

**Meeting Minutes of Friday, January 17, 2020**

1. **Meeting called to Order** – Kenny Wickham at 10:04AM, with a count of 65 of 235, 2019 paid dues) members present. The 20% quorum requirement was met (65/235 = 28%).
2. **Prior Meeting Minutes Presented –MOTION to approve the December meeting meetings minutes as presented by Mike Shipman, PASSED.**
3. **John Logan Passing** – Jim Macintosh shared about John’s passing; memorial. Jim had also worked with others to complete John’s segmented knot project for Jon’s family which was greatly appreciated. Other members suggested kind words and thoughts about John; he will be missed by our Club.
4. **New Member Introductions** (Kenny Wichham on behalf of Fred Hollman): Asked the new members present to introduce themselves. We currently have 235 paid members in the Club. After the meeting, Fred Hollman shared the following names with the Secretary and asked that they be entered into the record. The new nine (9) new members are: Quigg Davis, Lorraine Fedar, Walter Fiedler, Donna Hays, Ken Haydon, Regina Steel, Dave Storholm, Patrick Sullivan, and Linda Wong.
5. **Treasurers Report** – Kenny Wickham for Russ Bishop who was absent, asked members to approve the Treasures Report which will be included in the final minutes (See Attachment #1)
  - i. Bank account balance (last statement): \$ 11,224.56 (12/31/2019)
  - ii. Checking account bank balance: \$ 15,544.44 (01/17/2020)
  - iii. Current checkbook balance: \$ 15,544.44 (01/17/2020)
  - iv. **MOTION to approve the January Treasures report PASSED**
6. **OLD BUSINESS**
  - i. 1<sup>st</sup> Quarter Training Blitz – (Charlie Jurges): Classes are in process now. Training season continues; thanks to all the instructors and members for signing up.
  - ii. Policies and Procedures Manual Update/Club Bylaws – (Mike Shipman) Policies document is again delayed; being reviewed in more detail due to CEB role changes. Bylaws could not be submitted in a Special Called meeting today due to the software crash/restriction on the Club’s group email capabilities. The 10 day notice was missed and we will try again for a Special Called Meeting next month.
  - iii. Shop Air Quality/Dust Collection – (Dave Dietz) acknowledged the system is having continued failures and issues. HOA approved up to \$5,800 to resolve, multiple contractors involved. Goal is for repaired system to include automated shaft bearing lubrication system as it appeared the HOA maintenance team had not lubed the bearing since the last failure in 2014. Waiting on contractor proposal to perform air quality assessment, goal is to have some answers back in next 30 days.
  - iv. Committee Signups – (Kenny Wickham) encouraged members to sign up.

## 7. COMMITTEE REPORTS

- i. Membership Management (Fred Hollman) – Fred is transitioning off the committee; suggested other members need to step-up. Reminded members to pay dues by Feb 1, 2020 or there will be a \$10 Late Fee. Be sure to leave badges in the entry area drawer so we can update them with a 2020 sticker.
- ii. Member Data Base and Technology (Harvey McArthur) – discussion about some new ideas, member sign-in tracking. One member kindly suggested potential improvements to sign-in entry system to alert members of machine issues/cautions.
- iii. Safety (Brian Lynch) – No shop injury accidents to report. Looking at installing a lock box device on Red Tagged Machines. Long Sleeve shirts should be rolled up above the elbow! Lathe incident two weeks ago, pieces of wood projected throughout the shop; be careful. Monitor’s word is golden, if you disagree, you still must comply. If you want to file a complaint later with the safety committee, that is the process. We may not be able to move the Flammable Cabinet outside; still pursuing. All members MUST remove their personal plastic bottles of fluids out of the Flammable Cabinet. All items in the cabinet must be in their original container (metal) and have the members name on it.
- iv. Orientation (Mike Shipman) – Orientation Training was provided to six (6) new members. All new members received a copy of the Shop Safety Standard for Core Machines (4X5 Cards); the session was well received.
- v. Monitor (Jim Wright) – overemphasized that monitors at Sun City West approve member access and they do not get access to their club unless they have contributed their volunteer time (point system). Jim stated he is going to change how monitor trainees shadow and learn from experienced monitors; he will place the monitor trainee in charge of running the shop. If members are interested in being a monitor, meet with him after the meeting. A member asked what about monitors trying to monitor the shop floor while mentoring a Red Badge member at the same time; risk, etc. Jim stated he will look into that.
- vi. Training – 2020 Program (Jim Wright) – Manny, Matt, Larry and Jim will be the instructors for Core Machine Training and will cover both monthly sessions.
- vii. Mentoring (Jim Wright) – Taking too long to get Red Badges through to Yellow. Red Badges need to get with him so he can help to progress them to Yellow. Members asked what if some Red Badge members have no interest in some of the core machines. Jim shared he will look into that.
- viii. Equipment Needs (Jim Meyer) – stated three (3) top priorities, 1.) Improve Air Quality, 2.) Decide on the Vacuum Chuck Request, 3.) Member requests to add another router table. For now, no consensus to add another router table. Jim stated the lift has been replaced and a backup lift and motor for the table is available; we will no longer be out of service. Would like commonality on hand-held drills, and batteries; working to that end. Encouraged members to come to him and/or fill out the equipment needs request form if they require any new equipment. Dave Dietz noted, Safety Committee needs to look at the lock on the new router table lift. What is required in terms of signage, etc. One member stated

- the carving team requested a vice be installed at their table but no action has been taken. Jim agreed to work with the member to help accommodate the request.
- ix. Purchasing (Jim Cornell) – shared he needs members to join the team to help with consumables management, he would like to organize the back storage room area more effectively so it is “monitor friendly” which means they can find things in inventory during their shift and replace them on the shop floor. Please see Jim if you would like to help. When asked, Jim shared this is an eight to twelve hour a month commitment.
  - x. Expo Club Sales (Charlie Jurges)/Display Case (Paul Scheibelhut)/Storage Room (Jack Ayers).
    - i. Club Sales – (Don Rogers) – Remember the upcoming sale on March 7
    - ii. Display Case – (Paul Scheibelhut) – Paul and Jim are looking for members to contribute display items; will update the case accordingly. One member shared there was an item missing that was in the case, would like the item back.
    - iii. Project Storage Room & Lockers– (Jack Ayers) – Reminded members that Bins and Vertical space is not permanent; we are running out of space and members may be asked to clear their space out if their time has expired; please respond quickly. No report on Lockers was provided.
  - xi. Office Management (Mark Offenbacher) – Mike Shipman, for Mark Offenbacher shared that the committee needs two more members to help; please sign up. Need someone to serve as the Committee Lead in 2020; this is a minimal commitment as the office is fairly well organized. Mike agreed to stay on to help the committee.
  - xii. Calibration and Maintenance (Dave Dietz) – Meets the 3<sup>rd</sup> Monday of each month, the Router Lift has been repaired and is working well; lift mechanism has a lock and members need to be careful/cautious when using the lock, remember to unlock it before raising or lowering the table or it will break the lift. Plans to install the DeWalt Sliding Compound Miter Saw at the beginning of the summer season.

#### 8. NEW BUSINESS

- i. Dust Collection System– (Kenny Wickham) Already addressed above
- ii. Suggestion Box– (Kenny Wickham) There is one at the entry area

9. **Other – Open Discussion – ALL** - Comments about why a Quorum is required at the General Membership meetings; no motions or actions were required.

10. **Meeting Adjourned** at 11:42 AM

#### 11. NOTE:

**NEXT SHOP CLEANUP is Tuesday, January 21<sup>st</sup> at 4:30PM**

**NEXT General Membership Meeting and a Special Called Meeting (Bylaw revision approval) is February 21, 2020, 10:00AM in the Woodshop**

- Respectfully, Michael Shipman, Secretary

# Sun City Festival Woodcrafters Club – General Membership Meeting

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## Attachment #1 – Treasurers Report

### SCF Woodcrafters Club – Monthly Treasurers Report

Date: **January 17, 2020**

Bank account balance (last statement):      **\$ 11,224.56** (12/31/2019)  
Checking account bank balance:                **\$ 15,544.44** (01/17/2020)  
Current checkbook balance:                    **\$ 15,544.44** (01/17/2020)

#### 2020 Budget Year Income and Expenses (Year to date):

2020 Budget Year Income (Year to date):      **\$ 4,820.00**  
2020 Budget Year Expenses (Year to date):    **\$ 500.12**  
**Net Difference:**                                        **\$ 4,319.88**

#### 2020 Budget Year Income by Source (Year to date):

Contributions & Donations	35.00	35.00
Dues	3,090.00	3,090.00
Locker Rent, Fines & Misc Income	690.00	690.00
Registration Fees	825.00	825.00
Wood Sales	180.00	180.00
<b>TOTAL INCOME</b>	<b>4,820.00</b>	<b>4,820.00</b>

#### 2020 Budget Year Expenses by Category (Year to date):

Office Supplies & Equipment	46.13	46.13
Shop Tools, Equipment, Facilities	453.99	453.99
<b>TOTAL EXPENSES</b>	<b>500.12</b>	<b>500.12</b>

Largest expense was \$396.79 for new Router Lift