

## Board of Directors Meeting Minutes - Humboldt Woodworking Society

Meeting was called to order at 5:30PM on February 11, 2010 at Don Bicknell's Office @ 732 5<sup>th</sup> Street

Members Present: Stephen Baer, Don & Susan Bicknell, Lynn Dixon, & Joel MacEvoy.

1. Liability Insurance for HWS functions: The Non-Profit Insurance Alliance (NPAC) is the only insurance company, which provides non-profit organizations coverage for their events. The HWS needs this in place for our three main yearly events (it is mandatory for the July WoodFair). We currently have \$450 budgeted for insurance and will need approximately \$450 more, which we have available in the general fund. Steve will purchase the necessary coverage.
2. US Bank Information & Signer Papers: It was moved, seconded and approved that Steve is to send the names of our three authorized signers: President (Steve Baer), Vice-President (Harvey Rider) and Treasurer (Don Bicknell), accompanied by a form letter, which Lynn will prepare and the minutes of this meeting to the US Bank in order to officially change signors.  
Any invoices from Susan Bicknell will be approved through Steve or Harvey, in accordance with the conflict of interest policies in place for the organization.  
Sandy Dardanelle, John and Barbara MacEvoy and Dennis Burges will constitute our first finance and audit committee. They will meet quarterly just before the quarterly report is generated to (1) write a report for financial procedures for the organization and (2) review the Treasure's report four times a year.
3. Proposed March Workshop – Steve us working on setting up a workshop for mid-March or April at CR with Bert Hafar on either sharpening and/or plane tuning. Steve is hoping to do it on a Saturday and will alert Lynn when the specifics are known so it can be published in the Blueprint.
4. April Show at the Old Town Art Gallery - Susan mailed the flyers in January. The deadline for submitting work is March 10, 2010. Set up will be April 1<sup>st</sup> to the 3rd. Lynn will bring the booth to the gallery on April 2<sup>nd</sup> at 10 AM, as it must be in place by that noon. Susan, Steve and Don will be setting up and will arrange for more help as needed. Joe McCoy has volunteered to help during Art's Alive (6-9PM); more people will be needed.
5. Changing our PO Box – Steve Baer plans to continue to pick up our mail twice a week from our Arcata PO Box. He said he could easily drop off mail meant for the treasurer at Don's Eureka Office as necessary. So it was decided to keep the current PO Box. The question arose if a second key to the box exists. Steve will look into this and report later.
6. WoodFair Update – The draft of the poster and flyer is complete, Susan has decided to place an ad for the fair in the Woodworker West (subscription is \$32/year, available both by mail and on-line). It will cost \$400 for 2 issues and it is likely they will run a pictorial spread on WoodFair 2009 in their

upcoming March/April issue for free. After researching the issue, she felt it was the best opportunity for reaching a western audience outside of our immediate area at a cost within the budget,. She is planning to spend the rest of the \$1,100, budgeted for advertisement on local radio, TV, and publications. She has contacted several instrument makers and hopes some will come to the fair. The hope is to have more ongoing and musical demonstrations at these booths.

7. Scholarship monies and distribution – Paul Kinsey suggested the HWS sponsor two \$250 scholarships. CR has a committee that can find appropriate scholarship candidates based on the criteria that the HWS set. Based on our discussion, Steve will fill out a draft on the CR criteria form for the board's next meeting. Susan suggested that we set a goal of \$500/year in the scholarship fund and that we try to build up an endowment for that purpose.
  
8. Membership cards – it was decided to mail the March Newsletter with the 2010 membership cards. Bert Hafar was called by Lynn and knows that we need the cards by the March 15<sup>th</sup> mailing.
  
9. New Business
  - Treasurer's Report - The bank balance as of January 31, 2010 was \$8,794.56, approximately \$2,100 in the general fund and the remainder in the WoodFair fund. Don asked that all checks or cash for deposit be submitted to the treasurer. The source and intended purpose of the money should be clearly identified. Any request for reimbursement needs to be made using an HWS form, which is available on-line.
  - Website update - two domain names have been reserved for the society, HumboldtWoodFair.org and HumboldtWoodworking.org. After discussion, a motion was approved to pay \$79.68 for hosting the site for the next two years.
  - Scheduling – the following dates were set:  
  
General meeting - **February 25<sup>th</sup>, 7 PM** at Marimba One Corp, 901 O Street, Arcata  
BOD meeting – **March 11, 5:30 PM** at Don Bicknell's office, 732 5<sup>th</sup> Street, Eureka  
General Meeting – **March 25<sup>th</sup>** (venue TBA)  
BOD meeting - **April 15<sup>th</sup>, 5:30 PM** at Don Bicknell's office, 732 5<sup>th</sup> Street, Eureka  
General Meeting – none in April  
BOD meeting – **May 13<sup>th</sup>, 5:30 PM** at Don Bicknell's office, 732 5<sup>th</sup> Street, Eureka  
General Meeting – **May 27<sup>th</sup>** (venue TBA)

Respectfully submitted by Lynn Dixon, Secretary, February 15, 2010

Approved by BOD and signed by Stephen Baer, \_\_\_\_\_

Date \_\_\_\_\_