

New England Wood Carvers
Executive Board Meeting
AUGUST 6, 2005
Middlesex Community College – Building 11, Conference Room

MEMBERS PRESENT: Roger Melanson, Leo Lambert, M. Paul Ward, Yvette Holladay, Rip Stangroom

MEMBERS ABSENT: Maria LaGoy, Joe Olson

OTHERS PRESENT: Ken Brannock

CALL TO ORDER: President Roger Melanson called the meeting to order at 9:12 a.m. Roger distributed an outline of items to review for this morning's meeting.

REPORTS: Reports were reviewed for the Secretary, Vice-President, Treasurer, Membership Secretary, and the Spirit of Wood Show.

Secretary's report by Yvette included additions to the website and minutes approval of the June meeting. The Secretary's Corner now has password protection to view meeting minutes, documents, photos, and will soon include newsletter review documents as well.

VP M. Paul had a quick note about his commitment to bringing donuts to the board meetings and proceeded to distribute mail collected from the NEWC PO box and gave Leo the bill for the PO box.

Treasurer's report, by Leo Lambert, included review of the current Purchase Order Form for use by anyone who needed it. A quick mention that items over \$50 need approval by the president for reimbursement. Leo distributed a detailed 'Net Worth Report' and reviewed its details. He noted that further time is needed to review the financial books/items of the previous treasurer to audit last year's paperwork. After finishing review of the treasurer's report, Leo noted that the current financial status of NEWC is good.

Membership: Rip's report included some details about the cost of previous newsletters, and permits used for bulk mailing. The organization would need 600 newsletters printed to get a permit for the bulk cost cut.

The mailing permit was discussed, and on weather is would be beneficial to purchase the bulk mailing permit to justify the savings in mailing the newsletter. With the upcoming newsletter being re-vamped to include possibly a significant amount of information to the members, the weight will increase, thus the cost of mailing would as well. With the permit, the weight factor would not affect the mailing costs.

After some discussion, all were in agreement to add names of expired members to fill the quota needed to send the 600+ count mailing. Paul noted he would go to Post Office to get the permit needed to go with the 600 count mailing. A lengthy discussion pursued on the matter of past members, whether they are 'chased' for renewals by means of letters, post cards, etc. It was an overall consensus that we should be chasing past members for membership renewals. Next, with new software installed, Rip reviewed the many reports he can now generate as was desired previously. He distributed a 'Complimentary' list of non members (businesses and persons of interest), a list of members in ME only, a list of just the board members and all members with e-mail addresses. Rip also reviewed output formatting he can apply to the reports he can generate as well.

Roger prepared a Report for the Spirit of Wood Show, detailing Correspondence, Committed Returns, Special invitations, Preparedness, and listed and discussed judges.

Ken Brannock reported on the Spirit of wood show, his coverage of the ribbons needed for the show, etc.

COMMUNICATIONS:

Storage... The new storage facility, EZ Storage, in Billerica, MA was discussed. Someone will need to purchase locks, had an access code number review. The storage facility is not heated, is operational 6am – 9pm and keys will be distributed to Paul, Bill Gray and Roger Melanson.

Tax exemption # was discussed, and whether we have, or had, a number in the past, who is in possession of it if so, and how to track it down.

Speakers, discussions revolved around the general consensus that the meetings need good speakers, and other ideas to draw in current, and new members to the meetings. Rip mentioned an idea of having something for the spouses of the members to be involved in, as Phyllis Miele had done flower arranging in the past. Leo cast his vote for something to draw the advanced carver, not just the beginners. Discussion followed.

UNFINISHED BUSINESS: Tracking down the NEWC tax exemption number.

NEW BUSINESS:

Newsletter, Yvette presented a few new layout designs for the NEWC newsletter with some new changes. It is with unanimous agreement of how important the newsletter is to the organization, with supporting examples from Rip on reasons members leaving being an inadequate newsletter. Discussions followed on layout, ideas and input. Therefore, the next newsletter will include the new layout design, and more information and articles to spark the interest of current and new members of the organization. Price comparisons will be made to assess the most cost-effective printing method, whether black on white, or

brown and black on white, etc. A new name was discussed, along with educating the members of their membership status date on their printed mailing label. These will be included in the new newsletter. Newsletter drafts will be posted on the Secretary's Corner of the NEWC website (NEWC.org/secretary)

Roger reported that the Topsfield Fair this year would include an 8' x 12' post and beam shed, with 12 feet open to the public. Justin Gordon is interested in raffling carvings with the proceeds going to charity. Discussion followed.

ADJOURNMENT: The meeting adjourned at 11:50 a.m.

Respectfully submitted,
Yvette Holladay, Secretary
Approval of minutes: Roger, Leo, Rip, Maria, Yvette