

Seattle Woodturners | Board Meeting Minutes

Tuesday, November 30, 2021

Zoom Session

6 – 8 pm

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

Absent: Andy Firpo; **Note that Jim Steck has stepped down as Director of Communications, effective November 6, 2021 (via e-mail, see item 6)**

Others: Louis Frantz, Gary Ocher, Tom Street

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 November 2, 2021 – Review and Approve
4. Minutes – Actions Arising
5. Treasurer's Report (*Robin Brown*)
 - i. Auction proceeds spending policy
 - ii. Budget presentation to membership
6. Director of Communications vacancy
7. Board transition planning
8. Programs (*Tim Tibbetts, Elizabeth Weber*) – Update
 - i. Funding local club memberships for Director of Programs
 - ii. Upcoming WiT event
9. Club mentors (*Earl Bartell*)
10. Colored logo – Review and Approve (*Randi Aiken*)
11. Around the room
 - i. In-person board meetings
 - ii. Congratulation to Elizabeth
 - iii. Farewell to Tim
12. Board Elections

3. Minutes from November 2, 2021

Approved, as read.

4. Minutes: Actions Arising

Active:

- Russ Prior and Elizabeth Weber to meet with Dunn Gardens board member [see item 10]
- Russ Prior to forward estimated income from upcoming Dunn Gardens fundraiser to Robin Brown [see item 10i]
- Elizabeth Weber to develop complimentary membership proposal [see item 11]
- Russ Prior and Jim Hogg to verify contents of trailer and gather serials for lathes and larger equipment; Done – serial numbers now included in inventory
- Elizabeth Weber to invite interested Seattle Spoon Club members to Neal Brand's spoon turning demo
- Elizabeth Weber to run the election during November's general meeting
- Robin Brown to prepare a 2022 budget proposal for presentation to the membership at January's club meeting [see item 5i]
- Randi Aiken to finalize art and develop a colorized vector version of chosen logo for review via execboard email and final approval at next board meeting [see item 10]
- Randi Aiken to email membership regarding the newest videos to stimulate engagement – Tom Nelson's video on segmented turning is up on website but have not emailed membership yet; have talked to Eileen Collins about advertising new video content in newsletter starting next year
- Robin Brown to update insurance agent of revised club inventory – will do this in the next week or so
- Robin Brown to settle payment for Eric Lofstrom's demonstrations – done
- Robin Brown to draft a policy regarding the spending of auction proceeds [see item 5i]
- Elizabeth Weber to provide scholarship budget breakdown to Robin Brown – done
- Russ Prior to purchase heater for trailer (\$100) – not yet
- Russ Prior to contact Robert Watt at Seattle Central College's Wood Technology Center regarding venue availability for Matt Monaco event – venue available; Board is in agreement to move forward with this venue
- Reopening committee to confirm COVID-related protocols for Matt Monaco event, especially regarding proof of vaccination, mask requirements and attendance limits – Reopening committee and venue committee to merge (Reopening committee = Russ Prior, Barry Roitblat, Jim Kief, Louis Frantz and Elizabeth Weber); new group will connect to discuss
- Earl Bartell to take club sealer inventory and contact Steve Gary and Robin Brown about ordering and invoicing – done; sealer has been purchased and packaged; distribution in progress
- Russ Prior and Tim Tibbetts to investigate interest in potential burl sale for local clubs – previous burl sales contact has retired officially; to be pursued when opportunities arise but not formally

Pending/Upcoming:

- Robin Brown to print 2022 Membership cards [awaiting new logo, see item 10]
- Outreach committee to create 3-4 laminated infographic posters for display during community events [awaiting budget approval; awaiting new logo, see item 10]
- **Jim Steck to work with Tim Tibbetts on printing new club brochures [awaiting branding redesign and board approval, see item 10]; Jim Steck to email membership regarding rebranding; also to share in newsletter – Tim Tibbetts is stepping down in 2022 and Jim Steck has resigned; task reassigned to Randi Aiken and Gary Ocher**
- Outreach and scholarship committees to present their plans for donated funds from auction at January's membership meeting to underscore value of continued fundraising
- 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]
- Elizabeth Weber to provide demonstration for Dunn Gardens in 2022
- Russ Prior to maintain contact with Madison House (ongoing) [in-person meetings postponed, see item 11]
- **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; committee now merged with Reopening committee]**
- **Venue committee to investigate on-site trailer storage at Brightwater – Barry Roitblat to ask if/when the board is serious about this venue [in-person meetings postponed; committee now merged with Reopening committee]**
- **Venue committee (Russ Prior, Barry Roitblat, Jim Kief) to contact Dan Robbins regarding A/V infrastructure once club meeting venue search resumes [committee now merged with Reopening committee]**

5. Treasurer's Report (*Robin Brown*)

P/L report was reviewed through November 29, 2021. Approximately 20 renewals have come in following a recent email reminder. Total income for the year is sitting around \$17,000; expenses (including those from the Eric Lofstrom event) come to \$7,777.77! Net income was noted to be much greater than anticipated (\$9,318.20) on account of proceeds from the auction, several large donations, and an unused rent budget. This month's sealer purchase was an unbudgeted expense (\$860), but **reimbursement can and will be made to Steve Gary** this year despite this. Total funds in all accounts comes to 28,447.10. It was noted that the club's Amazon Smile account is operational. An updated membership list was provided, listing all paid and lifetime members in good standing for 2022 (totaling 123 members). It was confirmed that new members have been added to the Wood Rats email list. **Robin Brown to send a further renewal reminder in the next few weeks.**

i. Auction proceeds spending policy

For each auction donation fund associated with a committee (i.e. community outreach fund and scholarship fund), each committee is responsible for devising an annual spending plan for their portion of contributed proceeds. This plan will be reviewed and approved by the board. Proceeds designated for club operations will be incorporated into the general operations fund. **Robin Brown to document this policy and forward to the board.**

ii. Budget presentation to membership

The 2022 budget presentation was reviewed. It summarizes the club's operations budget (income and expenses), bank account balances (cash on hand), capital expenditure planning (A/V upgrades, auction proceeds planning, logo redesign). **Robin Brown to finalize presentation for approval at January's board meeting once new logo and final year-end figures are available.** Final review and approval will take place at January's membership meeting.

6. Director of Communications vacancy

In light of Jim Steck's resignation, the board discussed the need to appoint a new Director of Communication (DoC) for the remainder of the term (1 year). A call was put out to the membership via the president's message in the newsletter, and **the board will actively seek new candidates.** The responsibilities of the DoC were reviewed [see Google Drive for documentation: Board > Director of Communications > Instructions]; these include management of club email lists, website, calendars, archives, newsletter publication, A/V team, and social media groups. Until a new DoC is designated, the current board will share the DoC's responsibilities: Jim Hogg to update execboard email list; Robin Brown to maintain membership and Wood Rats email lists; Barry Roitblat and Randi Aiken to maintain website; Elizabeth Weber to maintain club's Instagram account; Barry Roitblat to moderate club Facebook group; Randi Aiken to upload board meeting minutes to website and maintain Google Drive archives. In addition, Eileen Collins will continue to produce the club newsletter. Earl Bartell made a request for the creation of a Wood Rats volunteer email list. **Barry Roitblat and Jim Hogg to get credentials from Tim Tibbetts to access Google for Nonprofits. Tim Tibbetts to designate Barry Roitblat as Facebook moderator. Barry Roitblat to create new Wood Rats volunteer email list. Earl Bartell to forward list of volunteers to Barry Roitblat.**

7. Board transition planning

Louis Frantz and Gary Ocher, the board's most recently elected members, have been provided an information sheet for new board members [see Google Drive]. **Jim Hogg to add Louis Frantz and Gary Ocher to execboard email list and grant read/write access to the club's Google Drive.** Louis and Gary will connect with their predecessors for briefing prior to beginning their terms in January. Louis Frantz will be meeting with Elizabeth Weber next week. **Russ Prior to forward Andy Firpo's contacts to Gary Ocher.**

8. **Programs (*Tim Tibbetts, Elizabeth Weber*) – Update**

December: Laurent Niclot will be demonstrating Rifts

January: Russ Prior will demonstrate how to turn spheres

April: Matt Monaco demo and workshops

Fall: Eric Lofstrom demo and workshops

Elizabeth Weber noted that Nick Agar will be presenting for the Northwest Woodturners club early next year. **Elizabeth Weber to reach out to Nick Agar and/or the Northwest Woodturners club to inquire about his availability/interest in demonstrating for our club.**

Russ Prior expressed interest in testing out new in-person meeting venues in the new year. **Reopening committee (Russ Prior, Barry Roitblat, Jim Kief, Louis Frantz and Elizabeth Weber) to resume search for potential venues.** Tim Tibbetts will forward information from John Moe regarding a potential church venue in the Cold Creek area.

i. **Funding local club memberships for Director of Programs**

Tim Tibbetts made a proposal to subsidize additional turning club memberships for the Director of Programs (DoP), having found great value in being connected to various mailing lists and relevant networks/demonstrators. The board will contemplate budgeting for this in the 2023 budget but stressed that signing up for additional memberships (i.e. 1 or 2) would remain optional for the DoP. Funding will be granted on a case-by-case basis. For 2022, additional memberships of interest to the DoP may be subsidized using the discretionary fund (\$900). Elizabeth Weber will forward relevant invoices to Robin Brown.

ii. **Upcoming WiT event**

Elizabeth Weber was seeking approval for access to 4-5 club lathes for an upcoming WiT event to be hosted at Randi Aiken's shop in Bothell on February 19/20, 2022. **Jim Hogg to transport requisite lathes.** Robin Brown underscored that the club's insurance policy will cover all participants (whether club members or not) given the event is designated a club-sponsored event.

9. **Club mentors (*Earl Bartell*)**

Earl Bartell recommended that the club's mentor list be updated, especially taking into consideration the current pandemic. **Louis Frantz to reach out to current list of mentors in the new year to update their preferences. Robin Brown to send Louis Frantz the new member survey.** Mentors are additionally listed on the club's website. Barry Roitblat suggested the updated group could be added to a new mentors mailing list.

10. **Colored logo – Review and Approve (*Randi Aiken*)**

The top-three candidates for the club's new colored logo were presented to the board for review. After a board vote, a motion was passed to approve the four-colored version of

the logo [“twilight v4”, see Google Drive for documentation]. **Randi Aiken to work with Robin Brown to print new membership cards. Randi Aiken to work with Gary Ocher to print new club brochures. Randi Aiken to upload finalized vector files of logo to the club’s Google Drive and forward file location to the board. Barry Roitblat to create new banner and posters using new logo in the new year.**

11. Around the room

i. In-person board meetings

Russ Prior expressed interest in planning for an in-person board meeting in January. **Russ Prior to contact Madison House in this regard.**

ii. Congratulations to Elizabeth

Many congratulations are in order for the club’s very own Elizabeth Weber, who will be presenting at the Woodturners Worldwide Online Symposium 2022 at the end of January (27-30)! Go Elizabeth!

iii. Farewell to Tim

A massive thank you goes out to Tim Tibbetts for his outstanding dedication and contributions to the club and to the board as he moves on from his position as Director of Programs. Best of luck in your next phase, Tim!

12. General Membership Meeting – November 11, 2021

Board Elections

The slate presented to the club members at November’s general meeting by Elizabeth Weber was as follows:

Director of Programs: Elizabeth Weber

Director of Membership (1-year term): Louis Frantz

Member at Large: Gary Ocher

The membership voted to accept the slate unanimously, with no abstentions.