

AMERICAN ASSOCIATION OF WOODTURNERS

Meeting of the Board of Directors

Thursday, June 18, 2020

CALL TO ORDER

A regular meeting of the AAW Board of Directors convened via Zoom teleconference, at 2:59 p.m. p.m. Central Time on Thursday, June 18, 2020, with President Greg Schramek presiding.

The following Board members were present: Rick Baker, John Beechwood III, Jeff Brockett, Andy Cole, Janet Collins, Joe Dickey, Kathleen Duncan, and Mike Summerer. Also, in attendance were Managing Editor Josh Friend and staff members Phil McDonald and Kim Rymer.

EXECUTIVE SESSION

Kathleen Duncan made a motion that the Board go into Executive Session. Joe Dickey seconded the motion, which was unanimously approved. At 3:00 p.m., the Board went into Executive Session until approximately 3:10 p.m.

BOARD VACANCY

Kathleen Duncan made motion to appoint Mike Summerer to fill the current vacancy on the Board for the remainder of 2020 and 2021. Joe Dickey seconded the motion, which was unanimously approved.

Mike Summerer joined the meeting.

APPROVAL OF MINUTES

Greg Schramek called for corrections to the minutes of the regular Board meeting held on May 21, 2020. There were no corrections. Rick Baker made a motion to approve the minutes of the May 21 Board meeting. Jeff Brockett seconded the motion, and the minutes were unanimously approved.

Greg Schramek called for corrections to the minutes of the Special Board meetings held on May 28, June 5, and June 8. There were no corrections. Rick Baker made a motion to approve the minutes of the Special Board meetings. Kathleen Duncan seconded the motion, and the minutes of the May 28, June 5, and June 8 Special Board meetings were unanimously approved.

FINANCE COMMITTEE

Financial Reports

Joe Dickey summarized the financial reports for May and noted the following points:

- Income Statement, unadjusted year-to-date: (\$26.9k) (\$150.0k unfavorable to budget)
- Income statement, adjusted year-to-date: \$220.0k (\$160.0k favorable to budget)
- Income Statement, 2020 year-end forecast: \$223.6k (\$79.0k favorable to budget)
- April 30 "Cash-on-Hand": \$908.0k
- Year-end Forecast "Cash-on-Hand": \$1,110.0k

Joe mentioned that unrestricted reserves are almost the same, that AAW will likely meet its annual goal, and that the Kaplan donation is an asset making the balance sheet favorable. He noted that David Wahl is on the Finance Committee and Ken Ledeen has agreed to continue to serve on the Committee.

Regarding the 2020 AAW Symposium event cancellation, Phil McDonald noted that the insurance company is seeking significantly more detail than readily available and that it will take extra time to assemble the additional material. In early August, AAW should know the amount of loss the insurance company will cover. The insurance company has recognized AAW has a claim and is not expected to visit St. Paul to view records. AAW has event cancellation insurance containing the communicable disease coverage for the 2021 AAW Symposium in Omaha, but the policy will not be available for AAW events after 2021.

Rick Baker suggested that the 2020 budget be restated due to the 2020 AAW Symposium cancellation. Discussion continued. Greg asked Joe Dickey to raise the subject at the next Finance Committee meeting to get their opinion on the subject.

ED REPORT

Membership Acquisitions

Phil McDonald explained that the transition to the new membership system and staff shortage have contributed to negative variances in membership acquisition trends. He is currently fine-tuning reports generated by former staff. Phil noted that AAW is focusing on strategic priorities including partnerships with Woodcraft, Fine Woodworking, and Rockler, and is promoting the Affiliate Memberships through chapters. He stated that AAW will revise the membership model as new information and trends are identified. October, November, and December are typically AAW's three biggest renewal months.

Staffing

Phil indicated that the two open staff positions have been posted on three job opportunity websites. He said he intends to monitor and address applications along the way and will keep the Board informed of progress. The target will be to make candidate selections prior to the next Board face-to-face meeting.

Conference Direct

Phil reported that the contract addendum with Conference Direct (amending the existing logistics and planning contract scope to secure services for Noelle Grinley and her team through the 2023 Chattanooga Symposium) has been vetted with Janet Collins. To keep the process moving, Phil asked the Board to approve it conditionally upon the Contracts Committee review and approval.

Jeff Brockett made a motion to extend the existing contract with Conference Direct through the 2023 Chattanooga Symposium with marginal increases to remuneration for Conference Direct onsite staff. Andy Cole seconded the motion, which was unanimously approved.

VIRTUAL SYMPOSIUM PLANNING

Janet Collins indicated that the Virtual Symposium schedule has been finalized and submitted to staff for publication.

Phil McDonald reported that Tib Shaw is the owner of the three auctions, handling all of the administration and setup. He also said that vendors have shown incredible support for the virtual symposium.

NOMINATING COMMITTEE

Kathleen Duncan stated there will be only five candidates for the 2021 Board on the ballot due to the recommendation for appointment of Mike Summerer to fill the current Board vacancy.

ANNUAL MEMBER MEETING

Greg Schramek explained that the Annual Member Meeting is a legal requirement and is usually held at the Annual Symposium. For 2020, the Annual Meeting will be held roughly a week before the Virtual Symposium. AAW is asking members for advance notice of questions so that they may be incorporated into the presentation. The agenda will include: Welcome / Introduction; Announcements (which will be used to promote voting for election and Omaha Symposium; Treasurer's Report; Interactive Remote Demonstration (IRD) Online Resource Center; Online Communities Service offering; Affiliate Memberships; WIT; Safety Resources; and *American Woodturner* journal. Greg reminded Board members to set up in a quiet room with appropriate lighting and consistent Wi-Fi. Discussion followed and included PowerPoint slides, timing of each agenda item, responding to questions, etc.

AUGUST FACE-TO-FACE MEETING

Greg Schramek suggested a three-day in-person Board session. He said travel is a concern due to COVID-19 but if the meeting is held on the East Coast, more people could drive. The new Assistant Executive Director will be present for the meeting.

Phil McDonald indicated that the weekends of August 14 and 21 are under consideration.

Discussion followed and included COVID-19-related 2-week quarantines in some states, an airport location would minimize travel and health risk.

UNFINISHED BUSINESS

None

NEW BUSINESS

Kathleen Duncan reported she has been working on the new Interactive Remote Demonstrator (IRD) website. John Beechwood III stated that the IRD demonstrators will take care of their own listings. The service will begin free of charge and will be evaluated for possible listing charges after a period of time.

UPCOMING BOARD MEETINGS

All remote sessions at 4:00 p.m. Eastern Time.

- July 9, remote
- August 20, remote (alternatively live, if possible)
- September 17, remote
- October 22, remote
- November 14 & 15 (live, if possible)
- December 17, remote

ADJOURNMENT

Joe Dickey made a motion to adjourn the meeting. Andy Cole seconded the motion and the meeting was unanimously adjourned at 4:37 p.m. Central Time, on Thursday, June 18, 2020.

Respectfully submitted,
Kathleen Duncan, Secretary