

New England Woodcarvers Executive Board Meeting

September 23, 2006

Middlesex Community College – Building 5 (Trustees House), Conference Room

MEMBERS PRESENT : Roger Melanson, M. Paul Ward, Yvette Holladay, Leo Lambert, Maria LaGoy, Karen Seo

MEMBERS ABSENT : Bob Sisson, Joe Olson

OTHERS PRESENT : Lorne LaGoy

CALL TO ORDER: President Roger Melanson called the meeting to order at 9:20 am.

WELCOME: President Melanson welcomed the new secretary (Karen Seo)

BOARD DECISIONS:

** The board voted to return to the Whittemores the money they paid for the bus portion of the Canadian trip (\$230).

** The board voted to reimburse Paul Ward (\$187) for expenses incurred for the Canadian trip.

ACTION ITEMS:

9-06-1 Maria LaGoy to work with Paul Ward to generate a list of all carvers who might be candidates for guest speaker – past speakers, NEWC members, etc.

9-06-2 Yvette to see if office supply costs for the newsletter can be reduced by getting the store brand, e.g., rather than “Avery” labels, getting the store brand at Office Depot or Staples.

9-06-3 Yvette to provide a list of Life Members for Board to review.

9-06-4 Yvette and Leo to create a graph of membership (renewals, new members, expired, etc.) by fiscal year, by month [on hold until Yvette has time, at least until after New Year]

9-06-5 Yvette and Leo to draft a letter to be sent to people when their membership expires and to put together the details of a proposed plan – when to send the letter, how many times to send a letter (3 times?), whether the club should include a return pre-addressed envelope, etc. The board will discuss this at the next meeting.

9-06-6 Roger to follow up on arrangements for offering NEWC logoware (purchase

samples, design order form).

9-06-7 Paul to write up a description of the Novice Program for the next newsletter (deadline 11/12/06).

9-06-8 Yvette to draft a new membership application form.

9-06-9 Board to discuss whether to support the idea of carving canes for disabled vets and let Jack Nitz know if NEWC is interested in doing this.

APPROVAL OF MINUTES: Yvette Holladay distributed the August 5, 2006 minutes to the Board for their review with comments to be sent to her after the meeting. The board discussed the process with the new secretary -- She is to email a draft of each meeting's minutes (recorded in a Microsoft Word document) to the board.

REPORTS:

Vice President M. Paul Ward (Present and Future Workshops, Speakers):

Workshops for October meeting are all set – Chet Blay, Bob Landry, John Marino (see newsletter). Speaker will be Frank Basch. Nothing has been lined up yet beyond October – folks haven't responded. Arm twisting is required. The goal for 2008 is to have topic areas selected by Oct. 2008.

* Maria LaGoy to work with Paul Ward to generate a list of all carvers who might be candidates for guest speaker – past speakers, NEWC members, etc.

Treasurer Leo Lambert: Leo distributed copies of

- 1 the Balance Sheet (as of 9/23/06)
- 2 a Profit and Loss Statement (7/1/06 through 9/23/06)
- 3 a chart comparing Income and Expense for July, August, and September.

Total assets to date are \$26,603.71 with no current outstanding liabilities. There is now a new CD (1170349896, \$4000) earning 5.25%. This was purchased with \$2K from savings and \$2K from checking. Membership dues for the period from 7/1/06 through 9/23/06 were \$691. Funds collected for the Special Drawing for the period from 7/1/06 through 9/23/06 were \$500. Total collected is \$1440 which includes \$940 from last year. (Club's fiscal year is from July 1 to Jun 30?)

* Yvette to see if office supply costs for the newsletter can be reduced by getting the store brand, e.g., rather than "Avery" labels, getting the store brand at Office Depot or Staples.

Membership Secretary (Status of Membership) Yvette Holladay: Yvette distributed two reports:

1. A list of the people whose membership has expired (out of 525 members in the MYSQL database):

<u>cumulative # of people</u>	<u>date before which their membership expired</u>	
33	1/1/06	
68	3/22/06	includes above 33
151	9/23/06	includes above 68

2. A list of all members with their phone numbers and email addresses

* Yvette to provide a list of Life Members for Board to review.

* Yvette and Leo to create a graph of membership (renewals, new members, expired, etc.) by fiscal year, by month [on hold until they have time, at least until after New Year]

Members currently receive a 6-month grace period when their memberships expire. If they renew at anytime within the 6 months, they retain the original start date of their membership. They receive a notice when their membership expires but are not removed from the list of members and continue to receive newsletters, attend meetings, etc. As a result, depending on how long an inactive member stays on the membership list before either renewing or being removed from the list, the club can end up giving the person significant free membership time and lose revenues correspondingly. The board discussed a number of alternatives for addressing this, e.g., sending several reminder letters.

* Yvette and Leo to draft a letter to be sent to people when their membership expires and to put together the details of a proposed plan – when to send the letter, how many times to send a letter (3 times?), whether the club should include a return pre-addressed envelope, etc. The board will discuss this at the next meeting.

It was agreed that:

- 1 The club did not want to start requiring people to show membership cards in order to gain admittance to membership meetings
- 2 The club did not want to charge non-members a donation when they attend meetings
- 3 The club did want to ask non-members to sign in so NEWC can send them a membership application form and a complimentary newsletter
- 4 To display/compete at the Spirit of Wood Show, a person must be a paid up member. However, since this was not advertised for the 2006 show, it will not apply until the 2007 show. A person will be allowed to join when they enter their work in a competition. Note that the membership requirement does not apply to commercial vendors. They pay for a table.

Spirit of Wood Show: Things are in good shape. The building is full. We're not getting vendors and exhibitors of the type that we'd like. We're starting to receive donations for the raffle but slowly. Ribbons are being updated and should be nicer

than in the past. We are re-using the exhibitor and judge ribbons. A number of suggestions were made re: publicity

- 1 There was a question as to whether we had our show card and an article in the Watertown newspaper.
- 2 The Lexington paper was suggested.
- 3 Leo suggested that we give each competitor a form to fill out and to submit to his/her local newspaper along with his/her bio and some words indicating that he/she will be exhibiting at the Spirit of Wood Show. (This would be done BEFORE the show). He also mentioned that articles about winners at the show (using the same press release form) can be submitted by the winners to local papers for publicity along with words that say "held annually at...."

NEW BUSINESS:

Wrap up of Canadian Trip, Paul – Overall, the trip was a great success. There is interest in having another trip, e.g., to Shelbourne Museum in Vermont. Paul distributed a detailed list of income and expenses. The club ended up with a surplus (\$557) in addition to which, Paul anticipates receiving \$148 from the Canadian government for a Federal tax refund. Paul is owed \$187. Due to a last minute medical emergency, Whittemores were unable to go on this trip although they'd already paid \$400 (230 for the bus, \$170 for lodging). Paul proposed that the club return their money to them.

** The board voted to return to the Whittemores the money they paid for the bus portion of the Canadian trip (\$230).

** The board voted to reimburse Paul (\$187) for expenses incurred for the Canadian trip.

NEWC logoware (shirt, aprons, jackets), Roger – Roger passed around a sample shirt with the club logo on it. The fixed cost for setting up the equipment to embroider the logo was estimated to be \$50-55 if done by "Henderson." He proposed that people will pay up front and the item(s) will be shipped to them.

* Roger to follow up on arrangements for offering NEWC logoware (purchase samples, design order form).

Membership vote (secretary's position), Roger – Roger said that the members will have to vote on whether to approve Karen Seo as the new club secretary. This will occur at the 10/1/06 membership meeting.

Novice Program, Paul – Paul reported that he's working on the first novice class.

* Paul to write up a description of the Novice Program for the next newsletter (deadline 11/12/06).

New Membership Application Form, Roger and Yvette – Roger distributed a draft

form

* Yvette to draft a new membership application form

Website, Yvette – Yvette distributed samples of the kinds of traffic analysis reports that the company “Web-Stat” can generate. They offer a free 30-day trial. The service costs \$5 to \$9.50 per month depending on the type of service. The club has signed up for the free trial. The board will discuss the results of this trial at the next board meeting. Yvette is updating the club web site and has a budget of up to 8 hours of her time (paid for by the club).

Canes for disabled vets – Jack Nitz contacted Yvette about this. Paul opined that this is not a good idea. Most canes are decorative and not therapeutic and a person needing a cane can get one from the drug store for \$10. No conclusion.

* Board to discuss whether to support the idea of carving canes for disabled vets and let Jack Nitz know if NEWC is interested in doing this.

Donation – Frank Adamo sent the club 1 carving and several “prints” that are sold by Heritage Plantation.

ADJOURNMENT: The meeting adjourned at 12:17 pm.

Respectfully submitted,

Karen Seo, Secretary

Approval of minutes: Roger Melanson, M. Paul Ward, Maria LaGoy, Leo Lambert, Yvette Holladay