

**Part IV Narrative Description of Your Activities:**

**Past Activities:** Humboldt Woodworking Society was established as a social club in 1981 at Arcata, California. It was funded from that time until 2008 by membership dues. Dues were at most \$25 annually per person or family. The group had about 40 to 50 members. Annual gross receipts were around \$1000. The funds were used to buy food for refreshments for monthly meetings and food for 2 or 3 annual pitch-in potluck type social gatherings. The monthly meetings have generally been held at local woodworking businesses or at home shops and the monthly meeting program has generally been educational, to foster the woodworking skills and knowledge of our members. Starting in 1991, The Society also supported a booth at an annual event produced by College of the Redwoods called WoodFair. The booth provided woodworking demonstrations and a place for members to show and sell their woodworking projects. College of the Redwoods also provided extended education classes in various aspects of woodworking in association with WoodFair. At some time in the past bylaws were written and adopted, but the organization did not have a formal "Articles of Association" until 2009.

**Current Activities:** In 2008, College of the Redwoods was in financial difficulty and was unable to organize or host WoodFair. With permission and cooperation of College of the Redwoods, Humboldt Woodworking Society partnered with a local business, Almquist Lumber Company, to organize and host a scaled down version of WoodFair in July of 2008. The cornerstone of WoodFair is a juried exhibition of woodworking with cash awards in various categories. The cash awards serve to motivate the very best woodworkers in the region to enter, thus providing a museum quality exhibit of woodworking for our regional community. The Humboldt Woodworking Society solicited sponsorships (donations) from regional woodworking businesses to support the cash prizes. Almquist Lumber Company provided the venue for the fair, collected entry fees for the exhibition and vendor fees for the woodworking marketplace that is a part of WoodFair. Almquist Lumber Company paid for its WoodFair related expenses from the vendor and exhibitor fees, and gave the remainder to the Society as seed money for WoodFair 2009. In addition, donations were collected at WoodFair specifically identified as seed money for WoodFair 2009, and donations were collected specifically to establish a scholarship fund for College of the Redwoods woodworking students. In 2008, HWS continued to collect membership dues, to have monthly educational meetings, and to have social functions. Gross receipts in 2008 were \$7425. We actually did not realize until we began to prepare this application that total receipts in 2008 had exceeded the \$5000 threshold.

In 2009, we continued our partnership with Almquist Lumber to organize and host WoodFair. We continued the other activities of the Society. WoodFair was larger and more successful, with an educational component consisting of 13 classes that were organized by Humboldt Woodworking Society and financially

managed by College of the Redwoods. WoodFair and its associated classes are very important to the educational purposes of Humboldt Woodworking Society. As stated in our bylaws, our purposes are to support education in woodworking and to foster the growth of woodworking skill within the North Coast region of California.

In April of 2009, we partnered with the Old Town Art Gallery to hold a month-long juried show and sale of members' woodworking items. While this provided opportunities for members to show and sell their work, it was a non-revenue generating activity for the Society as the Gallery handled all sales directly for the artists. This activity, as well as the exhibition that is the cornerstone of WoodFair, addresses the purpose of the organization particularly to foster the growth of woodworking skill within the North Coast region of California.

Gross receipts for HWS for 2009 are \$10,237.

**Future Activities:** In September our Board of Directors adopted Articles of Organization in preparation for seeking recognition as a nonprofit charitable organization. We amended our bylaws to reflect our evolving mission emphasizing woodworking education and the fostering of skill and knowledge of woodworking in our region, and emphasizing nonprofit practices. It is our intention to continue to organize WoodFair each year in partnership with Almqvist Lumber Company which provides the venue for WoodFair, and College of the Redwoods which will manage the woodworking courses we organize. We will continue to hold monthly meetings with educational programs for our members. We will continue to seek donations to support WoodFair, and to support scholarships for College of the Redwoods Woodworking students. We will continue to have social functions for the membership. We will continue to have gallery showings for our members works, but our gallery partners will handle all financial transactions for these activities. These activities all contribute to the achievement of our goals and purposes of supporting woodworking education, of increasing public awareness of and knowledge about woodworking, of fostering best practices in woodworking, and of fostering community among woodworkers.

#### Part V 1a (con't) Compensation for Officers and Directors

Name	Title	Mailing Address	Compensation Amount
Lynn Dixon	Librarian	603 Ole Hansen Rd Eureka, Ca 95503	none
Doralee Smith	Program Coordinator	P O Box 366 Arcata, CA 95518	none
Michael Masumoto	Webmaster	14542 Camino del Arroyo, Guerneville, Ca 95446	none

Note: We have recently amended our bylaws (September 24, 2009). One of the changes is to delete the Librarian position and to add a position for Event Coordinator. The Librarian is no longer needed because the web has subsumed the functions of the print media that the Librarian kept. Our recent involvement with WoodFair has necessitated the creation of a board position of Event Coordinator. Our usual election of new officers is at the January general membership meeting and that is when we will implement the new officer position. None of these changes will result in any compensation for directors or officers.

Part V 3a Officers and Directors (Name, qualifications, average hours worked, and duties)

Stephen Baer, President; woodworker, retired educator and professional engraver; 4 hours per week; presides at meetings of Society and BOD, responsible for implementing board decisions, responsible for reporting to the society on the conduct and management of the affairs of the Society.

Harvey Raider, Vice President; woodworker, retired business owner; 3 hours per week; assumes the duties of the President in his absence.

Davis Ashford, Treasurer; woodworker, retired business owner; 4 hours per week; responsible for the receipt and custody of all moneys of the Society and for the disbursement thereof, for keeping accurate records of moneys received and paid out, for executing contracts or other instruments authorized by the Society and for preparing and issuing financial statements and reports.

Susan Bicknell, Secretary (and WoodFair Coordinator); woodworker and retired higher education administrator and educator; 20 hours per week; issuing notices of all meetings of the Society and recording minutes at regular monthly meetings and at meetings of the BOD, for publishing the Society newsletter, and coordinating the organization of events including WoodFair.

Lynn Dixon, Librarian; retired higher education educator; 1 hour per week; responsible for storing cataloging, and lending out the books, journals and audio visual materials owned by the Society, maintaining an archive of Society records.

Bert Hafar, Membership Coordinator; Associate Faculty teaching wood technology and woodworking at College of the Redwoods; 2 hours per week; responsible for recruiting new members and maintaining the membership list.

Michael Masumoto, Webmaster; Former Information Technology professional; 4 hours per week; responsible for updating and maintaining the Society website, and implementing technologies related to online activities of the Society.

Doralee Smith, Program Coordinator; retired educator; 3 hours per week; responsible for scheduling all regular monthly activities of the Society.

Part V 5a Attach Conflict of Interest Policy.

See attached Conflict of Interest Policy adopted in October, 2009.

Part VI 1a In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? **Yes**

If “Yes,” describe each program that provides goods, services, or funds to individuals.

One cornerstone of WoodFair is a juried exhibition of woodworking artistry. Cash prizes are awarded to the winners in each category. In both 2008 and 2009, we raised \$3800 in sponsorships for cash awards. In 2008, \$3800 was disbursed to the winners. In 2009, \$3600 was disbursed to the winners. Awards ranged from \$50 to \$500. There are no restrictions on who may enter the exhibition. Members, nonmembers, directors and officers all are eligible to win awards in the exhibition which is judged by a panel of judges using a process in which the piece is judged without attribution to its maker (blind judging). Cash awards motivate woodworkers to become aware of and to adhere to the judging criteria which reflect best practices in woodworking including sustainable use of wood and woodworking techniques that produce durable objects of beauty and utility.

Part VI 1b In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? **Yes**

If “Yes,” describe each program that provides goods, services, or funds to organizations.

In 2008 we began to seek funds to support scholarships for woodworking students. We intend to continue to seek donations to establish a scholarship fund for woodworking students at College of the Redwoods. We will give these funds to College of the Redwoods Foundation with the only restriction being that the funds support a scholarship program specifically for students in woodworking classes and programs at College of the Redwoods Eureka campus. College of the Redwoods will have total responsibility for the award and disbursement of these funds. Members, directors, officers and their relations are not excluded from eligibility for these scholarships. This scholarship fund is intended to support our primary purpose of supporting formal and informal education in woodworking.

Part VI 2 Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer “Yes,” if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or

graduates of a particular school. If “Yes,” explain the limitation and how recipients are selected for each program.

Humboldt Woodworking Society provides opportunities for its members to participate in shows and sales of their woodworking products. These shows occur at WoodFair, in partnership with Old Town Art Gallery (233 F Street, Eureka, CA) in April and with Almquist Lumber Company (5301 Boyd Rd, Arcata, CA) in November and December. There is a jury whose members determine if works will be accepted for the shows, and members of the jury must recuse themselves from considering their own works. The Old Town Art Gallery retains 40% of the selling price, and Almquist Lumber Company retains 20% of the selling price. Humboldt Woodworking Society does not retain a share. Membership dues and contributions are used to defray expenses for opening receptions and publicity paid for by Humboldt Woodworking Society.

Beginning with WoodFair 2010, members also will receive reduced fees for entering the exhibition at WoodFair and for renting vendor space at WoodFair.

Monthly meetings are primarily for members and their guests, but they are open to the public and announced in our local newspaper.

These activities serve to encourage and foster woodworking skills and knowledge by creating opportunities for our local woodworking community.

Part VI 3 Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If “Yes,” explain how these related individuals are eligible for goods, services, or funds.

It is possible that one of our directors or individuals who have a family or business relationship with a director may receive an award for entering the exhibition at WoodFair. In 2009, one director placed third and received \$50.

#### Part VIII Your Specific Activities

3a Do you or will you operate bingo or **gaming** activities? If “Yes,” describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data.

We held no gaming activities prior to 2008. At WoodFair 2008 and 2009 we held raffles. All raffle items were donated, so there were essentially no

significant expenses. In 2008, the raffle generated \$625, and in 2009 it generated \$865. These are included in line 1 of Part IX.

These raffles took place in Humboldt County at Arcata, California.

#### Part VIII Your Specific Activities

**4a** Do you or will you undertake **fundraising**? If “Yes,” check all the fundraising programs you do or will conduct. (See instructions.) Attach a description of each fundraising program.

Of those listed in the form, we use mail solicitations, email solicitations, personal solicitations, phone solicitations. We solicit sponsorships for WoodFair exhibition cash awards. Our fundraising goal for 2008 and 2009 was \$3800 which we raised from individuals and from local woodworking related businesses. At WoodFair in 2009 we also accepted donations at the door. We received \$1256.20.

We have a list of present, past and potential sponsors who we contact personally, by mail, by email, and by phone. We inform them of the schedule for WoodFair, we provide them with a report from the previous year’s WoodFair, and we seek their commitment to be a sponsor for the upcoming WoodFair. We request sponsorships of \$50 to \$500. These sponsorships are used to support the cash awards for the exhibition. Sponsors are recognized in our published materials for the event including the program and poster announcing the event.

**4c** Do you or will you engage in fundraising activities for other organizations? If “Yes,” describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements.

We have begun to raise contributions for scholarships for woodworking students. We have only raised \$125 to date. When the corpus is large enough to support a meaningful scholarship, it is our intention to give the corpus to College of the Redwoods. College of the Redwoods is a California public community college with academic and technical programs at the associate level. There are no contracts or agreements. College of the Redwoods will administer the scholarship fund and make awards according to its well-established policies and procedures.

Part VIII 4 d List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

California, Humboldt County – We raise funds for our own organization and for College of the Redwoods.

Part VIII 8. Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If “Yes,” describe the activities of these joint ventures in which you participate.

I think our arrangements for WoodFair with Almquist Lumber do not formally qualify as “joint ventures.” We do have an arrangement with Almquist Lumber Company (5301 Boyd Road, Arcata, CA 95521). They provide, free of charge to us, the venue for WoodFair. They clear out retail space, indoors and out, of about 10,000 square feet for us to use for vendor booths, gallery space, and food services. This occurs for a Saturday and Sunday in July. Almquist Lumber Co. collects fees from vendors and from entrants in the exhibition. From these fees they pay their expenses directly related to WoodFair such as event liability insurance, table and chair rental, porta potty rental, and publicity directly related to WoodFair. Revenues in excess of expenses are given to Humboldt Woodworking Society. Humboldt Woodworking Society organizes the event, recruits sponsorships for the exhibition prizes, provides all volunteer labor directly related to WoodFair activity, provides most of the publicity, recruits the judging panel, sets up the competition, organizes demonstrations and seminars, and recruits instructors for woodworking classes that are financially managed by College of the Redwoods.

Part VIII 13b Describe how your grants, loans, or other distributions to organizations further your exempt purposes.

Humboldt Woodworking Society plans to give money to College of the Redwoods Foundation for the purpose of supporting a scholarship fund for woodworking students in the Construction Technology program at the Eureka Campus. We will raise the money for the scholarships; but College of the Redwoods will use its own procedures for awarding the scholarships. College of the Redwoods is one of California’s public community colleges and as such is governed by strict equal opportunity regulations and policies.

The scholarship fund that we are developing for College of the Redwoods will help us to promote education in woodworking, which is one of the stated purposes of our organization in our Articles of Organization (Third Paragraph) and in our Bylaws (Article I.1)

Part VIII 13 d Identify each recipient organization and any relationship between you and the recipient organization.

College of the Redwoods at 7351 Tompkins Hill Road, Eureka, California will be the recipient of a scholarship fund for woodworking students. We have no relationship with College of the Redwoods.

Part VIII 13 e Describe the records you keep with respect to the grants, loans, or other distributions you make.

We will keep the usual financial records of disbursements to College of the Redwoods. College of the Redwoods will keep records of the specific scholarship recipients and report to us. Our only concern will be that the scholarships are awarded to students in good standing who are enrolled in woodworking classes.

Part VIII 13 g Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.

We will require a report from College of the Redwoods each year including the recipients names and certification that they are enrolled in woodworking classes and are students in good standing.

#### Part IX Financial Data

In compliance with Notice 1382, a fifth tax year (2005) is considered in the table for Part IX. Column e totals include tax year 2005 data given below:

All lines are 0 except 2 (\$1000), 8 (\$1000), 13 (\$1000), 23 (\$900), and 24 (\$900).

Data for 2005-2007 are identical because they are estimated from average number of members because records are no longer available due to personnel changes among the officers. However, since the inception of the Humboldt Woodworking Society in 1981 until 2008, the only income for the Society was membership dues and the only expenses were for refreshments and postage. Since the Society has accumulated a small positive balance, dues have exceeded expenses on the average over the years. A membership of about 50 has generated about \$1000 income annually with some members paying \$25 and some paying \$10.

Data for 2008 and 2009 are actual data. The difference between these two years and the previous years is that we took on WoodFair in 2008, continued in 2009, and intend to continue with WoodFair in the future.

Part IX line 15: Contributions, gifts, grants, and similar amounts paid out (attach itemized list)

We had no distribution of funds to individuals prior to 2008. In 2008 and 2009, the only distribution to individuals was the awards for the exhibition at WoodFair. In 2008, 18 cash awards were made ranging from \$50 to \$500, and totaling \$3800. In 2009, 17 cash awards were made ranging from \$50 to \$500 and totaling \$3600.

Part IX line 23: Any expense not otherwise classified, such as program services (attach itemized list).

Expense	2009	2008	2007	2006	2005
Refreshments for Monthly Meetings	\$ 100	\$ 100	\$ 105	\$ 105	\$ 105
Food for Annual Summer BBQ	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
January Business Meeting Pizza Feed	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
WoodFair Expenses	\$ 2917	\$ 100	\$ 0	\$ 0	\$ 0
Newsletter Supplies	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Postage	\$ 124	\$ 189	\$ 200	\$ 200	\$ 200
Web Hosting	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Mail Box Rental	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45
Total	\$ 3736	\$ 984	\$ 900	\$ 900	\$ 900

This itemization is an estimate, with the exception of the WoodFair expenses, which are actual. The categories are the actual categories. The amounts (with the exception of WoodFair) are estimates. Prior to taking on WoodFair, our accounting was based on members making purchases and submitting receipts for reimbursement. We have not kept careful enough records to give accurate totals in most categories. The reason for the difference in expenses for WoodFair between 2008 and 2009 is that College of the Redwoods paid for printing and publicity in 2008, and Almquist Lumber paid for on site costs. In 2009, Humboldt Woodworking Society covered all expenses from funds raised from the raffle and from excess vendor fees and exhibition entry fees collected in 2008.

Part X 6 b (i) (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount.

Almquist Lumber Company	\$4478
College of the Redwoods Foundation	\$ 600
Northern California Safety Consortium	\$ 800
Pierson's Building Center	\$1000
Rosebud Woodworking (Susan Bicknell)	\$ 600
Cabinets by Andy	\$ 500
Schmidbauer Building Supply LLC	\$ 500

Part X 6 b (ii) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**.

Name	2009	2008	2007	2006	2005
Susan Bicknell	\$ 500	\$ 100	\$ 0	\$ 0	\$ 0

#### Schedule E

Attach a statement explaining why you did not file this application within the 27-month period.

Until 2008, we were loosely associated social networking and educational organization with annual income around \$1000 solely from member dues. In 2008 a new responsibility was thrust upon us, for which we were poorly prepared. When College of the Redwoods was unable to continue an important community service function, WoodFair, we stepped forward to fill the gap not knowing what we were getting into, and not knowing to what extent our finances would be changing. Our ignorance prevented us from filing this application within the 90 day period as described in Schedule E 2b. In 2009, during our preparations for our second WoodFair, we finally reached consensus on the board that it was necessary to seek recognition as a nonprofit under Internal Revenue Code 501 (c) (3). It was only then that we realized that we had already exceeded the \$5000 threshold the first year we organized WoodFair, and that we were already beyond the 90 day period after the end of the first year in which gross revenues exceeded \$5000.

Ideally, we should have filed this application by March 31 of 2009. Since we did not complete the application then, we request an extension of one year (to March 31, 2010) for consideration of recognition of exempt status from the date we were formed.

We do not anticipate that our gross receipts will increase significantly beyond the \$8000 - \$10,000 we have seen in 2008 and 2009. Between 2008 and 2009 we significantly increased our fiscal responsibility for WoodFair. We also increased our involvement in woodworking education associated with WoodFair. We organized 13 courses. However, College of the Redwoods provided the financial administration for those courses, so even though we were doing more volunteer work to support our purpose of woodworking education, our gross receipts did not increase because of the additional activity. We intend to continue handling our formal woodworking education efforts in this same way. We are aware that we will need to keep much more detailed financial records, and that we will be required to file Form 990 annually. Humboldt Woodworking Society has changed rapidly to meet new expectations, and we intend to live up to the responsibilities that accompany recognition as a 501 (c) (3) nonprofit organization.