

Seattle Woodturners | Board Meeting Minutes

Tuesday, March 1, 2022

Zoom Session

6 – 8 pm

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

Absent: Gary Ocher

Others: Jack Wayne, Dan Robbins

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 February 1, 2022 – Review and Approve
4. Minutes – Actions Arising
5. Treasurer's Report (*Robin Brown*)
 - i. Vote on directed donations policy
6. New rules for nonprofits
7. Programs Update (*Elizabeth Weber*)
 - i. Upcoming general meetings
 - ii. Tool Swap
 - iii. New shop space for hosting events
8. Communications Update (*Joe Cornell*)
 - i. WordPress back ups
 - ii. COVID statement on website
 - iii. Domain name ownership
 - iv. Password credentials file and updated DoC documentation
 - v. Membership list access
 - vi. Role-based communication procedure for club leadership
9. Advertising
 - i. Advertising for Mini-symposium (*Barry Roitblat*)
 - ii. Newsletter ad policy for non-members (*Russ Prior*)
 - iii. Club poster and logo usage policy
 - iv. Improving communication with National/club representation in relevant media
10. Around the room

3. Minutes from February 1, 2022

Approved, as read.

4. Minutes: Actions Arising

Active:

- Louis Frantz to draft a set of lifetime membership criteria
- Reopening committee (*Russ Prior, Barry Roitblat, Jim Kief, Louis Frantz, Elizabeth Weber*) to finalize venue for Matt Monaco event
- Russ Prior to contact Robert Watt at Seattle Central College's Wood Technology Center regarding venue availability for May's in-person club meeting [Reopening committee to pursue Brightwater venue for May's meeting]
- Reopening committee to confirm COVID-related protocols for Matt Monaco event – provided in February's newsletter
- Jim Hogg to transport lathes for February's WiT event (February 19th)
- Louis Frantz and Gary Ocher to be granted 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 – Robin Brown will forward all new member surveys to Louis Frantz going forward
- Louis Frantz to update club mentor list and add documentation to club Google Drive
- 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
- Outreach committee to create 3-4 laminated infographic posters and new banner for display during community events – board to discuss poster usage [see item 9iii]
- Barry Roitblat to investigate and document the various avenues for public inquiries and to consolidate the relevant email accounts as necessary – Joe to further consolidate
- Barry Roitblat to investigate adding clarifying questions to Facebook group access request form
- Barry Roitblat to contact recent non-member applicant (board member of regional club) and grant special access to club Facebook group
- Russ Prior to email Eileen Collins about new review process with copies to Gary Ocher and Barry Roitblat
- Robin Brown to verify Sylvia Wayne is on relevant club email lists – possible blacklisting issue through ISP
- Robin Brown and Elizabeth Weber to arrange payment for Scott Grove
- Elizabeth Weber and Russ Prior to connect regarding available club equipment for WiT event, especially the contents of the club's tool sets
- Jim Hogg to connect with Elizabeth Weber and Randi Aiken regarding setup logistics
- Elizabeth Weber to ensure distinction of local WiT group from Seattle Woodturners organization in upcoming newsletter article

- Joe Cornell to share club accounts document with board
- Russ Prior to contact Tim Tibbetts to offer three months of access to the club's Zoom account with subsequent reevaluation as OTI undergoes transition
- Russ Prior to contact Eileen Collins about removing Pratt calendar from newsletter
- Robin Brown to email unpaid members from 2020 and 2021 with membership renewal reminder. All unpaid members to be removed from the Wood Rats list by February 15th
- Robin Brown to amend draft of directed donations policy for final review and approval at next month's board meeting [see item 5i] – will finalize wording for next month's meeting
- Joe Cornell to gain admin access to relevant club accounts. Board to establish new procedure for granting users access to club accounts to ensure account security [see item 8vi]
- Joe Cornell to complete information audit over the next couple of months and document accounts for ease of future transitions [see item 8]
- 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) – Mentor list updated; no additional mentors to be added or formally recruited; Louis Frantz to forward mentor requirements document to Randi Aiken for addition to club Google Drive; Robin Brown to contact Louis Frantz to align mentors with welcome packet; list updated on website
- Barry Roitblat to run an advertising pilot via Google for Nonprofits (GfN) – in progress, still learning how the process works and will report on progress next month; GfN account now owned by DoC, and Barry Roitblat made admin
- Robin Brown and Joe Cornell to discuss best practices for maintaining Wood Rats list – best practices not yet discussed but Wood Rats list has been updated for 2022
- Joe Cornell to set up Jim Hogg as secondary club account admin. Joe Cornell to contact Jim Steck regarding exchanging admin rights for seattle.aaw account – multiple admins for various accounts; at least one GfN-based account made admin where possible; Joe Cornell working on password vault for board; seattle.aaw account changed over; Barry Roitblat to investigate changing ownership of club Facebook account from Jim Steck
- Joe Cornell to move old club gmail items to storage on Google for Nonprofits – archive@seattlewoodturners.org account created in GfN; note in club's Google Drive archive folder directing to location of older files on GfN
- Joe Cornell to back up club's Google Drive to thumb drive – back-ups on Joe's laptop
- Joe Cornell to secure control over the club's domain name (seattlewoodturners.org) prior to its renewal deadline in August – accessible now by DoC, but owned by Bridged Speed presently; Russ Prior to reach out to Bridged regarding this

- Joe Cornell to address several website issues, including fixing some incorrect dates, removing some old news posts, and adding a link to the library in the menu – log created in club’s Google Drive for reference regarding work in progress (Board > Director of Communication > Work in Progress > Log DoC actions); Joe Cornell to send link to log to board
- Elizabeth Weber to contact Joe Cornell regarding the creation of a local woodturning resources webpage for club website – Barry Roitblat found these resources are already on the website
- Russ Prior and Cortney Michalak to draft a request to membership regarding media recommendations for club library for publishing in March’s newsletter – message drafted; Russ Prior will contact Eileen tonight

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)]
- Reopening committee (*Russ Prior, Barry Roitblat, Jim Kief, Louis Frantz, Elizabeth Weber*) to contact Dan Robbins regarding club A/V infrastructure requirements [ongoing]
- Joe Cornell to send list of files to be reorganized to the board to ensure nothing relevant is misplaced [ongoing]
- Russ Prior to purchase heater (electric/oil-filled radiator type) for trailer (\$100 budget) [non-urgent]
- Russ Prior to recognize newest lifetime members with a commemorative plaque at the next in-person club meeting (currently set for May 2022)
- Reopening committee to conduct a follow-up survey of the membership regarding venue preferences following club venue trials
- 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. Treasurer’s Report (*Robin Brown*)

Income and expenses through February 28, 2022, were reviewed, including a few new memberships and late renewals as well as \$600 in demo expenses to date.

i. Vote on directed donations policy

Wording for the directed donations policy was reviewed. Concern was expressed about allowing the creation of donation fund categories by donors. **Robin Brown and Russ Prior** to define a limited set of donation fund categories and finalize policy wording for next month’s board meeting.

6. **New rules for nonprofits**

Changes to the Washington Nonprofit Corporation Act (effective January 1, 2022) were discussed in brief. The new laws address such topics as reporting to the Secretary of State, dissolution of a corporation, electronic communications and meetings, records and their accessibility, and board make up. These new laws must be reflected in the club's bylaws, and there was some discussion about the possibility of hiring an attorney to aid in this process using discretionary funds. **A motion was made and passed to create a bylaw committee (Russ Prior, Robin Brown, Joe Cornell, Louis Frantz, and Randi Aiken) responsible for updating the club's bylaws to align with the new nonprofit laws. Russ Prior to ask National about the availability of an updated bylaws template. Robin Brown to file annual report with Secretary of State by no later than April 10th.**

7. **Programs Update (Elizabeth Weber)**

i. **Upcoming general meetings**

The vaccination policy for demonstrators was discussed. The board agreed the club should maintain its conservative approach to COVID and limit demonstrators to those who have been vaccinated. The trajectory for in-person meetings was considered. **The reopening committee is planning to trial several venue options throughout the year – beginning with Brightwater this May – and subsequently will survey the membership regarding venue preferences going forward.** It is anticipated that meetings ultimately will be hybridized. A/V requirements were discussed, namely an upgraded switch (budgeted) and more volunteers. **Once a club venue is selected, an A/V advisory committee will be established to make recommendations to the board regarding club A/V requirements.**

Elizabeth Weber is finalizing details for Matt Monaco's demonstration and workshops this May. Jack and Sylvia Wayne have offered to host Matt Monaco during his stay, May 12-15, 2022.

ii. **Tool Swap**

Planning is underway for this year's tool swap, tentatively set for July 16th. **Russ Prior to contact Lakeside Industries about the availability of their parking lot.** The idea of hosting outside vendors was considered. The board expressed interest in inviting local, smaller businesses to the event. **Elizabeth Weber to compile a list of potential vendors to pursue for tool swap, including Jimmie Allen.**

iii. **New shop space for hosting events**

Perry Moore has offered his shop space as a site for future Sawdust Sessions. He has lots of space and two 20A circuits available.

The rental agreement for Brightwater for this May is currently being reviewed by Robin Brown. **Robin Brown to contact Russ Prior to move forward with the contract.**

8. Communications Update (*Joe Cornell*)

i. WordPress back ups

Joe Cornell recommended that the club upgrade its WordPress account from the premium plan to the business plan. The latter includes backups, 200 GB of storage, and access to a folder plugin to aid in organizing the club's uploaded documents. The potential for other useful plugins was noted (e.g. plugins for the gallery, membership cards, videos, payments, etc.) The cost to upgrade is \$204 for this year, then \$300 (plus sales tax) per year going forward.¹ A motion was made to upgrade the club's WordPress account from premium to business using the discretionary fund.² The motion passed. The board will consider how long to keep WordPress files.

ii. COVID statement on website

The current statement on the club's website regarding COVID was noted to be outdated. **Randi Aiken to write a new transitional COVID statement for website.**

iii. Domain name ownership

See above, Actions Arising (Active)

iv. Password credentials file and updated DoC documentation

An encrypted spreadsheet with account credentials has been created. It contains information regarding ownership of the club's various accounts and their associated passwords. There was a discussion regarding who should have access to this spreadsheet. In addition to the Director of Communications, the President will also have the password for this spreadsheet. Any board member that requires access to relevant account information is asked to contact the Director of Communications. Access to account information by other club members will be assessed on a case by case basis by the President. It was suggested that a physical copy of the passwords also be kept in case of file corruption. **Joe Cornell to create a Venn diagram to help visualize the club's data footprint.**

v. Membership list access

The bylaw committee will investigate the new rules and requirements surrounding membership list access. The board is in agreement that member privacy should be protected and access to the membership list should be limited as much as legally possible.

¹ The folder plugin costs an additional \$39 per year.

² In an email following the meeting, Joe Cornell indicated he would like to push back the business plan subscription change until after April's board meeting to allow time to outline the club's online assets for the board.

vi. Role-based communication procedure for club leadership

The Director of Communications has the ability to create email accounts for club officers and other relevant volunteers using Google for Nonprofits (GfN) capabilities. Joe Cornell will begin to transition officers to GfN email accounts as the need arises. Anyone interested in starting a GfN email account for their current role is asked to contact Joe Cornell.

9. Advertising

i. Advertising for Mini-symposium (*Barry Roitblat*)

The club has received an ad grant through GfN allotting free funds for advertising with Google. Barry Roitblat is in the process of learning how to set up a sample ad campaign with the intention of educating more people about woodturning and its potential. Further advertising opportunities were noted, including recruitment of new members and wood donors as well as advertising for meetings or public events such as the club's upcoming mini-symposium.

ii. Newsletter ad policy for non-members (*Russ Prior*)

The club's policy regarding newsletter advertisements originating from non-members was discussed. The board believes that the advertiser's membership status is less important than ensuring that club members benefit in some way from such advertisements and that the sale items are restricted to those related to woodturning. The idea of charging a nominal fee for ads from non-members was considered but felt to be discouraging overall. **Russ Prior to contact Eileen Collins about posting ad from gentleman from Snoqualmie in club newsletter.**

iii. Club poster and logo usage policy

Access to the club's posters and logo for use by individual members was considered. A motion was made to allow for use of the club's educational resources during public events by members as available. The motion passed with one vote against from Robin Brown. Concern was expressed regarding use of the club's logo to promote an individual's business because of implications that the club endorses such individuals. **Louis Frantz and Barry Roitblat to work together on a club logo usage policy.**

iv. Improving communication with National/club representation in relevant media

Tabled for next month's meeting.

10. Around the room

Time did not allow for further discussion.