

Meeting Minutes of Friday, February 21, 2020

1. **Meeting called to Order** – Kenny Wickham at 10:05AM
 - i. Club Executive Board Members Present: K. Wickham, J. Wright, M. Shipman, R. Bishop, M. Offenbacher, B. Lynch, Absent: D. Armbruster
 - ii. Members Present included 67 of 192 members (2020 paid member dues). The 20% quorum requirement was met ($67/192 = 35\%$).
2. **Prior Meeting Minutes Presented** – Mike Shipman presented the January meeting minutes in advance of the meeting via email to all members.

MOTION, K. Wickham, and SECOND to approve the January meeting meetings minutes as presented, PASSED.
3. **Member Illness/Requests/Etc.** – Kenny Wickham shared that John Miller who performed and presented the audit findings to the Board on Wednesday was currently in scheduled surgery; asked for prayers and well wishes for John. Mark Offenbacher shared he lives close to John and will keep the membership updated as needed.
4. **New Member Introductions** – Kenny Wickham invited new members present to introduce themselves.
5. **Treasurers Report** – Russ Bishop updated the membership on the results of the independent financial audit performed by John Miller. He shared that the Club’s financials were in order and following generally acceptable accounting practices; recommendations for consideration were presented to the CEB. He also presented the highlights of the Treasurers Report which will be included in the final minutes (See Attachment #1).
 - i. Bank account balance (last statement): \$ 15,962.93 (01/31/2020)
 - ii. Checking account bank balance: \$ 15,267.26. (02/21/2020)
 - iii. **MOTION, K. Wickham, and SECOND to approve the February Treasures Report as presented by Russ Bishop, PASSED.**
6. **OLD BUSINESS**
 - i. 1st Quarter Training Blitz – (Charlie Jurges) Classes have been completed and member feedback was good.
 - ii. Policies and Procedures Manual Update/Club Bylaws – (Mike Shipman) The Bylaw changes were unanimously approved by the membership in a Special Called Meeting (prior to this meeting). The Policies document included a substantial amount of input from the past 14 months of working with Steering Committee members, Safety Committee members and other Club members. The CEB is now working on consolidation (3 person CEB team), final review, etc. More will be explained in the New Business part of this meeting.
 - iii. Shop Air Quality/Dust Collection – (Dave Dietz) the outside contractor report is due next week. Next steps is to review the report and quote and meet with the HOA. The cost to mitigate issues will probably be part of the HOA discussion.

7. NEW BUSINESS

- i. Website Introduction (Harvey McArthur) – The new website release email resulted in 516 visits and 870 total hits (multiple trips to the site by the same IP address). The site will provide member contact information soon. There will only be one password issued to all members to access member information (no member specific passwords). Multiple members had questions and expressed concerns about a single password; e.g., privacy issues, passing out of the password outside of the club, etc. Harvey suggested members can opt-out by sharing all or some of their personal information and to contact him to opt out.
- ii. Policy Changes approved by the CEB (Mike Shipman) informed the members the Board feels that due to growth of the Club to upwards of 200+ members, the opportunity to mature the day to day operations via the new policies and procedures is present. The CEB has already completed several policy change decisions; others have yet to be made. These decisions will result in greater safety, organization and improvement in operations that benefit all the members as a whole. He noted that these decisions are difficult but the CEB must make them. The CEB is working hard to balance all sides of member requests and needs; CEB is meeting every other week, lots of hours and discussions, working to continue completion; may take through May to complete. Decision examples include: sheet goods consolidated to only Baltic birch, all other supplies will remain as before, borrowed tools policy will place new restrictions on a member’s ability to borrow some tools. Three members expressed concerns about the borrowed tools decision as the new “Borrowed Tool Form” had already been released and used in the shop. It was shared that the CEB is considering bringing all the decisions to the members in a separate member Q&A session before the new Policies and Procedures document is presented to the membership for a vote.
- iii. New Storage Locker Project (Jim Meyer) – Jim updated the members on a special project getting started to add 16 more member rental lockers and build some storage cabinets near the sink, etc. Jim shared Manny Pedreira agreed to lead the project and will pull in other Red/Yellow Badges to help. Questions were raised about using some of the sheet goods/MDF that is being discontinued. Manny and Jim shared the high quality of the new lockers will be at the same standard, look and feel as with the previous lockers (no MDF). Suggestions were made about getting HOA approval, etc., the team shared they were working to that goal.
MOTION, Jim Meyer, and SECOND to approve a new project (Build 16 New Member Lockers and Storage near the Sink) with a Budget not to exceed \$1,000, and with advanced approval of HOA, PASSED.
- iv. Future Project – Table Saw Fixtures/Jigs (Jim Meyer/Dave Dietz) – Shared work is commencing on understanding what we have, state of repair, identification, prevent damage, and convenient location, etc. Work is progressing and will probably move into the summer.

8. COMMITTEE REPORTS

- i. Safety (Brian Lynch) – No accidents/incidents reported. Reminder that members must remove any flammable liquids from their lockers and place in the flammable storage locker. The team is working to outline safety zones around machines with yellow floor tape. Members must not interrupt anyone working on a machines while running as that is a safety hazard; wait for the member to turn the machine off before talking to them. Our correct street address is now on the bulletin board for use in case of an emergency. Members asked to try to use hand brooms and small dust pans versus blowing sawdust all over the shop. Safety glasses for visitors are in the drawer (with a new drawer knob) as you enter the shop.
- ii. Membership Management (Kenny Wickham) – Kenny shared the new person leading the committee could not make this meeting. The team will be meeting next week to come together with a strategy and plan.
- iii. Member Data Base and Technology (Harvey McArthur) - Member Log in reports have been completed and presented to the CEB. Additional data is being reviewed. The CEB now has the ability to view each member’s time in the shop and percentage of volunteer time to the Club. Kenny shared he called the HOA to get additional outlets installed near the entry area.
- iv. Orientation (Mike Shipman) – Orientation Training was provided to new members the 1st Monday of February. (Notation - New members completing the Orientation Training included: Walt Fiedler, Linda Wong, Regina Steele, Don Weber, and Mike Peterson).
- v. Monitor/Training/Mentoring (Jim Wright) – Mentoring for Red badge members has progressed; only have 9 remaining Red Badge members to get through the process; working to confirm if those members are still interested in progressing. There are 4 new Monitors and 7 on the waiting list. (Notation - New members completing the Core Machine Training on February 10 included: Walt Fiedler, Linda Wong, Regina Steele, Dave Owen, and Don Weber).
- vi. Carving Table Team (Jerry Moore) – Asked to address the membership, shared the new carving motor tools has been received and put into service. Members must use the tool at the Club facility under the supervision of the Carving team. The old tool failed due to too much build-up of heat over a long period of time. Members must remember to let the tool cool. The tool is designed for delicate work and should be used accordingly. Hand carving tools should be used for larger scale projects. Members are always invited to join the Carving Team on Wednesdays, 8AM to Noon.
- vii. Equipment Needs (Jim Meyer) – Suggested earlier that the new vacuum chuck on lathe #3 was approved for use but some additional accessories must be purchased. Once the lathe team is ready to train members on the new chuck, they will inform the membership. Jim suggested members need to be careful with the treatment of the portable floor vacuums, especially the filter top covers and to be careful not to tip the vacuums over which causes damage. It was determined that Band saw #1 and #2 were damaged due to wood being forced through the saws that had worn

- out blades. This resulted in bearings being burned out. The machines have been repaired.
- viii. Purchasing (Jim Cornell) – Shared new members did sign up to his team after the last meeting and are already doing a great job. They have started organizing the back room inventory and progress is being made.
- ix. Expo Club Sales (Don Rogers)/Display Case (Paul Scheibelhut)/Storage Room (Jack Ayers).
- i. Club Sales – (Don Rogers) – Remember the upcoming sale on March 7, members need to arrive at 8AM to set up their crafts; table/space assignments are on a 1st come, 1st served basis and the team works together to consolidate space as items are sold.
- ii. Display Case – (Paul Scheibelhut) – Paul is looking for new display items; will update the case accordingly. Pictures should be sent to Harvey for the Website.
- iii. Project Storage Room & Lockers– (Jack Ayers) – Process is going smoothly, members are being more responsive and respectful of the space. Members need to remember this is wood/project storage only. Members need to remove personal objects (aprons, personal sleds/jigs, coffee cups, etc.) from this space. No Watco or flammable liquids are permitted; they must be placed in the flammable storage locker. If members want to rent a locker for personal storage, they need to add their name to the list (see Office Committee).
- x. Office Management (Mark Offenbacher) – Shared the committee still needs two more members to help; please sign up. This committee is responsible for the office organization, files, forms, PC etc.
- xi. Calibration and Maintenance (Dave Dietz) – Meets the 3rd Monday of each month. Have completed the band saw repairs. The Committee is doing a great job and there are currently no machine issues in the shop. Plan to install the new DeWalt Compound Mitre Saw in the next 30 days.
- 9. Other – Open Discussion – ALL** – A member asked about the member reports tracking time in the shop and volunteer time; had additional questions about the computers required to support the shop, etc. Brian Lynch suggested members need to voice safety concerns to him and the committee will work to quickly address. Members suggested that even after several requests, there is still not a PA system used during the meetings.
- 10. Meeting Adjourned** at 11:14 AM
- 11. NOTE:**
NEXT SHOP CLEANUP is Tuesday, February 25st at 4:30PM
NEXT General Membership Meeting is March 20, 2020, 10:00AM in the Woodshop

- Respectfully, Michael Shipman, Secretary

Attachment #1 – Treasurers Report

SCF Woodcrafters Club – Monthly Treasurers Report

Date: **February 21, 2020**

Bank account balance (last statement): **\$ 15,962.93** (01/31/2020)

Checking Checkbook Balance: **\$ 15,267.26** (02/21/2020)

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

2020 Budget Year Income (Year to date): **\$ 6,130.00**

2020 Budget Year Expenses (Year to date): **\$ 2,087.30**

Net Difference: \$ 4,042.70

Category	1/1/2020-2/18/2020	OVERALL TOTAL
INCOME		
Contributions & Donations	35.00	35.00
Dues	3,690.00	3,690.00
Locker Rent, Fines & Misc Income	780.00	780.00
Registration Fees	1,350.00	1,350.00
Wood Sales	275.00	275.00
TOTAL INCOME	6,130.00	6,130.00
EXPENSES		
Club Projects	125.04	125.04
Consumable Shop Supplies	275.83	275.83
Office Supplies & Equipment	325.73	325.73
Shop Tools, Equipment, Facilities	1,360.70	1,360.70
TOTAL EXPENSES	2,087.30	2,087.30
OVERALL TOTAL	4,042.70	4,042.70

Largest expenses are \$396.79 for new Router Lift, \$404.95 for Wood Carver Motor.