins has recommended formation of an A/V committee going forward to monitor A/V technology changes, manage the club A/V equipment requirements and identify/train additional members of the A/V team. Tim Tibbetts recommended that Dan also be made aware of new venue developments, especially in regards to available A/V equipment and related infrastructure at potential meeting venues. **Venue committee (Russ Prior, Barry Roitblat, Jim Kief) to contact Dan Robbins regarding A/V infrastructure once club meeting venue search resumes.** The initial A/V committee will consist of Dan Robbins, Tim Tibbetts, Zhenya Frolov, and Randi Aiken.

10. Complimentary memberships for students and teachers (Elizabeth Weber, Tim Tibbetts)

Given limited applications for scholarship funding, the scholarship committee has suggested using these funds to provide prospective members in need of financial support with a complimentary club membership for one year. Elizabeth Weber continues to connect with potential audiences, including teachers and students working with wood or in related fields. Russ Prior expressed interest in hearing a proposal outlining the committee's goals in terms of number of available complimentary memberships and strategies for reaching out to prospective members. **Elizabeth Weber to develop proposal.**

11. Board nominations update (Elizabeth Weber)

Chris Jacobsen has indicated he cannot commit the time required for the Director of Membership role. Louis Frantz has stepped in as the new candidate. Gary Ocher has agreed to stand as the Member-at-Large #3 nominee. With a background in data analytics, his skillset may prove a great asset to the board and its committees. Additionally, Bob Pichora has expressed interest in shadowing the treasurer for a year (starting 2023) before hopefully stepping into the role the following year (2024). **Elizabeth Weber to present the slate of candidates at October's membership meeting and to accept floor nominations, if any.**

12. Dunn Gardens fundraising collaboration (*Russ Prior*)

The club's previous contact at Dunn Gardens has left the trust, but Russ Prior has been put in contact with a new board member. **Russ Prior and Elizabeth Weber to meet with Dunn Gardens board member next week (October 12th)** to give context about the club's relationship with the gardens and to provide an example of the quality of work to be expected from the club, especially relating to the collaborative auction coming up in the new year.

13. 2022 Auction (*Barry Roitblat*)

Barry Roitblat inquired about whether the board will organize another auction in 2022. Elizabeth Weber, 2021 auction committee representative, recommended pursuing another (and perhaps larger) auction next year to support future initiatives and programming opportunities. Robin Brown underscored the importance of clarifying the board's vision for the use of auction proceeds with the membership prior to initiating another auction. Tim Tibbetts likewise emphasized the importance of following through on the board's ideas and making use of the extra funds already on hand. There was some discussion surrounding what the actual process might look like for making use of auction proceeds and whether the scholarship and outreach committees should ultimately be charged with developing a few major ideas to bring to the board and the membership. **Robin Brown to draft a policy regarding the spending of auction proceeds and by whom, including a defined time limit for such spending.**

14. New logo and revisions (*Randi Aiken, Jim Steck*)

Deferred to next month.

15. Around the room

Russ Prior expressed concern that Sylvia Wayne's absence today marked her third consecutive absence, though Sylvia had indicated she would be away this month in September by email. As stipulated in the bylaws: "Should an Officer be absent from three (3) consecutive meetings, the Board may review the reasons for absence and, if deemed unacceptable, the Board may declare the seat vacant by majority vote of the Board." **Barry Roitblat has volunteered to reach out to Sylvia to find out her future intentions and whether the board can offer any assistance.**

Barry Roitblat noted he will be out of country next month.

Earl Bartell invited the board to the next Wood Rat's event. Pieces from a very large maple tree will be available on Saturday at Dave Lippincott's place.