

**AMERICAN ASSOCIATION OF WOODTURNERS
Board of Directors Meeting
November 16-17, 2024 in person in St. Paul, MN**

CALL TO ORDER

The meeting was called to order on November 16, 2024, at 8:42 am by President Mike Summerer. All Board members were present. (KC on Zoom). Also present: Jennifer Newberg, Matt Brubaker and incoming 2025 Board member David Fellows. Tib Shaw was present until 3:30 pm.

APPROVAL OF MINUTES

A motion was made by Jay Brown, second by Chuck Lobaito, to approve the October 17, 2024 meeting minutes. The minutes were approved.

FINANCE REPORT

Chuck Lobaito, Board Treasurer, advised cash is down by \$78K from August to September, and down \$253K for the year. Cash should move in a positive direction when symposium registration opens in November. Accounts receivable increased in September due to billing for Journal advertising. Investments have increased \$133K for the fiscal year and endowments are up by \$30K. Deferred revenue is down by expected \$32K in September. This is result of extending memberships across the year to match revenue with the cycle of services provided. Operating expenses are \$34K under budget as of September. Journal production is \$25K lower due to lower than budgeted cost of printing. QuickBooks conversion set for third week of January, 2025. Lists of accounts have been consolidated and easier to read. AAW currently financially okay. Approval of 2025 budget will be made at the December Board meeting.

A motion to approve the financial report was made by Kimberly Winkle, second by Jay Brown. Motion passed.

A motion was made by Reid Zimmerman, second by Ron Day, to approve the 990 report, which is an IRS reporting requirement. The 990 will be signed by the Board Treasurer. Motion to approve the 990 passed.

A motion was made by Ron Day, second by Mike Summerer, to approve the Resolution approving the contents of the Minnesota Charitable Organization Annual report form. (See attached Resolution.) Motion passed.

Finance Committee made a motion to keep the current auditor for 2025. Their costs are below the corporate minimum. Auditor will meet with Finance Committee in November and February. Linda Britt seconded the motion. Motion passed.

Board meeting suspended at 10 am, for Strategic Planning discussions.

Board meeting resumed at 2:00 pm.

EXECUTIVE DIRECTOR REPORT (See attached report.)

Jane Charbonneau is retiring effective December 12 after 21 years with the AAW. Matt Brubaker has submitted his resignation effective December 19. Both positions are being advertised and their replacements will be hired as soon as possible.

The Annual Member Meeting is scheduled for 5 pm ET on December 3, 2024. Strategic planning discussions will be shared with members, among other items.

Employee benefits are still being researched and information will be available soon.

Jay Brown, Symposium Chair, reported everything running smoothly for the St. Paul Symposium. Symposium registration opens on November 18 with a streamlined process. Chapter discounts will again be offered.

Linda made a motion to go into executive session at 3:30 pm, with second by Chuck. Jen remained for the session.

Executive session ended at 4:30 pm.

Meeting suspended until 8:30 am on Sunday, November 17, 2024.

Meeting called to order at 8:30 am on Sunday, November 17, 2024, by President Mike Summerer. All Board members and Jen Newberg were present. (KC Kendall on Zoom).

A motion for an executive session was made at 8:33 am by Jay Brown, second by Chuck Lobaito. Motion passed. Executive session ended at 8:45 am and regular Board meeting resumed.

Kimberly Winkle, chairman of POP, made a motion that the honorarium for non-POP panel members at the annual symposium be raised from \$100 to \$200. Jay Brown seconded the motion. Following a discussion the motion passed.

Mike requested that the reimbursement grid be updated to include talent as well as volunteer reimbursement to aid in future discussions regarding who should be reimbursed and how much.

Mike presented a proposed slate of officers for the 2025 year. President - KC Kendall, Vice-President Ron Day, Treasurer Chuck Lobaito and Secretary Linda Britt. Reid Zimmerman made a motion to accept the slate as submitted with second by Jay Brown. Motion passed.

Chuck Lobaito made a motion, with second by Ron Day, that Linda be appointed as Parliamentarian. Motion passed.

A motion made by Mike Summerer, second by Chuck Lobaito, that Linda continue as chair of the nominating committee. Motion passed.

The endowment committee is appointed by the Board. Committee members work on a three-year cycle and is chaired by John Hill. The Board Treasurer also serves on this committee. There are no current changes to this committee.

A motion was made by Jay Brown, second by Reid Zimmerman, to elect the 2025 recipient of the Honorary Lifetime Member award. The new lifetime member was elected with a unanimous vote. (Note: The winner will be announced at a later date.)

After a discussion, the Board decided to continue meeting via Zoom on the third Thursday of each month at 4pm ET. The March meeting was tentatively set for in-person in St. Paul on March 7-9, 2025 to continue strategic planning. The June meeting will be held in St. Paul prior to the Symposium.

Board representation at 2025 regional events was discussed, and the following Board members stated their intention to demonstrate and/or attend the following regional events:

Tennessee Association of Woodturners - Linda Britt
Florida Woodturning - Linda Britt, Dave Fellows
Oregon Woodturning - Kimberly Winkle
Totally Turning, Saratoga Springs - represented by past President Mike Summerer
Pen Turning Symposium, Chicago - Chuck Lobaito
Dakota Woodturners - Ron Day
SWAT - Linda Britt
Mid-Atlantic - Linda Britt
Rocky Mountain - Ron Day, Jay Brown
Ohio Valley - Linda Britt, KC Kendall
North Carolina Symposium - Linda Britt, Dave Fellows

The Irish Woodturners Guild and the AAW have an agreement that one member of each will visit the other's symposium. KC Kendall, incoming AAW President, will represent the AAW in 2025 at the IWG.

The December 3, 2025 Member's Meeting was discussed and a proposed agenda was circulated. Registration is open for members through Zoom large meetings.

Kimberly Winkle made a motion that the AAW enter into an agreement with Craig Edelbrock, second by Ron Day, regarding his book on David Ellsworth to be published in the Spring of 2026. The book expenses will be covered by fundraising by Craig and all monies after expenses will belong to the AAW." Tib Shaw, AAW Curator, will be the primary contact with Craig. Motion passed.

Sally Burnett, TWB Chair, advised her committee would like the upcoming strategic plan to include providing structure for the TWB. Currently there are no defined goals for the TWB and the committee would like the Board to determine the direction and goals for the TWB in the future.

KC Kendall presented outgoing President Mike Summerer with set of salt and pepper shakers. The Board also advised that a ½ inch bowl gouge from Thompson Tools was en route to Mike to thank him for his dedicated service to the Board.

There being no further business, a motion made by Linda Britt, second by Chuck Lobaito, to adjourn the meeting. Motion passed and meeting adjourned at 11:00 am.

Respectfully submitted,

Linda Britt, AAW Board Secretary

Executive Director Report to the Board

November 2024

Key accomplishments in the last month:

- On October 26, the Luce Collaboration auction sold 37 pieces for \$50,525 to 18 collectors. Revenue was split 50/50 between artists and AAW. 9 artists donated their profits to AAW. Revenue for AAW totaled \$30,712.50. AAW is grateful to **Dale Larson** and **Malcom Zander** for putting together this project to honor the legacy of **Bill Luce**.
- AAW Staff and Your Part Time Controller have started implementing Bill.com for accounts payable and accounts receivable. Staff send invoices directly to Bill.com, invoices are entered with the ease of AI. After approval ACH payments are quickly made or Bill.com will cut checks for payment. We have started the process of inviting Advertisers to set up Bill.com accounts for easy invoicing and payments as well as vendors who received regular payments from AAW. This implementation will continue to spark process updates throughout our financial processes.
- The year end fundraising appeal letter is scheduled to be sent the first week of December. It will be sent to more 8-9,000 members, more than any other AAW fundraising appeal.
- Symposium registration opens Monday, November 18.
- AAW was awarded a Cultural Star grant of \$24,000 through the City of Saint Paul to support the public areas of the 2025 Symposium and the Gallery of Wood Art. Contracting for this grant will begin in December. The City of Saint Paul approved more than \$3.7 million in grant funding for 59 local capital improvement projects and 68 arts and cultural projects thanks to the city's Sales Tax Revitalization (STAR) grant program.



Staffing Transitions

- **Jane Charbonneau** will retire December 12 after 21 years of service to AAW.
- The Administrative Assistant position is currently posted and interviews will be the first week in December. This full time position is hybrid and requires presence in the AAW offices 2 days/week.
- **Melissa McGrath** started as Event manager on November 13. This position is .5FT and while not required to be local, Melissa is based just outside Saint Paul.
- Final two candidates have been selected for the Website and Database manager position. An offer for this position is expected to be made in the next week.
- **Matt Brubaker** resigned his position as of December 19. Matt has been with AAW for two years as Director of Marketing and Communications.
- The Director of Marketing and Communications position will be reviewed and posted before Thanksgiving. Resumes will be reviewed and interviews scheduled as appropriate candidates apply.

Key priorities for 4th Quarter

- Complete Strategic Planning Strategies, Goals and Tactics with accompanying year1 Budget
- Planning and presentation of Annual Member meeting – December 3.

- Smooth offboarding of key staff with focus on documenting procedures and prioritizing during the transition.
- Smooth onboarding of new staff.
- Creation of 2025 goals, outcomes and KPIs for staff and program areas.
- Finalization of 2025 benefits including health insurance plan and retirement.
- Begin site selection for 2027 Symposium.

**RESOLUTION FOR ADOPTION BY THE BOARD OF DIRECTORS
OF AMERICAN ASSOCIATION OF WOODTURNERS
MEETING OF THE BOARD OF DIRECTORS
November 16, 2024**

Resolution approving the contents of the Minnesota Charitable Organization Annual Report Form.

RESOLVED, that the corporation be, and hereby is, authorized to approve the contents of the fiscal year 2023 Minnesota Charitable Organization Initial Registration and Annual Report Form.

FURTHER RESOLVED, that the AAW office be, and hereby is, authorized to consult with the AAW independent auditing firm to execute and to take such other action, as shall be deemed necessary to fulfill the foregoing resolutions.

Purpose

The Minnesota Charitable Solicitation Act, Minnesota Statutes chapter 309, requires charitable organizations that are registered to solicit contributions in Minnesota to submit an annual report to the Attorney General's Office. This report is prepared for AAW annually by our independent auditors.

Board approval of this resolution will satisfy our legal obligations under the forgoing Minnesota statute.