

## SCFWC Board Meeting

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

- Committees - committees have essentially discontinued during 6 month shop closure (3/14 - 9/21) and subsequent reopening.
- Membership Management - Jann Campbell is working on GroupWorks as potentially the primary communication / information vehicle for SCFWC. She is currently inputting information and testing a prototype model with the SCFWC Board, consulting with the SCFWC Board and other Clubs that utilize GroupWorks.
  - Roger S., Russ B. and Jim M. requested that Jann provide an announcement of what she is doing in relation to GroupWorks. Jim M. volunteered to serve as Board liaison to Membership Management.
  - Russ Bishop has the current, up to date Membership database
  - Jim Wright is currently processing New Member paperwork for Orientation and Core Training, with paper work flow to Russ Bishop.
- Jim Meyer left with a medical emergency.
- Russ B. made a **Motion** to appoint new Board liaisons to current Committees, appoint Committee leaders, who recruit for their Committees, and the Committee members identify how they will operate, with current responsibilities as a guideline.
  - **Seconded** by Jim W.
  - **Motion** passed Unanimously.
- Jim W. did a read out of current Committees. SCFWC Board identified new Board Liaisons:
  - Membership Management; Member Database & Technology - liaison Jim M. with Mark O. providing support for Technology
  - Orientation; Safety; Training & Mentoring; Monitor - liaison Jim W. (Safety Director may assume role at later date when identified)
  - Equipment Needs; Machine Calibration & Maintenance - Roger S. and Mark O.

Tuesday January 5, 2021

- Purchasing; Club Sales / Display Case / Project Store Room / Office Management  
- Liaison Freddy P.
- Nomination & Election - SCFWC Board as required
- Russ B. - Treasurers report and Financial forms, list of new SCFWC Board Officers and current Membership list with HOA #'s submitted to Janet Turner (HOA)
- General discussion items for future action
  - Jim W. - we need to redefine role of Safety Director. Larry Brodka and Jim McIntosh to provide SCFWC Board with suggested guidelines for Safety Director. Consensus with SCFWC Board is that this is an education position.
  - Brian Duncan (HOA Maintenance) will remove lock from shop back double gate. A second egress is required in event of an emergency.
  - Mark O. - naming convention / document control / Office computer hard drive organization suggested.
  - Butcher paper / plastic sheets for glue up area
  - Store room / Equipment room / outside shop (enclosed area) clutter with member materials and projects
- Jim W. made a **Motion** to send a Notice to the Membership that the Project Storage Room / Equipment Room (large projects) is project specific, up to 30 days and is Not intended for long term, multi project storage. Members should remove stored materials. Log piles outside should also be removed. Extenuating circumstances will be considered.
  - **Seconded** by Mark O.
  - **Approved** Unanimously.
- Next SCFWC Board meeting will be January 12, 3:00PM.

Meeting Adjourned

Mark Offenbacher

Secretary