

Seattle Woodturners | Board Meeting Minutes

Tuesday, February 1, 2022

Zoom Session

6:30 – 8:30 pm

Present: Russ Prior, Jim Hogg, Robin Brown, Randi Aiken, Elizabeth Weber, Joe Cornell, Louis Frantz, Barry Roitblat, Sylvia Wayne, Earl Bartell, Gary Ocher

Absent: -

Others: Dan Robbins, Cortney Michalak

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 January 4th and 11th, 2022 – Review and Approve
 4. Minutes – Actions Arising
 5. Commitment to Brightwater (*Barry Roitblat*)
 6. Treasurer's Report (*Robin Brown*)
 - i. Directed donation policy – Review and approve
 7. Lifetime membership criteria (*Louis Frantz*) – Review and approve
 8. Programs (*Elizabeth Weber*) – Update
 - i. WiT event planning
 9. Club information audit (*Joe Cornell*)
 10. Hosting Ornamental Turners International meetings on club Zoom account (*Russ Prior*)
 11. Publishing Pratt's schedule in club newsletter (*Russ Prior*)
 12. Club face shields report (*Russ Prior*)
 13. Library Updates (*Cortney Michalak*)
 14. Around the room
- 3. Minutes from January 4th and 11th, 2022**
Approved, as read.
- 4. Minutes: Actions Arising**
- Active:**
- Robin Brown to prepare a 2022 budget proposal for presentation to the membership at January's club meeting and to discuss the outcome of the pilot auction and resultant plans – presentation delivered January 11, 2022

- Board to seek new candidates for Director of Communication (DoC) position – ad drafted for newsletter; Barry Roitblat to discuss the DoC role at next club meeting – position filled by Joe Cornell prior to subsequent club meeting
- Robin Brown to reimburse Steve Gary for sealer purchase
- Robin Brown to send out membership renewal reminder
- Barry Roitblat to create new Wood Rats volunteer email list – done; Barry Roitblat will connect with Earl Bartell about how to maintain the list
- Outreach and scholarship committees to present their plans for donated funds from auction at January’s membership meeting to underscore value of continued fundraising [new auction fundraising policy to forward plans from outreach and scholarship committees directly to the Treasurer for presentation to the membership at January’s annual budget presentation]
- Russ Prior and Earl Bartell to connect with Elizabeth Weber to determine the Zoom meeting host – President’s demo rescheduled
- Randi Aiken to contact Eileen Collins with new logo for club newsletter as well as logo announcement
- Randi Aiken to contact Earl Bartell with updated charitable donation tax receipt form
- Robin Brown to update the logo on the club’s Zoom account
- Randi Aiken to contact Eileen Collins about removing Steve Geho from volunteer list in newsletter
- Randi Aiken to prepare edited version of Joe Cornell’s piercing and carving video file for restricted sharing on the club Google Drive – file share ultimately not required; Russ Prior to contact Joe regarding file sharing as well as in regards to the open Director of Communications position
- Russ Prior to add recent purchases from Craft Supplies USA to club inventory (calipers and books purchased with gift certificates) and forward updated inventory list to Robin Brown
- Robin Brown to amend draft of directed donations policy for final review and approval at next month’s board meeting [see item 6i] – was not covered; defer to next month
- Louis Frantz to draft a set of lifetime membership criteria for use in identifying club members who have demonstrated exemplary service [see item 7]
- Reopening committee to finalize venue by the end of February for Matt Monaco event [see item 5]
- Russ Prior to contact Robert Watt at Seattle Central College’s Wood Technology Center regarding venue availability for May’s in-person club meeting – venue availability confirmed for weekend workshops with Matt Monaco only [see item 5]
- Reopening committee (*Russ Prior, Barry Roitblat, Jim Kief, Louis Frantz, Elizabeth Weber*) to confirm COVID-related protocols for Matt Monaco event (May 14th), especially regarding proof of vaccination, mask requirements and attendance limits – provided in February’s newsletter, with caveat that plans are subject to change depending on the government’s current COVID guidelines

- Reopening committee (*Russ Prior, Barry Roitblat, Jim Kief, Louis Frantz, Elizabeth Weber*) to contact Dan Robbins regarding club A/V infrastructure requirements – Dan Robbins is in attendance
- Jim Hogg to connect with Barry Roitblat to grant Louis Frantz and Gary Ocher read/write access to the club's Google Drive – Barry Roitblat has shared access with Louis Frantz and will also add Gary Ocher
- Robin Brown to send Louis Frantz the new member survey for updating mentor list – done; Robin Brown will forward all new member surveys to Louis Frantz going forward
- Louis Frantz to update club mentor list – in progress; Louis Frantz has reached out to mentors from list on Google Drive and awaits responses; will send out request for mentors to membership; Louis Frantz, Russ Prior, and Earl Bartell to investigate club policies regarding mentorship and/or to establish code of conduct for mentors; board to approve additional mentors to limit insurance/liability issues and to ensure shared safety practices (TBD)
- 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 – NWW have invited club members to Nick Agar's all-day demo on March 19th in Anacortes; Nick unavailable for further demonstrations
- Outreach committee to create 3-4 laminated infographic posters and new banner for display during community events – banner completed and has arrived; four posters ready for printing (on PVC for durability) with new logo; board to discuss poster usage
- Barry Roitblat to investigate and document the various avenues for public inquiries and to consolidate the relevant email accounts as necessary – done, Joe to further consolidate
- Barry Roitblat to investigate how to run an advertising pilot via Google for Nonprofits – have applied for ad grant to test service (potential to advertise in future for public events, wood/membership drives); awaiting reply
- Barry Roitblat to investigate adding clarifying questions to Facebook group access request form – done; if not a member, asked to explain interest in joining group
- Barry Roitblat to contact recent non-member applicant (board member of regional club) and grant special access to club Facebook group – done
- Russ Prior to email Eileen Collins about new review process with copies to Gary Ocher and Barry Roitblat – done
- Robin Brown to verify Sylvia Wayne is on relevant club email lists – done, but still not getting them; remains an issue with some members; possible blacklisting issue through ISP
- Robin Brown and Elizabeth Weber to arrange payment for Scott Grove – done; will send out check a couple weeks prior to events

Pending/Upcoming:

- Russ Prior to contact Madison House regarding in-person board meeting in January [in-person meetings postponed due to new COVID variant, Russ Prior to maintain contact with Madison House (ongoing)]

- Russ Prior to purchase heater (electric/oil-filled radiator type) for trailer (\$100 budget) [non-urgent]
- Jim Hogg to transport lathes for February's WiT event (February 19th)
- Russ Prior to recognize newest lifetime members with a commemorative plaque at the next in-person club meeting (currently set for May 2022)
- Elizabeth Weber to provide demonstration for Dunn Gardens in 2022
- Auction committee to survey membership regarding auction experience (participation levels, interest in future auctions, suggestions for improvement, clarity of mission) [on hold until next club auction in 2023]

5. Commitment to Brightwater (*Barry Roitblat*)

The rental application for Brightwater, a potential club meeting venue for this May, has been filled out. Barry Roitblat awaits Brightwater's reply. The board agreed that a one-time trial of the Brightwater facilities is reasonable to pursue and **will conduct a follow-up survey of the membership regarding future venue preferences**. A motion was made and passed to authorize the trial rental of Brightwater facilities for May's club meeting on the condition that the rental agreement remains within budget and its terms are fair. Dan Robbins will manage the club's A/V requirements; Joe Cornell and Earl Bartell have also volunteered to help with organizing for May's meeting.

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

The club's income and expenses for January were reviewed, including membership payments as well as website and demo costs respectively. Currently, there are 185 paid or lifetime members. **Robin Brown to email unpaid members from 2020 and 2021 with membership renewal reminder. All unpaid members will be removed from the Wood Rats list by February 15th.** Going forward, the Treasurer will update the Wood Rats list annually at the end of January. **Robin Brown and Joe Cornell to discuss best practices for maintaining Wood Rats list.** Vern Tator is now listed as a lifetime member after this change was missed during the last presidential transition and the start of the pandemic.

i. Directed donation policy – Review and approve

Not addressed; will defer to next board meeting

7. Lifetime membership criteria (*Louis Frantz*) – Review and approve

The board discussed possible changes for the lifetime membership criteria drafted by Louis Frantz. The requirement for a minimum membership duration of ten consecutive years was simplified to become a total of ten years. Emphasis was placed on keeping the parameters flexible and adaptable. **Louis Frantz to finalize document and add it to the club's Google Drive.**

8. Programs (*Elizabeth Weber*) – Update

i. WiT event planning

The upcoming WiT event – a mortar and pestle demonstration by Elizabeth Weber to be held on February 19th at Randi Aiken’s shop – is at full capacity (8 total participants). **Elizabeth Weber and Russ Prior to connect regarding available club equipment, especially the contents of the club’s tool sets.** The club owns seven lathes and tool sets, and also has 12-gauge extension cords available to ensure enough power to supply the lathes. Russ Prior and Gary Ocher have volunteered to help with setup and/or emergency supplies. **Jim Hogg to connect with Elizabeth Weber and Randi Aiken regarding setup logistics.** There was some discussion regarding the relationship between the Women in Turning group and the Seattle Woodturners organization. When initially implemented, a past board (which included Jim Hogg) determined that WiT would be hosted by the club. The opportunity for public participation in WiT events was ultimately framed as an outreach opportunity for the club. It was underscored that future events could be broadcast to the public, at the Director of Programs’ discretion, without causing liability concerns. **Elizabeth Weber to ensure distinction of local WiT group from Seattle Woodturners organization in upcoming newsletter article.**

9. Club information audit (*Joe Cornell*)

Joe Cornell has been getting acquainted with the club’s information assets and would like to get a sense of the board’s priorities for the Director of Communications (DoC). He has documented 19 different accounts that are managed by the club. **Joe is in the process of ensuring the DoC has admin access to the relevant accounts. He suggests that account passwords be reset and a new procedure be established for granting users access to these accounts to ensure account security (e.g. a shared and managed Google Drive folder). Joe Cornell to share club accounts document with board. Joe Cornell to set up Jim Hogg as secondary account admin. Joe Cornell to contact Jim Steck regarding exchanging admin rights for seattle.aaw account.** The board would like infrastructure/procedures in place to ease the transition between successive board officers, especially in the case of the Director of Communications role (e.g. maintaining documentation that summarizes relevant information such as the location of accounts and their current management practices as well as the location of relevant files and their related services; role-specific/generic accounts, etc). The system should reflect logical organization. Where applicable, correspondence from the club’s accounts has been directed to its administrative gmail account (seattle.aaw@gmail.com). This account, however, is approaching its 15 GB storage maximum. **It was proposed that older items from this gmail account be moved over to the storage space available via Google for Nonprofits (300 GB). Documentation/links will be added to direct users to the new file locations if needed in the future. Joe Cornell to send a list of items to be moved to the board to ensure nothing relevant is misplaced. Joe Cornell to complete information audit over the next couple of months and document accounts for ease of future transitions. A local back up has been made for WordPress account files. Joe Cornell to back up club’s Google Drive to thumb drive as well. Joe is in the process of securing control over the club’s domain**

name (seattlewoodturner.org) prior to its renewal deadline in August and is in communication with hover.com in this regard. Joe Cornell to contact Jim Steck, Dan Robbins, and/or Ryan Pederson regarding domain history. Lastly, Joe will address several website issues, including fixing some incorrect dates, removing some old news posts, and adding a link to the library in the menu.

10. Hosting Ornamental Turners International meetings on club's Zoom (*Russ Prior*)

Tim Tibbetts has approached the board about using the Seattle Woodturners' Zoom account to temporarily host Ornamental Turners International (OTI) meetings. The meetings hold some urgency and concern reinvigorating/reorganizing the OTI group. Concern was raised about the risk of holding simultaneous meetings as well as the limited number of club members involved in the OTI group; however, the opportunity for club outreach was also considered. Russ Prior to contact Tim Tibbetts for more information and to offer three months of access to the club's Zoom account with subsequent reevaluation as OTI undergoes transition.

11. Publishing Pratt's schedule in club newsletter (*Russ Prior*)

Eileen Collins has inquired about publishing Pratt's class schedule in the club's newsletter. The board was in agreement that such resources would be better hosted on the club's website, where all options could be impartially presented. Elizabeth Weber to contact Joe Cornell regarding local resources webpage for website. Russ Prior to contact Eileen Collins about removing Pratt calendar from newsletter.

12. Club face shields report (*Russ Prior*)

Jim Kief has inquired about selling a set of brand-new, club-owned face shields at the next tool swap. The face shields were purchased for an ultimately-canceled teaching opportunity in partnership with Redmond Parks and Recreation. It was proposed that the club keep the face shields and make them available if necessary during club-sponsored events. The club will continue to ask participants of such events to provide their own tools and personal PPE where possible. While not required by insurance, the equipment's availability was noted to reinforce the club's focus on safety. Cleaning products for the equipment were noted to be available in the trailer.

13. Library Updates (*Cortney Michalak*)

The club librarian, Cortney Michalak, has approached the board about reconciling the club's media inventory and implementing a new sorting system to simplify adding and locating library inventory. The board had no objections and feels the systems should ultimately serve the librarian. The current sorting system features an irregular numbering system with intentional gaps for new items. Cortney proposes a system that uses the ISBN to track books. Dan Robbins will contact Cortney with an app recommendation for inventory tracking that uses barcodes for easy data entry. Cortney will investigate options for efficient check out systems as well. Cortney will contact Joe Cornell regarding

Google Sheets functionality. Club-made content, without barcodes, will be organized first by presenter and then by topic for easier cataloguing. The annual library budget was confirmed (\$145). Cortney Michalak will contact Robin Brown in the future regarding library purchases or reimbursement. **Russ Prior and Cortney Michalak to draft a call to the membership for media recommendations to be published in March's newsletter.**

14. Around the room

Barry Roitblat called attention to the need for advertising for the club's upcoming mini-symposium.

Barry has also included the Seattle Woodturners logo-wear order information in this month's newsletter, with orders due by March 12th.