

SCFWC Board Meeting

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

- Jann Campbell will meet with Russ B and Jim W concerning on going support for GroupWorks. Jann has been called to active duty with the Army. She will continue supporting remotely.
 - Previous Members and some current Members request to be removed from GroupWorks. Current process, the request goes to Denver (administrator of GroupWorks), and they remove the Member. The Board requests that an additional step be added that we ask the Member again because GroupWorks is our primary communication with Membership.
 - SCFWC Board and Jann C to develop a standard for Membership contact, content, grievance process and general rules of use for SCFWC use of GroupWorks .
 - Request Jann C set up GroupWorks email address to reflect messages from the Board
 - Broken accounts in GroupWorks: how to resolve; messages may be going to “junk mail”; followup with individual
- Modified Orientation, Training and Mentoring process (condensed mentoring on Saturday’s) not working as anticipated so we will revert to original process of Orientation, Core Training and assigning a Mentor.
 - First and third Wednesday Orientation
 - First and Third Thursday Core Training
 - Mentor assigned
- New Members having difficulties with Locker assignments - Freddy P
 - Procedure is on Shop bulletin board
 - Locker assignment by Membership Management based on member priority and locker availability
- Procedures for Monitor duties require clarification / modification due to liability concerns

Thursday January 21,2021

- Jim W will meet with HOA to understand and clarify Club, Board and individual Member liabilities while working in Shop. Concerns have been raised by several Members.
- Freddy P will update Monitor responsibilities based on clarifications received from the HOA
- Freddy P made a **Motion** to use GroupWorks as the primary method of communication to the Membership, replace gMail. The use of gMail has been very cumbersome.
 - **Second** by Jim W
 - **Approved** unanimously
- 2020 Audit of SCFWC account has been completed by John Miller and will be presented at the next General Membership Meeting
 - The Books were accurate and reflect actual income and expense
 - There were several deviances from process: reimbursement forms signed by requesting member of Purchasing Committee; missing receipts.
 - Jim M and Roger S will investigate with the HOA the adequacy of our Audit
- Roger S made a **Motion** to discard damaged and defective vices, out feed rollers and miscellaneous tools and equipment in Back Storeroom. They are a potential safety hazard, if put in service, and take up valuable storage space.
 - **Second** by Freddy P
 - **Approved** unanimously
- Jim W requested that Roger S write a procedure on how to handle Equipment / Tool donations. Donations need to be evaluated for function and safety.
 - Cash donations may be placed in Club Jar at Shop entry or in the Treasurers Box in the Shop Office
 - Fred Semper donated a 16 gallon shop vac and paints
- The Board will begin to review, clarify and update with Committees input. Freddy P will take the lead
 - Policies and Procedures
 - SCFWC By Laws

Thursday January 21,2021

- Procedures for Member Communication
- Need Calibration and Maintenance to begin scheduled maintenance; Mark O will talk with Dave Dietz
- Next SCFWC Board meeting will be January 28, 3:00PM.

Meeting Adjourned

Mark Offenbacher

Secretary