

American Association of Woodturners

Board Meeting

Wednesday, August 23, 2017

CALL TO ORDER

A regular meeting of the AAW Board of Directors was convened by teleconference at 6:00 p.m. central daylight time, on Wednesday, August 23, 2017, with President Greg Schramek presiding.

Board members participating were Jeff Brockett, Joe Dickey, Kathleen Duncan, John Ellis, Wayne Furr, David Heim, Molly Winton, and Louis Vadeboncoeur. Staff members joining were Linda Ferber, Phil McDonald, and Kim Rymer. Editor Josh Friend was absent.

APPROVAL OF MINUTES

The minutes of the July 19, 2017, Board meeting were reviewed. Wayne Furr moved to approve the minutes, as presented. David Heim seconded the motion and the minutes were unanimously accepted.

FINANCE COMMITTEE REPORT

July 2017 Financial Reports

Joe Dickey summarized the July 2017 financial reports and noted the following points:

- Unadjusted net income as of July 31 was \$188k, which is \$55.6k favorable to budget.
- Adjusted net income as of July 31 was \$97.7k, which is \$55.3k favorable to budget.
- The year-end forecast for net income is \$74.9k, which is \$2.5k favorable to budget.
- July 31 "Cash on Hand" was \$611k.
- The year-end forecast for "Cash on Hand" is \$777k.

Joe Dickey reported that most revenue and expense items are on target. Although EOG and POP revenues and expenses deviate a lot, they are not likely to significantly impact the bottom line. July membership acquisitions were below target, but the variance was narrower than anticipated. The Symposium dust has settled with about 96% of payables recorded. The remaining expenses are confidently forecasted to yield an expected final net gain of about \$45k.

2016 990 Tax Return Approval

Joe reported that Philip Hauser and the Finance Committee performed a detailed review of the 2016 IRS Form 990 tax return and agreed that it is ready to be filed. On behalf of the Finance Committee, he asked for the Board's to approve a resolution to approve the tax return, authorize the executive director to sign the return, and direct the auditor to submit the return to the IRS.

“Be it resolved that the AAW Board of Directors approves the 2016 IRS Form 990 tax return as prepared and presented by our independent auditing firm.”

John Ellis made a motion to accept the resolution. Kathleen Duncan seconded the motion and the resolution was approved unanimously.

EXECUTIVE DIRECTOR’S REPORT

Budget

Phil McDonald presented a draft of the preliminary 2018 operating budget, which is intended to be an initial outline. He noted that the 2018 Symposium in Portland will be more expensive to produce and that the preliminary numbers are broad assumptions serving to start the process. Phil indicated a further \$15-20k in 2018 net expense savings would be sought. Refining Symposium services estimates is underway.

Insurance Update

Phil presented a general liability insurance discussion paper outlining the current issues, background, premium history, and various pricing/revenue scenarios intended to begin a proactive discussion about potential future policy changes impacting both insurance for chapters and addressing AAW’s risk profile.

NOMINATING COMMITTEE

Joe Dickey reported that only 175 ballots have been cast to date for the 2018 Board of Directors, versus 195 at same time last year.

SYMPOSIUM COMMITTEE

Portland 2018

Jeff Brockett advised the Board that there will be no connecting hotel in Portland and that the host hotels, Doubletree and Marriott, will be a brisk walk from the convention center. There is a MAX light rail station at the convention center.

Symposium A/V Equipment Purchase Justification/Estimate

Jeff presented the Board with an A/V equipment purchase justification and estimate for HDMI cabling and camera booms. The purchase of the equipment is expected to improve attendee experience. The initial investment is anticipated to pay for itself in dollars that would have otherwise been spent on hired labor and rented equipment. Jeff asked that the Board approve the proposal.

John Ellis made a motion to accept the recommendation for purchase of HDMI cabling and camera booms. Louis Vadeboncoeur seconded the motion and the recommendation was unanimously approved.

Potential Symposium Changes

Jeff reported that the Symposium Committee had the following ideas for changes anticipated to enhance both the administration and the experience in Portland.

- Combine the members' meeting and chapter presidents' meeting into one meeting.
- Eliminate the Friday night meal (attendees dine on their own) and start the auction at 5:30 p.m. and end by 7:00 p.m.
- Reinvent the Saturday night banquet, awards, and silent auction.
- Rethink the Youth Turning Program and determine how to engage local youth.

For the Youth Turning Program, Greg Schramek indicated he would speak with Beth Ireland, because of her connections with The Boys and Girls Clubs, to find out how the Clubs keep the woodturning programming alive after Beth leaves.

Jeff noted that local chapters could potentially continue programming with the Lighthouse for the Blind groups.

John Ellis stated that he will speak with Larry Miller, who should be included in the discussions.

POP COMMITTEE

A revised, proposed revision to the POP income and expense policy is appended. Molly Winton presented the revised POP income and expense policy for Board approval.

"I move that the Board accept and approve the revised AAW POP Committee Income and Expense Policy as presented during the August 2017 Board Meeting and as will be incorporated by reference into the August meeting minutes."

John Ellis made a motion to accept the revised AAW POP Committee Income and Expense Policy as presented. Wayne Furr seconded the motion and it was unanimously approved.

WIT COMMITTEE

Kathleen Duncan presented a report of WIT outreach grants for first quarter. There were three grants distributed for a total of \$1,240, which was slightly more than budgeted. That said, there were no disbursements for the second quarter.

UNFINISHED BUSINESS

Molly Winton indicated that the Ethics Committee reviewed the practice of Board members continuing their professional woodturning careers by demonstrating, which includes accepting per diems, etc. The Ethics Committee determined that this activity does not pose a conflict of interest. Kathleen Duncan stated she would forward the written determination from the Ethics Committee to Board members.

John Ellis reported that since AAW's policy on fractal burning was circulated, another fatality occurred in England.

NEW BUSINESS

The Board went into Executive Session at 7:35 pm central daylight time. Staff members Linda Ferber and Kim Rymer were excused from the meeting.

The Executive Session ended at 8:00 pm central daylight time.

UPCOMING MEETINGS

- September 20 - Teleconference
- October 18 – Teleconference
- November 18-19 in St. Paul (face-to-face, November 17 fly-in date)
- December 13 - Teleconference
- January 20-21 (face-to-face, January 19 fly-in date)

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

ADJOURNMENT

The meeting concluded at 8:02 p.m. central daylight time, on Wednesday, July 23, 2017.

Respectfully submitted,

Kathleen Duncan, Secretary

AAW POP Committee Income and Expense Policy

1) Programs:

a. Panels

- i. The POP Committee Chair in consultation with the Symposium Selection Committee will be responsible for development of an operating policy and procedures to address how panel topics are determined, moderators are chosen, and panelists are selected.
- ii. The POP Committee is delegated responsibility for recommending panel topics for each Symposium. The panel topic deadline will be October 1 and all recommended panel topics, moderators and panelists will be submitted to the Symposium Selection Committee for review and approval. At least one POP Committee member shall serve on the Symposium Selection Committee.
- iii. Moderator and panelist decisions will be finalized by the Symposium Selection Committee not later than December 31, and no additions will be permitted after December 31. If a panelist cancels their attendance 14 days or less prior to the symposium date they may not be replaced.
- iv. Effective for the 2018 Symposium, POP Committee panels will be limited to eight in total per symposium.

b. Remuneration

- i. Eligibility for POP Committee member remuneration will be limited to the following four symposium onsite positions only. The AAW Board delegates responsibility to the Chair of the POP Committee to make position appointments and define the specific responsibilities for each role. The POP Committee Chair is not eligible for remuneration unless he or she fulfills one of the following four positions:
 1. **Awards Ambassador** *{e.g., AAW Honorary Lifetime, Merit, etc.}*
 - a. Coordinate recipient's visit
 - i. Greet/escort award recipient at arrival

- ii. Ensure lodging accommodations are suitable
- iii. Coordinate exhibit/talk
- iv. Coordinate banquet accommodations
- v. Ensure a table is reserved
- vi. Arrange for introduction of topic and panelists

2. POP Exhibitions Chair/Auctions Coordinator

- i. Ensure support from set-up to takedown
- ii. Ensure volunteer coverage
- iii. Coordinate auction with AAW Curator

3. Critique Oversight Coordinator

- i. Arrange and coordinate Intimate Critiques
- ii. Select Intimate Critique leads
- iii. Provide support during event
- iv. Select Instant Gallery Critique jurors
- v. Provide any support needed by jurors
- vi. Ensure pieces are transported to and from critique venue

4. Panel Coordinator

- i. Facilitate each panel session
- ii. Arrange for introduction of topic and panelists
- iii. Moderate/facilitate flow of session

c. Auctions

- i. The policy whereby 10% of net EOG auction proceeds are transferred into the POP restricted fund will be discontinued beginning with the 2018 Symposium.
- ii. No changes will be made at present to the existing restricted-fund status of the annual POP auction proceeds.

d. Vision 2020

- i. The POP Committee shall assign a representative to serve on the Vision 2020 strategic planning committee.

2) Income:

- a. The following revenue streams are dedicated to the AAW POP Temporarily Restricted Fund account –
 - i. 100% of net income from the POP Exhibits.
 - ii. 100% of income from POP exhibit catalogues, posters, etc.
 - iii. Auction sales (50% of gross sales).
 - iv. Commissions from the POP merit awards exhibition(s) will be split 45% into unrestricted the AAW operating account and 55% to the artist and will not appear in the POP budget or restricted fund account.

3) Expenses:

- a. POP is responsible for recommending an annual program expense budget supporting planning programs and activities but the Board has final authority over it.
 - i. POP Exhibitions, coordinator, catalogs, posters, printing cost: 100% POP
 - ii. Shipping Costs: Shipping of exhibit to a venue or the symposium: 50% AAW 50% POP.
 - iii. Purchasers of pieces will pay for their own shipping.
 - iv. Signage for Emerging Artist and other POP programs: 100% POP
 - v. Instant Gallery Award Ribbons and relate items: 100% POP
 - vi. POP symposium Panel rotations: 100% AAW. The first \$5,000 in expense is included in the AAW Symposium Expense budget. Any amount in excess of \$5,000 will be released from the POP restricted fund.
 - vii. Artist Showcase, invited artist: up to \$150 travel reimbursement, AAW will provide for \$100 for each panel, provide free registration, two days actual lodging if booked at host hotel by AAW, \$50 per day food allowance, and POP will pay \$225 honorarium per rotation.
 - viii. POP Committee member's travel: except as indicated under *1) Programs; b Remuneration*, above, POP Committee members will receive no remuneration for attending the symposium. Where travel expense remuneration is approved by the AAW per *1) Programs; b Remuneration*, within 7 days of end of the symposium, the POP Committee Chair will provide the AAW a break-down of payments for all POP committee

members and receipts into five categories: POP per diem, POP travel, AAW paid rotations, AAW per diem, and AAW travel.

- ix. Merit Awards: 100% POP.
- x. POP Fellowship Grants: 100% POP.
- xi. POP conference calls: 100% POP.
- xii. Symposium Panelists Remuneration. Panelists receive \$100 per panel, no travel reimbursements, no registration and no banquet ticket. The panel fee is paid from the AAW symposium expense budget.
- xiii. POP Committee Member Exhibitions Eligibility:
 - 1. POP Committee members are eligible to participate in the annual exhibitions planned by and with oversight from the POP Committee. However, POP Committee members must donate 100% of all proceeds from the sale of their work to the AAW POP restricted fund account.

4) Professional Grants

- a. To reward excellence for professionalism in woodturning the AAW will provide cash awards to either individuals or groups. The amount of this funding will be \$5,000 or 10% of the auction whichever is higher. The board has suggested three in the amounts of \$2,500, \$1,500 and \$1,000, or any amounts deemed appropriate by the Professional Outreach Program who will also determine the criteria. This Grant is awarded annually with a proposal deadline of April 15th. This granting program will be in addition to, and funded by, the existing grant program.

Note: The Board reserves to itself the right to subject any of the foregoing to change in the future as programs change.

{Approved by the AAW Board - August 2017}