



AMERICAN ASSOCIATION OF WOODTURNERS
Board of Directors Meeting
December 18, 2025 viaZoom

CALL TO ORDER

The meeting was called to order by Board President KC Kendall at 2:07pm EST.

ATTENDANCE

Board members present: Keith Baizer, Linda Britt, Jay Brown, Sally Burnett, Ron Day, KC Kendall, Chuck Lobaito, Kimberly Winkle and Reid Zimmerman. AAW Executive Director Gretchen Wilbrandt was also present.

APPROVAL OF MINUTES

A motion made by Ron Day, with a second by Reid Zimmerman, to approve the November 14, 2025 minutes. The motion passed.

FINANCE REPORT

Chuck reported he was now using new financial software, that is a third party add on to QuickBooks, which will give the AAW a cash forecast going out for a number of years. A large number of membership renewals are due in December, with an expected gain in cash. The AAW is ahead in revenue due to auctions and grants. And investments continue to have gains. Payroll is down due to all staffing positions not being filled for part of the year. Gretchen was asked to create a scorecard for month-to-month membership renewals and new membership to measure performance. A full-time finance director has been hired and will assume duties formerly handled by the third-party company accounting firm.

Chuck Lobaito, on behalf of Finance Committee, moved to approve the financial report. A second was made by Linda Britt. Motion passed.

EXECUTIVE DIRECTOR REPORT

Gretchen advised that membership was her number one priority in 2026 and research was being made into an easier way for members to renew, along with other ideas. She is in final interviews for a web developer. Vendor booth sales for the Raleigh Symposium are largest in recent history and should exceed expected revenue. A site visit was conducted for the 2027 symposium, and negotiations are underway. The staff is moving to smaller office space at end of 2025, with a reduction in rent.

Compass Pro Bono will begin the process of reviewing the Gallery of Wood Art to determine the best future use of space and the permanent collection. The current contract in the Landmark Building for the Gallery goes through 2027. This consulting process is provided via a grant and there is no charge to the AAW. Work continues to be done on a 40th anniversary campaign.

SYMPOSIUM COMMITTEE REPORT

Jay Brown, Symposium Chair, made a motion to give KC, Gretchen and Jay the authority to sign a contract with the host hotel at the 2027 symposium location, pending the completed final negotiations and a signed contract with the convention center. A second was made by Linda Britt. Motion passed. (Note: host city not being named due to final contract not yet signed).

BUDGET REPORT

KC advised that the current budget report is the most detailed we have ever been presented, due to the work of Gretchen and the new Financial Director. Chuck, chair of Finance Committee, advised the committee gives their full support to the big goals. Personnel costs have been realigned into program costs, such as the Events Manager's salary now allocated to the symposium budget. 2026 has moderate growth anticipated which will lead to really good growth opportunities in 2027 as full staffing is on board and new procedures are being put in place. All questions proposed by the Board were answered.

Reid Zimmerman made a motion to approve the budget with caveat that the proposed budget be considered a starting point with the hope that revenue stream increases will begin in 2026 and that the Board and Staff look at the risk assessment with serious efforts made to minimize risk. A second was made by Jay Brown. Motion passed.

STRATEGIC PLANNING

KC advised, while there had never been a formal motion and approval of the Strategic Plan by the Board, much work and money had previously been invested in past planning. The Board should consider the plan created to date as a working document and continue to work on it, especially in the first half of 2026. There are three elements to moving ahead in 2026 to be able to do a renewal of strategy in June at in-person Board meeting: (1) Gretchen and the staff will proceed to do the work that she outlined in the November Board meeting on foundation systems; (2) review and revise, if needed, the AAW Bylaws with the goal to have this completed by the June Board meeting; and (3) review significant questions that have been identified, but not fully addressed in the past, as well as significant new issues that need to be explored. Research on these questions should include external benchmarking to understand how other non-profits and associations operate. Linda Britt will lead the Bylaws Committee, with Sally Burnett, Reid Zimmerman and Jay Brown. Ron Day will lead the Major Ideas Committee, with Kimberly Winkle, Keith Baizer and Chuck Lobaito. KC and Gretchen are "ex-officio" members of both teams. Teams should report each month on their progress.

A motion was made by Chuck Lobaito, with a second by Ron Day, to go into executive session to discuss several confidential personnel issues at 4:00 pm. Motion passed.

A motion to exit Executive Session was made by Jay Brown, with a second by Chuck Lobaito. Motion passed and executive session ended at 5:40 pm.

There being no further business, a motion was made by Chuck Lobaito, with a second by Jay Brown to adjourn. Motion passed and meeting adjourned at 5:42 pm.

Respectfully submitted,
Linda Britt
Board Secretary