

Minutes OPCAAW Board Meeting 1-17-19

Board Members Present:

Larry Lemon, President
Jon Geisbush, Treasurer
Ellen Winnie, Secretary
Brad Stave, Training and Education
Michael Block, Membership
Rob Parker, Public Relations
Ray Ewing, Sergeant at Arms
Russell Neyman, Immediate Past President

Also Present:

Jeff Brody

The meeting was convened by Larry at 5:50 pm

Reports:

President:

- * Larry welcomed the new members of the Board: Brad Stave, Training and Education, Michael Block, Membership and Rob Parker, Public Relations.
- * Larry reminded everyone that we need to respect other people's opinions. We may not agree with them, but we need to be respectful.
 - It was asked if we need a written code of conduct.
- * We need a new FaceBook moderator.

Treasurer:

- * We have received a copy of the new insurance policy that includes the renter's insurance to cover items stored at the church.
 - Jon explained what is covered by our insurance policy to the new members of the board.
- * Jon presented a review of the past four years. (see attached) There was a discussion regarding how to more accurately represent income and expenses, as cash-based can skew the figures between years. Jon said he would record income received in the year received, and he will record money spent in the year the money was dispersed by the Treasurer.
- * It was emphasized that all monies need to go to the Treasurer to be recorded, regardless of source.
- * Jeff was asked about a computer program that could handle our structure, he has not yet located one that would suit our needs.
- * Jon presented a proposed budget for 2019 (see attached) and reviewed the expected income and expenses. After discussion, Larry proposed to increase the proposed budget for

equipment to \$1,800. A motion was made by Russ to accept the proposed budget with the increased amount for equipment. Seconded by Ray, the motion passed. The change will be included in a revised budget to be passed out in February Board meeting.

- * There was a discussion about the Club paying mileage. It was agreed we need a policy and rate; Larry and Jon will meet to discuss and report at a following Board meeting.

Secretary:

- * The November 2018 minutes were passed around. Jon moved that the November minutes be accepted. Ray seconded. The motion passed.
- * There was a correction to the October 2018 minutes. Larry moved that the correction be accepted, seconded by Brad. The motion passed.
- * Thank you notes have been sent to all who donated gifts to the Christmas Party.

Membership:

- * There was a discussion on name tags. Different colors vs. new numbers.
- * No one seems to know the location of the label maker purchased for the Membership Chair.

Programs:

- * Brad presented a spreadsheet with scheduled demos and estimated costs.
- * It was pointed out that the school needs to be reserved for the November meeting as soon as possible. It was suggested that the 19th would be better than the 21st.
- * We need to make a list of back-up meeting sites so if there is an emergency, we have an alternate.

Public Relations:

- * The handover is complete.
- * Rob hopes to have the newsletter sent out a week before the general meeting.
- * Ellen is going to send him a list of the corporate donors for the Holiday Party and he will let her know if he needs any logos.

Sergeant at Arms:

- * The new camera boom is done. The final cost was \$834.00 The lights were an extra \$250.00
- * The Wood Wranglers have an offer of a fir burl that is under a cedar stump. There is some question about that, Ray will follow up and contact the Wood Wranglers.
 - Wood Wranglers needs a new phone/e-mail list.

Past President:

- * Presented a survey he did via the Sawmill Creek site.

Old Business:

- * Holiday Party:
 - It was felt by some that the pacing of the party was slow. There was discussion on how the pacing could be improved.

- There was a long discussion on how tickets are allotted. Russ handed around an old schedule for tickets, no one seems to have a copy of the most recent one used. It was pretty much agreed that the schedule needs to be revised, but no clear decision was made.
- There was a Tabled motion concerning a request for the Party Coordinator to be able to purchase gifts during the year when items are on sale. This was not discussed and will be discussed at the next Board meeting
- * Mentors:
 - Brad presented a 2nd draft of requirements for Mentors. (see attached) A motion was made by Ray to move forward on the requirements. Seconded by Rob, the motion passed.
- * MS visits through Swedish Hospital. Russ said that the visits would go through individual shops until further notice.
- * Sidney Art Gallery. (see attached)
 - Brad found out in December that they wanted us to show in January. The show has been put off until March.
 - There was a long discussion regarding a jury process for the show. It was decided that:
 - Brad will bring in someone(s) from outside the club to jury entries. Individuals may enter 3 pieces. The OPCA AW will sponsor the first entry, and each piece after that is \$5.00. The funds will be used to cover the cost of the reception snacks and beverages.
 - Brad proposed offering prizes to the top three entries will awards of \$100, \$75 and \$50. There will also be a few Honorable Mention ribbons.
 - Russ moved that we approve up to \$500 for an operational budget for this show. Seconded by Jon, the motion passed. Jon said this would be in the updated Budget to be presented at the Feb Board meeting.

New Business:

- * Mike Mahoney will be holding a one day workshop in Anacortes on March 23rd. For more information: <https://eventful.com/anacortes/events/northwest-washington-woodturners-mike-mahoney-all-/E0-001-119310397-9>
- * Oregon Symposium: Will be collecting Lidded Bowls for the Beads of Courage Project. Larry would like our club to have a goal of 40 bowls. There are specific parameters regarding size and embellishment, please see the information on the Oregon Symposium website.
- * We received a donation of a grinder and a CBN wheel. There was a discussion regarding how best to raffle them off.
- * We have had two requests to add links to our website: Godwain's Woodturning and Chroma Craft. Chroma Craft is offering a discount to club members. Larry will contact them and ask if they will donate product to give to the members.
- * The Board Hoarder will be having a Burl Sale at Russ's shop. More information later.

A motion was made by Ray to adjourn the meeting at 7:35. Seconded by Jon , the motion passed.

The meeting was adjourned.

Respectfully Submitted

Ellen Winnie
Secretary

**OPCAAW Treasurer's Financial Summary of 2018-- Jon Geisbush Treasurer OPCA
1/16/19**

In accordance with Article VII c. of the OPCA By Laws this constitutes the written report of the club's financial status, which is required to be presented to the Board at a Board meeting at the end of the fiscal year.

This wrap of 2018 finances will provide a history of income and spending for the past 4 years. Separately the Board will also be presented a proposed budget for spending in 2018. There have been some BOD discussions as to what is or what should be the pattern of income and spending by OPCA, and hopefully this collection of finances will help the Board in their thoughts. There was a gain in income for each of the last four years. Although 2018 looks a little dubious, it is on the right side

Present Status

| Bank Statement | Checking | Savings | Total |
|----------------|----------|---------|-----------|
| Jan 1, 2018 | 6520.68 | 6075.71 | 12,596.39 |
| Dec 31, 2018 | 4636.69 | 8078.63 | 12,715.32 |

The bank statements indicate a near balance in income and expenses for the year. However there were withdrawals of about \$2000 in January of 2018 to cover expenses in 2017, and in January 2019 there will be less than \$300 withdrawn for 2018 expenses.

Income for past four years:

| Year | 2018 | 2017 | 2016 | 2015 |
|--------------|-------------|--------------|-------------|--------------|
| Dues | 2545 | 5352 | 3160 | 3480 |
| Wood | 3609 | 3021 | 2456 | 2380 |
| G&Spr | 1650 | 2170 | 1617 | 1847 |
| SkBr | 555 | 610 | 346 | 360 |
| OtherIncome | 823 | 980 | 1146 | 2577 |
| Total | 9182 | 12133 | 8725 | 10644 |

Expenses for past four years:

| | 2018 | 2017 | 2016 | 2015 |
|----------|------|------|------|------|
| Rent | 1425 | 1225 | 700 | 700 |
| Speakers | 1350 | 1200 | 1500 | 1321 |
| Host/trv | 300 | 409 | 454 | 321 |
| Pic/Hol | 2971 | 1810 | 1250 | 1097 |
| Equip | 875 | 385 | 1317 | 3018 |
| Off/SUP | 165 | 377 | 420 | 670 |
| G&Sd | 1519 | 1521 | 605 | 1926 |
| Web | 207 | 239 | 158 | 158 |
| Lib | 70 | | | 10 |

| | | | | |
|--------------|--------------|-------------|-------------|-------------|
| Sk/Bar | 542 | 490 | 465 | 49 |
| POBox | 82 | 70 | 70 | 70 |
| Fair | | 185 | 245 | |
| Ins | 667 | 425 | 425 | 425 |
| Total | 10173 | 8336 | 7609 | 9765 |

Discussion topics:

In 2018 OPCAOW had two financial activities that are not routine. In one case OPCAOW agreed to underwrite a contract with BARN to obtain services of J Jordan to hold a Demo at the Barn and to conduct two workshops for OPCAOW. After receiving a specified income BARN gave a percentage of Demo income to OPCAOW; and OPCAOW received all money collected for the workshops. OPCAOW paid J Jordan for travel, and two workshops. OPCAOW income was \$2122, and expenses were \$2241. With more attendees at BARN there could have a profit for OPCAOW. The loss was small and could be visualized as training expense. The point: there was an inordinate amount of effort involved. OPCAOW is not set up to handle contracts that could result in large losses.

The second case was a straightforward collection of funds from members in early 2018 to forward to AAW for the Oregon Symposium. \$6935 was collected and sent to AAW. The only lesson in here was for the Treasurer to recognize the confusion of trying to maintain and track J Jordan and Symposium money in with the regular income and expenses. The resolution was to extract J Jordan and Symposium money from the normal income and expenses and write a separate section for those items under "Other Income."

Note the "Dues Paid" Income entry for 2017 compared to 2018. If using a simplified estimate of \$30 per member it looks like we received dues from 178 in 2017 and 85 in 2018. We are doing fairly well at collecting dues, but need to get better at listing under the year the dues are for. We assume an amount of dues paid for budget items. We do not need more computer programs, but we need to improve the process of recording dues paid.

During 2018 there were a variety of discussions concerning purchase of one or more new lathes; there were discussions about improving the sound system, and possibly other discussions concerning purchases that would bring improvement to performance and enjoyment of the club. I want to leave this noting there is an overall gain in club checking and savings of about \$4000.

For 2018 collected invoices are logged, expenses are explained, and all income and expenses are noted in the 2018 OPCAOW Check Register. Also a copy of the Bank's list of all checks written, and a copy of the bank's record of every transaction in our bank checking accounts has been put in the files. My final financial review verified OPCAOW financial transactions agree with the list of the same from the bank. Checks are reconciled and all agree and balance.

Jon Geisbush

January Treasurer's Report for Year 2018

| | Savings | Checking |
|-----------------------------------|------------|-------------------|
| 1-Jan-17 | \$4,074.74 | \$4,292.24 |
| 31-Dec-17 | \$6,075.29 | \$6,570.68 |
| Change | \$2,000.55 | \$2,278.44 |
| Total Change for year 2017 | | \$4,278.99 |

| Income for: | 2017 | 2016 | 2015 |
|-----------------|-----------------|----------------|-----------------|
| Wood Auction | \$3,021 | \$2,456 | \$2,380 |
| Membership | \$5,352 | \$3,160 | \$3,480 |
| Other Income | \$980.00 | \$1,146 | \$2,575 |
| G & SDPPR | \$2,170 | 1617 | \$1,847 |
| Snack Donations | \$610 | \$346 | \$360 |
| Total | \$12,133 | \$8,725 | \$10,642 |

2019 OPCA AW Expected Expenses/Source of Income

| | | | |
|---|-------------|---|--------------------|
| Rent | 1300 | | |
| PO Box | 85 | | |
| Insurance | 500 | 2135 | Fixed or Base Cost |
| Website | 250 | | |
| Speakers | 1800 | | |
| Hosting/Transport | 500 | 2300 | Member Training |
| Transport | 0 | | |
| Picnic | 400 | 2000 | Member |
| Holiday/Other Party | 1600 | | Social w. Spouses |
| Printing Newsletters, office supplies | 250 | 250 | Club Operations |
| Equipment/repair equipment | 1000 | | |
| Library | 500 | 1500 | Club Growth |
| Club Support, Fair and Shows | 0 | | |
| Base Club Expenses | 8185 | Expected Base Expenditure for 2019 | |

The cost and income for snacks, glue and sandpaper muddy the playing field. The expense is directly proportional to the sales and almost cancel each other. They are not included here but will be brought into the discussion after looking at required sources of income to support the expected expenses. 1500 for Glue / sdpr and 500 for snacks will be added to the expected income and expected expense.

Source of Income

As in the past the expected income is estimated based of the actual input from the same item the previous year.

We rely on receipt of all du good wood auctions , and good deals under "other Income."

The basic assumption **is** that dues, wood sales and other income will be about the same as 2018.

| 2018 Amount | | Source of income to meet 2019 proposed expenses | | |
|------------------|--|---|----------|----------|
| Dues | | Dues | Expected | a best g |
| Wood Auction | | Wood | Expected | a best g |
| Other Income net | | Other Inc | Needed | Best Ho |
| | | Expected Income for 2019 | | |

Including \$1500 for Glue & Sandpaper and 500 for the snack bar for both Income ar Expenses the expected expense is \$10,185 and the expected Income is \$10,200. Th meet expected expenses.