

AMERICAN ASSOCIATION OF WOODTURNERS

Board of Directors Meeting

June 20, 21, and 27, 2022

CALL TO ORDER

A regular meeting of the AAW Board of Directors convened at 8:38 a.m. Eastern Time on Monday, June 20, 2022, at the Marriott Chattanooga Downtown Hotel, Chattanooga, TN, with President Mike Summerer presiding.

The following Board members were present: Rick Baker, John Beechwood, Linda Britt, Jay Brown, Sally Burnett, KC Kendall, Mike Summerer, and Kimberly Winkle. Board member Chuck Lobaito joined by teleconference. Also, in attendance were staff members Phil McDonald, Jen Newberg, and Kim Rymer. Managing Editor Josh Friend was in route and joined late.

APPROVAL OF MINUTES

Mike Summerer called for corrections and/or changes to the minutes of the regular Board meeting held on Thursday, May 19, 2022. There were none. Linda Britt made a motion to approve the minutes. Jay Brown seconded the motion, and the minutes of the meeting were unanimously approved.

FINANCE REPORT

Treasurer's Report/Financial Reports

Chuck Lobaito summarized the financial reports for May 31, 2022, and noted the following:

- Income Statement, unadjusted year-to-date: \$131.8k (gain, \$72.2k favorable to budget)
- Income Statement, seasonally adjusted year-to-date: (\$17.6k) (loss, \$8.0k unfavorable to budget)
- Income Statement, 2022 year-end forecast: (\$189.5k) (loss, \$210.0k unfavorable to budget)
- May 31 "Cash-on-Hand": \$1,641.0k
- Year-end Forecast "Cash-on-Hand": \$1,282.0k

Chuck noted the year-end forecast at May 31 has shifted slightly more favorable to a \$168k net loss.

2022 Symposium

Phil McDonald reported as of the report date, there were 944 registered symposium attendees which is less than originally anticipated. The symposium was expected to contribute significantly to the budget and income is down primarily due to lower than expected symposium registration.

Fidelity & Vanguard Mutual Funds

Chuck provided a summary of the June financial statements and noted current financial markets continue to trend significantly downward. There is potential for unearned investment performance to negatively impact year-end financial performance for the Fidelity and Vanguard mutual funds.

2021 Audit

Chuck indicated the preliminary 2021 audited financial statements have been delivered by the independent auditor and transmitted for review by the Finance Committee. He said there were no significant findings, and the audit was clean overall.

On behalf of the Finance Committee, Chuck recommended acceptance of the audit and financial statements. The audit and financial statements were accepted unanimously.

EXECUTIVE DIRECTOR REPORT

Trade Show

Phil McDonald and others covered aspects of the symposium including status of registrations and the trade show. Discussion ensued over changes in the pricing model being proposed by the exhibitions services firm that will potentially impact the cost of producing the trade show.

Jen Newberg explained the release of the marketing prospectus for the next year's AAW Symposium trade show is being delayed allowing time to resolve trade show pricing concerns.

Supplemental Strategic Investments

Phil reported of the \$40k available for strategic spends, AAW has spent \$6,500 due primarily to focus on other priorities including the AAW Symposium. The iMIS AMS software consultant retained earlier in the year has been of assistance in dealing with membership software system priorities. Priority for initiatives during the remainder of the year will be on social media, the website, and other projects.

Sally Burnett, on behalf of the Turners Without Borders committee, would like to explore partnerships with other woodturning groups (like the Irish group) for mutual benefits and decide how to move them forward.

Chapter Meeting

Phil discussed agenda setting for the Chapter and Member Meetings. AAW's post-pandemic outlook and key learnings will be included.

The Member Meeting will be streamed online, and the Chapter Meeting will be recorded and possibly shared depending on the quality of the replay.

(The meeting paused for a break at 10:12 a.m. and resumed at 10:30 a.m.)

COMMITTEES

Mike Summerer requested an update from each committee chair. He asked chairs to indicate the purpose and mission for each committee, what has happened in the past six months, where the committee is going, and whether the committee description in the Board handbook is clear and correct. Mike expressed interest in making Board participation a more attractive opportunity and increasing continuity of committee membership.

Bylaws Committee

Rick Baker said the Bylaws Committee exists to clean up and maintain organizational documents. Over the past year, the committee has received sign-off on revisions to the Bylaws and Board Handbook. The committee tries to make certain documents include critical points and that they are understandable.

Communications Committee

Rick explained the Communications Committee manages the annual chapter website and newsletter awards competition, but that's about all. What is listed in the handbook is incorrect. The committee is not involved in any publications-related matters. Mike stated managing the chapter website and newsletter awards competition is a function and there may not need to be a committee for this purpose.

Ethics Committee

Rick reported the Ethics Committee investigates violations of the AAW Code of Ethics. However, the committee serves only as a conduit between the independent committee and the Board. Ideally, the committee does nothing. The committee members need to be consistent and informed about recurring issues.

Kimberly Winkle suggested formation of a committee support system and structure to prevent committees from wasting time. She said documentation and timelines are needed. Kimberly noted Jen suggested a template for committee notetaking and planning which is a standardized format that is easy to handoff.

Contracts

John Beechwood said the Contracts Committee reviews contracts over \$50k and performs other functions when needed. The committee scrutinizes agreements and advises the Board. Rick Baker is on the committee which provides important continuity and consistency.

Grants Committee

John explained the Grants Committee exists to award money to as many eligible applicants as possible.

Safety Committee

John indicated he has a four-person Safety Committee. After the symposium, he plans to look at all the policies and make sure they are clear.

Demonstrator Selection Committee

KC Kendall indicated he distributed a handout (available on Google Docs) which describes the purpose of the Demonstrator Selection Committee. For the remainder of 2022, there will be three IRDs: Glenn Lucas, Rebecca DeGroot, and Nick Agar. There will be a virtual symposium in November.

Fundraising

KC, on behalf of the Fundraising Committee, reported he reached out to all major donors and discussed what they value about AAW and what AAW needs to do. Donors indicated they want specific giving opportunities. Additionally, KC would like to go back to donors and discuss planned giving opportunities.

(The meeting paused for a lunch break at 11:30 p.m. and resumed at 12:00 p.m.)

Endowment Trust Committee

Chuck Lobaito reported John Hill is the current chair and Chuck is the liaison. The purpose of the committee is to manage endowment funds and make money available for specific purposes. The committee meets quarterly. Chuck does not officially join the committee until July.

Finance Committee

Chuck said the Finance Committee is currently looking for members. The committee seems to be appropriately sized.

Insurance Committee

The Insurance Committee has been idle for a few years and is under the Finance Committee. The Board approved eliminating the Insurance Committee since it is part of the Finance Committee.

Exhibitions Committee

Sally Burnett indicated the Exhibitions Committee is heavily supported by Tib Shaw. The committee operates as a functional group vs. a committee. A discussion ensued about prospective new exhibitions programming opportunities and constraints.

Turners Without Borders Committee

Sally reported the TWB Committee lost a couple of members and gained others. Laurent Niclot, who is connected with the AFTAB (French woodturning organization) is on the committee, as well as Su Jinling, Secretary-General of the Wood Culture Society (IWCS).

(The meeting paused at 12:45p.m. and at 1:00 p.m. the Board went to the Chattanooga Convention Center for a tour of the space. The Board meeting resumed at 1:35 p.m.)

Nominating Committee

Linda Britt updated the list of prospective Board nominees and will write a procedures manual. She said it is difficult to know if prospective Board members are qualified and asked the Board for more involvement.

Youth Committee

Linda reported there is no formal youth program currently and will rewrite the handbook description. Participation in the symposium Youth Program is declining and only 10 youth are enrolled this year (compared with 99 a few years ago).

Women in Turning (WIT)

Kimberly Winkle stated WIT is a very active committee and meets every month. The committee has nine members. An online community has been set up for WIT Chapter liaisons and is monitored/managed by volunteer, Robin McIntyre.

Professional Outreach Program (POP)

Kimberly said the POP Committee meets sporadically and seasonally. They set up panels for the symposium and select the Merit Award recipient. She noted the same four panel discussions tend to repeat each year.

Long-Range Planning Committee

Mike Summerer reported Louis Vadeboncoeur and Botho von Hampeln both continue on the Long-Range Planning Committee from Vision 2020. The committee has not met since January.

Symposium Committee

Jay Brown said he is happy with Symposium Committee members, the size, and is happy to continue on as is. The symposium is set for 2023 in Louisville and will be in Portland in 2024. The committee has not yet committed to selecting a site for 2025.

STRATEGIC PLANNING DISCUSSION

Mike Summerer noted the strategic planning discussion will be led by KC Kendall. KC indicated the objective will be to take first steps in evolving Vision 2020. Discussion covered a review of how Vision 2020 got started, the environment, what was completed, what was left undone, etc. The full board and staff present engaged in an interactive dialogue on planning priorities. No new Board action on specific issues was taken. Mike summarized by explaining the conversations were constructive and next steps will be determined in coming months, with tentative plans to devote time to strategic issues when the Board meets in November.

MEMBERS MEETING

Mike Summerer addressed the agenda and logistics for the Members Meeting on Saturday, June 25, at 12:30 p.m. The Board should meet at 12:00 noon.

CHAPTER LEADERS MEETING

Phil McDonald explained the following agenda items will be covered in the Chapter Leaders Meeting: 1) where AAW is financially, and 2) the Board's interest in conducting strategic planning (without specifics). The Board will collect input from leaders and validate their interests. He said the meeting is an opportunity to listen and identify major issues.

SYMPOSIUM SCHEDULE AND BOARD RESPONSIBILITIES

Jay Brown distributed a run of show document with responsibilities. Additionally, a list of phone numbers for Board, staff, volunteers was provided. Time was given to a review of each individual Board member's areas of responsibility.

(The meeting paused for the day at 10:30 p.m. after the Board photo. The meeting resumed at 8:09 a.m. on Monday, June 27, 2022.)

SYMPOSIUM DEBRIEF

In attendance were Rick Baker, John Beechwood, Linda Britt, Jay Brown, Sally Burnett, Chuck Lobaito, Mike Summerer, and Kimberly Winkle. Also, in attendance were National Volunteer Coordinator Ana Lappegard; staff members Phil McDonald, Jen Newberg, Tib Shaw, and Kim Rymer; and Noelle Grinley, Robin Morrison, and Dana Baker of ConferenceDirect. Board member KC Kendall and Managing Editor Josh Friend joined via teleconference.

(Note: Feedback has been organized into alphabetized topic categories vs. in the order collected.)

Attendees

- Jen said she heard would be lots of old people in attendance, but there were a lot of young people. Are we offering what they want?

Auctions

- Tib noted the Friday night auction ran too long and the bid increments were too small. There was stiff competition of rotations with the POP auction and mixed feedback on the auctioneer.

Audio/Visual & Videographers

- Ana explained she spoke with demonstrators during their orientation which was helpful. We need to be aware of what demonstrators are demonstrating and how much time they need to set up. Room 12 was difficult because the set up kept changing.
- Rick said he is worried about AAW recording every session. He wants to be sure the time and expense is worth it. Room 12 recording was an experiment. It worked with a lot of effort, but it still needs more work. Doing a live session will be a huge effort and will require more people.
- Rick noted there were none of the usual mysterious AV problems, but pulling plugs needs to be controlled. A plug strip breaker tripped because someone took the plug from the bandsaw out of the wall and plugged it into the plug strip.

- Rick received lots of positive comments on how well the videographers did.
- Rick said the biggest error of the videographers was that the Instant Gallery Critique was not recorded. Sadly, two reliable people missed the record button.
- Rick noted there were problems with headsets. The Countryman headsets are delicate and break easily. He has heard there are others that are more robust.
- Rick said the demonstrators tend to look to the videographers for support. He is not recommending bringing back room assistants, but there should be people on standby to call to do the running instead of the videographers.

Battle of the Bowls

- Jen noted Stuart Batty brought up the idea for the Battle of the Bowls and she thought it sounded fun. It started as a rotation. Was it easy? No. Was it worth it? Totally.
- For the Battle of the Bowls, John said it would be helpful to work with tool room ahead of time on logistics. The event took eight volunteers to pull off.

Conference Direct

- Since this was her first symposium, Jen said she didn't really understand how the ConferenceDirect team worked. She now understands how well they understand the AAW group and are able to make things move smoothly.

Customer Service

- Alexa explained the customer service experience was good and most everyone was happy and said thank you for the symposium experience.

Demo Rooms

- Rick said some rooms on the outside of the building were not cleaned between sessions.
- Rick added that loose tarps make it difficult to sweep the demo rooms. Conference Direct taped the tarps in some rooms and were not aware they needed to be tight. More people are needed to get the tarps tight.
- Rick noted the new, large lathes need to be eliminated because they are too large.
- KC said many of the demonstrator easels were broken when unpacked. Jen ordered more.

Evening Presentations

- Jen said seats need to be reserved for people who are visually impaired.

First-Time Attendee Orientation

- Phil was impressed with the First-Time Attendee Orientation team.
- Kimberly noted the First-Time Attendee Orientation had a long break before the end and lost a lot of people.
- Tib is hoping comments were captured from the First Time-Attendee Orientation.

Food

- Kimberly indicated the food on Thursday night was a good idea and created a welcoming environment.
- Rick said on Thursday night, there was a lot of food left and not wanted.
- Noelle noted the food ran out on Friday night.
- Mike explained woodturners and buffet tables don't work well together.
- Rick said the food ran out on Friday because people knew it would be in the room.

Friday Night

- Rick said Friday night needs to be over earlier.

General

- Jay said everyone worked very hard and no problem reached the crisis level. On Saturday night, the power was connected to the second lathe two-minutes before the start time. Ana and her volunteers did a great job and deserve thanks. Jen's leadership positively impacted staff attitude.
- Rick explained the earlier close on Sunday was good call. Being done at 4:30 p.m. was good, which is 2.5 hours earlier in the day than usual.
- Tib noted the IWCS guys were everywhere.
- Phil stated he did not get one negative comment from attendees. Some individuals had ideas and constructive critique/suggestions. Phil credits Jen and her ability to inspire others, introduce new things for the success.

Future Hybrid

- Josh was disappointed about not being able to attend. For that reason, he knows people would appreciate a hybrid situation. For people who can't make it, a remote/hybrid aspect becomes extremely important.

Instant Gallery

- Linda suggested the Instant Gallery open early on Friday.
- Linda noted people don't like leaving their backpacks on a table. Some people with backpacks were unhappy and left. She recommends an official check-in table in the future.
- Linda stated the Instant Gallery only had 505 items on display, which is low.
- Linda added the location of Beads of Courage and Empty Bowls were too far away.
- Linda said Empty Bowls made \$2,800.

Louisville

- Rick said Louisville will need focus on space management. There will be lots of space and we need to be careful how we use it.
- Phil said Registration will be centered.

Members Meeting/Chapter Meetings

- Mike thought the Member Meeting and Chapter Meetings were too short. The Members Meeting was poorly attended. In the future, better placement in schedule should be considered.

Merchandise

- Jen thanked Jay Brown for offering Vernita Brown to run Merchandise. She is grateful for Vernita's leadership.
- Kimberly suggested including fleece jackets for sale in Merchandise. The demo rooms were very cold.

Panels

- Kimberly said the Instant Gallery Critique was at the same time as the Ellsworth panel. As a result, the Ellsworth panel had only five attendees.
- Rick added the panel room overall was a lot of effort and attracted very few people.
- Ana noted the panel room was pretty empty and there were only a couple that had good attendance.

Safety

- John indicated symposium safety guidelines were followed overall. The contract explains the AAW safety policy. The committee needs to provide better language so that AAW is clearer on expectations. If accommodations need to be made, it is better to make them ahead of time.
- Mike added that language can be made to allow for accommodations.
- John noted there was one injury: a child got over excited, fell, and got cut.

Signage

- Mike suggested signage about the location of the EMTs and defibrillators.

Social Media

- Sally commented that AAW's social media content during the symposium was excellent. It was timely and got lots of good comments.
- Tib added that social media efforts inspired others to post.

Tool Room

- John said he thanked Jeff Brockett for his organization and foresight which made the tool room process almost flawless. The logistics of the Battle of the Bowls were incredible, and Jeff deserves lots of credit along with local volunteer Alan. John said he learned an incredible amount.
- Ana suggested the JotForm for demonstrators' supply/equipment requests should be reviewed. It would be beneficial for demonstrators to fill out the equipment forms far ahead of time. AAW should consider sending demonstrators a "this is what you ordered" email about a month ahead of the symposium.
- John said most demonstrators were happy. One problem that surfaced was fixed quickly.

Tour

- Noelle said the tour worked well.

Trade Show

- Tib said the smaller tool vendors need to know what kinds of tools the demonstrators will be using because people want to buy them, and vendors need to bring enough inventory.
- Ana suggested the trade show open early on Sunday.
- Kimberly reported the Thursday trade show opening got a mixed response although it was positive from the attendee standpoint. It was difficult for vendors to fit in a meal on Thursday night. Powermatic recommended opening 30-minutes before the first rotation instead.
- Linda stated some vendors said they did better on Thursday night.
- Kimberly explained on Friday night, one of the vendors commented the cowbell was not a good option for ushering people out of the trade show and that it was demeaning.
- Regarding the cowbell, Robin said there was no PA system and dimming the lights did not work. Turning the lights completely off was not a good option from a safety perspective.
- Mike suggested a debrief with vendors to get their feedback.
- Noelle stated she thought the trade show was a success and should continue even though it adds expense for exhibitors. Sunday trade show activity was very light.
- Noelle said the timing of the trade show close and move out should be reviewed.
- Noelle noted AAW is too heavy a show not to charge drayage and most of the expense is JET/Powermatic.
- Rick said the issue with drayage, comes back to consistency. Exhibitors are concerned about paying for the drayage of others. It's too expensive that's why we are doing it and because we offer it for free, they take advantage of it. He said small vendors feel they are subsidizing JET/Powermatic and feel that Fern is being greedy.
- Kimberly noted the breaks between the first and second rotation should be extended on Sunday. After that, close the trade show and shut down. There should be repercussions for vendors who close early.
- Robin said one vendor broke down by noon. They wanted a cart, but the cart would not be available until later due to the schedule. It would be a good ideal to have more reasons for why you should not break down early.
- On move out, Rick suggested vendors could lose priority if they move out early. The cut off should be at the beginning of the last rotation.

Venue

- Noelle thought the destination worked well although the hallway was long. She noted getting to Chattanooga was difficult.
- Phil said revered/honorary members liked the size and scale of the facility, so maybe AAW should consider look for smaller, more intimate spaces.

Volunteers

- Ana said the local leads were able to unload on Tuesday which made Thursday successful. The tool room and video room were set ready to go, she said this was huge. Ana suggested looking at the demonstration schedule and have all sit-down demos in one room.
- Ana noted Sign Up Genius worked well and it needs to be fine-tuned each year. Additionally, the volunteer manual needs to be simplified.
- Rick said on Tuesday around noon, volunteers needed to leave site for 1.5 hours just to eat and suggested that food be brought in.
- Sally said it seems bizarre that we ask people to volunteer for an event they paid for.
- To recognize volunteers, Rick suggested they stand up at the banquet so people can see how many there are.
- Jen said how we recognize volunteers should be part of a bigger discussion.
- To recognize volunteers, Jay suggested having a follow-up in the journal with photos of people volunteering. Photos of volunteers in action.

Youth Room

- Linda said the Youth Room only had 14 kids sign up. Symposium attendees filled the extra spaces.
- Kimberly explained Doug Kullmar of JET/Powermatic had a problem with how the names were drawn for the youth lathes. In addition to winners, alternates were announced and one thought they had won and ended up being heart broken.

UPCOMING BOARD MEETINGS

All remote sessions will be held at 4:00 p.m. Eastern Time except where noted.

2022 Tentative Board Calendar

- July 21, remote
- August 18, remote
- September 15, remote
- October 20, remote
- November 19, 20 (St. Paul face-to-face, November 18 arrival date)
- December 15, remote

ADJOURNMENT

Meeting chair Mike Summerer made a motion to adjourn the meeting because all business was complete. No second was needed, and the Board meeting was unanimously adjourned at 10:40 a.m. Eastern Time, on Monday, June 27, 2022.

Respectfully submitted,
Jay Brown, Secretary