

Humboldt Woodworking Society
Board of Director's Special Meeting
WoodFair 2012

11/16/2011

Present: Steve Baer, Don Bicknell, Susan Bicknell, Harvey Raider, Leslie Douglas, Don Ehnebuske, Anne Anderson, Cheryl Baer (subbing for secretary).

Just before the meeting started, Harvey Raider reported that there will be a Woodworking Society Holiday Party at 6 P.M. on December 9th at the Best Western Bayshore Inn. Harvey reported that the Inn will provide coffee and table cloths. He has a turkey being provided by Murphy's Market. The room is provided gratis. Attendees should bring a potluck dish to share and their own table service if they do not wish to use the paper plates that will be provided by the Society. Those who wish to participate in a gift exchange should bring a gift valued at approximately \$10.

The meeting was then called to order by Steve Baer at 5:35 P.M.

The purpose of this meeting is to talk with Don Ehnebuske about the options for WoodFair 2012. If the Board decides contract with Don Ehnebuske to run the WoodFair 2012, he will be added to the mailing list and asked to attend future Board of Director meetings. The following draft was reviewed.

Organization of the following elements will be the required deliverables of the WoodFair Coordinator (as agreed to by the Board of Directors on November 10, 2011):

1. Woodworkers' marketplace (including products made by woodworkers and products needed by woodworkers).
2. Exhibition of Fine Woodworking
3. Woodworking demonstrations (The final list and schedule of demonstrations and hands on activities is the responsibility of the WoodFair Coordinator. This includes recruiting demonstrators and scheduling their presentations and venues. Individual demonstrations and hands on elements will be organized by the presenters themselves.)
4. Food service including breakfast and lunch food and complete coffee service. (Humboldt Wildlife Care Center has the right of first refusal for food service).

The following elements, while very desirable will not be requirements of the WoodFair Coordinator within the base \$10,000 contract:

1. WoodFair Classes scheduled at College of the Redwoods or other venues, and offered with the assistance of CR's Office of Extended Education. The intent is to offer the classes at the lowest possible cost with some of the costs potentially subsidized by the Society in accordance with the educational goal of the Society as a non-profit.

2. Music

These elements will be organized by volunteers from the membership of the HWS, or by the Coordinator dependent upon the generation of additional revenues to support compensation for the Coordinator specifically for these purposes. Compensation will be provided to the organizer of the classes at least equal to the 5% share of the classes revenues assigned to HWS (paid to us by CR). In 2011, that amount was \$349.50.

Additional Elements:

The WoodFair Coordinator may propose additional elements. These plans will be reviewed and approved or rejected by the BOD in a timely manner. Any additional elements will be funded through new revenue streams developed by the Coordinator in partnership with the Society.

Payment:

This contract authorizes the Society Treasurer to pay the sum of \$2,000.00 to the WoodFair Coordinator from the WoodFair Reserves. All remaining compensation is dependent upon fund raising for new revenue streams organized and accomplished by the WoodFair Coordinator. Already existing revenue streams (vendor fees, exhibitor fees, donations at the door, raffle ticket sales, auction proceeds, exhibition sponsorships) are assigned to paying WoodFair expenses other than the compensation for the Coordinator, to the same extent that they were in 2011. Additional revenues from these streams, and any additional revenue streams (after they have paid any necessary "additional elements" expenses) will be assigned to the compensation of the WoodFair Coordinator up to \$10,000. Compensation in excess of \$10,000 may be paid as follows: Fifty percent of any additional revenues generated by WoodFair activities organized by the Coordinator in excess of the above stated assignments will be paid to the Coordinator, with the rest assigned to 2012 WoodFair expenses and reserves as needed.

The Treasurer will pay the Coordinator by check \$1000 per month on December 1, 2011 and January 1, 2012 from the WoodFair reserves. Further payments will not at any time exceed revenues received to date as outlined above. Final payment will be made upon the closing of the books for WoodFair 2012 (approximately September 30, 2012) to a total compensation as outlined above. Expenses within the approved budget will be reimbursed in a timely manner by the Treasurer, and all bills will be referred to the Treasurer for payment. The Treasurer is responsible for the official accounting for all revenues and payments related to

WoodFair. The Treasurer will report periodically to the BOD including WoodFair budget proposal (as a part of the total HWS annual budget), revenues and expenses, and will recommend the final compensation for the Coordinator. The BOD, in consultation with the Coordinator, will determine the final compensation for the Coordinator.

Oversight:

The WoodFair Coordinator will meet with the Board of Directors periodically to present a proposed plan of WoodFair activities and their implementation, and to report on progress. The Board of Directors will review and approve all WoodFair elements in a timely fashion. The Board of Directors will assist the Coordinator in the recruitment of volunteers for all aspects of WoodFair. This contract may be terminated by a unanimous vote of the Board of Directors without cause, or by a simple majority of the Board of Directors for cause.

The WoodFair Coordinator is at all times an independent contractor, and no employment relationship is established with Humboldt Woodworking Society by this contract for services.

Don Ehnebuske asked about grants and the potential for approaching foundations and the Headwaters Fund for additional funding. The grant obtained last year was treated as a sponsorship similar to other businesses and organizations who have served as sponsors for the WoodFair.

Don Ehnebuske approached the concept of changing the date of the WoodFair to sometime in May or June and exploring the option of doing the WoodFair in conjunction with the Redwood Acres Fair. Don will look into costs, dates and options if we did move to doing WoodFair 2012 in conjunction with the Redwood Acres Fair. The date established for WoodFair 2012 was originally negotiated with Eric Almquist for the weekend of July 7 – 8. Don will also look into whether the High School Technology Show, held at the mall in the past, might be interested in

combining their show with the WoodFair. The Redwood Community Action Grant to fund youth might also be a potential source for funding.

Donations collected at WoodFair for scholarships was discussed.

Don Bicknell made a motion, with Harvey Raider seconding, to offer the contract for WoodFair 2012 organization and coordination to Don Ehnebuske as reviewed during this meeting. The Board of Directors voted to pass the motion. The Board directed Susan Bicknell to prepare the contract as clarified during this meeting, especially as it relates to payment of the coordinator.

The budget for the WoodFair 2012 will be passed at the January Board of Directors meeting.

The meeting was adjourned at 6:45 PM.

11/17/2011 Minutes approved by the Board of Directors electronically.