

American Association of Woodturners
Board of Directors Meeting
Wednesday, March 16, 2016

CALL TO ORDER

A regular meeting of the AAW Board of Directors was convened by teleconference at 6:00 p.m. central standard time on Wednesday, March 16, 2016, with President Greg Schramek presiding.

Board members who participated in the teleconference were Jeff Brockett, Denis Delehanty, Joe Dickey, Kathleen Duncan, John Ellis, Wayne Furr, Art Liestman, and Louis Vadeboncoeur. Staff members who participated were Linda Ferber, Phil McDonald, Kim Rymer, and Editor Josh Friend.

APPROVAL OF MINUTES

The minutes of the February 17, 2016, board meeting were reviewed. Wayne Furr made a motion to accept the minutes as written. John Ellis seconded the motion and the minutes were unanimously accepted.

TREASURER'S REPORT

Financial Report

Joe Dickey summarized the February 2016 financial reports and noted the following points:

- Unadjusted year-to-date net income was \$213.8k, which is \$131.5k favorable to budget.
- The 2016 year-end forecast for net income is \$21.7k, which is \$7.8k unfavorable to budget.
- "Cash on Hand" at February 29, 2016 was \$563k.
- The year-end forecast for "Cash on Hand" is \$535k.

EXECUTIVE DIRECTOR REPORT

Membership revenue

Phil McDonald reported that membership income through February was \$20k below target. He noted that further analysis is needed to determine the specific reasons for the variance. Phil indicated that March tends to be a "buffer month" when numerous lapsed memberships from December through February tend to be renewed. He also stated that a membership forecast project is currently underway, which is designed to identify trends early.

2016 Atlanta symposium update

Phil McDonald reported that symposium registration sales at the end of February were running 30% ahead of target, and about 10% higher than the same period last year.

He also stated that as of March 10, the symposium host hotel block reached 95% capacity. The AAW is not currently anticipating engaging in hotel overflow contracts due to additional financial risk. Other affordable lodging options nearby will be listed on the website. The symposium dinner ticket sales, which are not a profit center, are currently slightly less than planned, although dinner sales volume is not a critical financial factor.

Phil indicated that currently there are no significant expense variances to symposium budget to-date.

2018 symposium search update

The draft of the lease agreement from the Oregon Convention Center is being vetted through the Contracts Committee and comments cycle back through Gail Olmsted, Complete Conference Coordinators (CCC). CCC will deliver the draft contracts for the host and overflow hotels. The Letter of Intent requires all agreements to be finalized by March 31, 2016.

Future symposium conference coordinator services

Phil McDonald explained that the Atlanta symposium is the final year of service specified under the existing three-year contract with Complete Conference Coordinators (CCC). Conference coordination is the single largest piece of the symposium budget at \$80k per year. The board financial policies recommend a competitive bidding process for all services in excess of \$10k when possible. A request for proposals will be solicited from a pool of at least three qualified firms and CCC by April 1, 2016. Proposals will be vetted through the Contracts Committee, and a preliminary report of findings will be presented at the May board meeting.

SYMPOSIUM COMMITTEE UPDATE

Jeff Brockett reported that Al Hockenbery's symposium (schedule) grid is nearing completion. He noted that all wood, materials, and lathes have been procured. The list of equipment and tools has been finalized and confirmed. Jeff explained that lathes and safety shields will be assembled off-site.

NOMINATING COMMITTEE REPORT

Jeff Brockett stated that the deadline for new AAW board member applications for 2016 elections is May 1. There are currently five applicants to be considered. The interview process will start early and Jeff expects to present a final slate of six candidates to the board by May 15.

SERVICES, PUBLICATIONS, AND POSITIONING INITIATIVE UPDATE

Phil McDonald described the Positioning Initiative Implementation Oversight Committee's commitment about regular reporting to the board and indicated that he will provide a regular update on progress in his Executive Director report. The Committee is ensuring that

there is a complete project plan for each initiative. Names for project management lead roles are currently being considered and many project plans are nearing commencement.

Louis Vadeboncouer indicated that he is encouraged by the quality of the projects and reported that the Committee is focused on undertaking strategic projects first, which includes learning and the recruiting/retention projects. He explained that Donna Banfield has joined the Committee. Donna is a lawyer and has extensive experience working with Non-Governmental Organizations (NGOs).

UNFINISHED BUSINESS

None

NEW BUSINESS

Board meetings in Atlanta, June 7, 8 and 13, 2016

Phil McDonald recommended that board members fly in to Atlanta on Monday, June 6, 2016, in order to be present for the board meeting that will begin Tuesday morning, June 7.

Greg Schramek advised board members to book flights home from Atlanta after 2:00 p.m. on Monday, June 13, in order to be present for the board meeting that day.

Upcoming board meeting dates

April 20, 2016 – Teleconference (Art will miss)

May 18, 2016 – Teleconference (Louis may miss)

June 7, 8, and 13, 2016 - Atlanta

All teleconference meetings are scheduled for 6:00 pm central time.

ADJOURNMENT

Jeff Brockett made a motion to adjourn. Louis Vadeboncouer second the motion and the meeting was adjourned at 6:49 p.m. central standard time on Wednesday, March 16, 2016. The formal board meeting was followed by a confidential Executive Session.

Respectfully submitted,

Kathleen Duncan
Secretary