

SCFWC Board Meeting

Attending: Jim Meyer (Vice President), Russ Bishop (Treasurer), Mark Offenbacher (Secretary), Freddy Prellwitz (Member at Large); Absent, Jim Wright (President), Roger Smith (Member at Large)

- Monitor Responsibilities - Freddy P
 - Reviewed revised Monitor Responsibilities (see attached)
 - When completed, Mark O will create Book / Manual with updated Monitor Responsibilities and Policies and Procedures when completed at future Board Meeting
 - Regular Monitor Meetings are recommended to keep Monitors up to date on responsibilities and Shop operation
- Mentoring Backup - hold for next Board Meeting
- Update on Dust Collection - Mark O (see attached minutes from Dust Collection Meeting)
 - SCFWC Shop dust collection system to be up graded with smooth bore duct and drops to each stationary power tool
 - Bob Shorey (AMET) to provide all materials, except chop saw hoods and wood lathe collection devices
 - Brian Duncan (HOA Maintenance) will remove existing specified duct and ceiling tiles
 - Bob Zard (AMET contractor) will install new smooth bore duct and blast gates at specified equipment locations, six feet from the floor
 - Brian Duncan will connect equipment with smooth bore flexible duct to the ceiling “drops”
 - SCFWC will design and construct dust collection hoods at each chop saw
 - SCFWC will provide dust collection methodology at each wood lathe
 - Project start is tentatively scheduled to begin March 1 and take two to three weeks
- Update on Dust Collection Hoods for chop saws
 - Hoods must be provided by the start of Dust Collection upgrade

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- Back room organization
 - Tables need to be cleared - all
 - Unstable table with casters needs to be fixed - Jim M
 - Storage bins
- Shop closure for Calibration (interim because of limited shop hours)
 - **Motion** by Russ B to close the shop for two hours (3:00 - 5:00 PM) the second Monday of each month for maintenance of equipment
 - **Seconded** by Freddy P
 - **Approved** unanimously
- Outside Storage Area
 - area has been cleaned of all miscellaneous materials
- Computer Status - Russ B
 - Computer has been upgraded with additional memory and new hard drive improving performance significantly for a cost of \$80
 - Computer content, file organization and One Drive organization needs addressing
- Notifications
 - GroupWorks as the primary Club communication
 - Jim M will inquire with Jann Campbell (GroupWorks administrator) about a Calendar function
 - GroupWorks and the SCFWC Web site are being used for communication. The Web site has a calendar that is not being used. Further discussion on the potential use of all calendars (calendar in Shop) to be determined at future Board Meeting
- Dust Collection (general)
 - Regular cleaning of shop vac's (weekly)
 - Central dust collection should be turned on before using equipment and left on until Shop closure to remove as much air born dust as possible
 - Keep all doors closed to improve dust collection efficiency
- Current Financials - Russ B

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- We currently have \$19,700 in checking with additional income from members expected. Our year end account balance should be about \$12,200. We should be looking and Club expenditures to be in compliance
- Next SCFWC Board meeting will be February 17, 3:00PM.

Meeting Adjourned

Mark Offenbacher

Secretary