

## The Guild of New Hampshire Woodworkers Steering Committee Minutes

**Date:** 7/26/2017 at 6:00 PM

**Recorded by** Alan Saffron, Secretary

**Location:** Concordia Lutheran Church

### Attendees

Alan Saffron    Jim Forbes    Peter James    Michael Moore    Robert Wyatt    Jim Seroskie  
Steve Costain    Dave Foote

### Secretary's Report

Jim Seroskie noted an error in the minutes regarding the administration of the website, and explained the correction. Peter James made a motion to accept the secretary's report as amended. Jim Forbes seconded, and the motion passed.

### Treasurer's Report

Jim Forbes distributed the monthly Treasurer's Report as of July 25 MTD, including a Sub-Group tracking report and an updated seven month financial activity summary showing the Guild's cashflow at \$8,870 in the red, but with current balances showing \$16,307 in funds available.

Jim reported no unusual or significant activity occurred during the month. He also noted that he emailed the subgroup leads notifying them of the allocations deposited in their accounts.

Peter James supported a motion to accept the treasurer's report, Robert Wyatt seconded, and the motion was passed.

Balances as of July 25, 2017

General Fund	\$6,069
Grants Funds	
Unallocated	\$4,757
Subgroups	\$6,011
App Grants	(\$529)
<u>Guild programs</u>	<u>\$0</u>
Total Grants	\$10,239
Total Guild	\$16,308

### Calendar Dates

After some general discussion regarding scheduling difficulties, Peter James made a motion that no other meetings conflict with the annual and general meetings. The motion was seconded by Jim Forbes, and passed. The SC acknowledged that the Programs Coordinator should post these dates with notification of the subgroup leads at the beginning of each year. The importance of no conflicts between BIG, PFG, and Hand Tools was noted as members were likely to attend the meetings of two or all three of these groups. The solution put forth was that they be scheduled by the traditional template of # Saturday of the odd/even months, but with flexibility to change as needed. Efforts will be made so as the changes will not result in other conflicts, and also be posted to the Guild's calendar.

In an effort to communicate and connect with the subgroups, Alan Saffron volunteered to take over as subgroup coordinator.

### Sunapee

Michael Moore reported that Al Hansen was concerned that not enough people signed up to sell raffle tickets, and was also concerned about the coverage of the membership desk. Michael received a lot of support for his suggestion to assist the volunteers with a memo listing talking points explaining and promoting the Guild. Instructions regarding the use of the Square app to sign up new members will also be documented.

### **Turning Symposium**

Dave Foote was very concerned about the arrangements status having seen little activity. Jim Forbes did cite some accomplishments, and agreed to contact Claude Dupuis and express to the need to set objectives and dates.

### **Membership**

Jim Seroskie reported membership at 536, 131 of which are two year memberships. With iMIS, Jim knew of eight or nine people having issues with the site.

Citing membership confusion with seeing membership dates and grace period deadlines, Jim will have the system send out renewal reminders earlier and end grace periods.

### **Purchasing**

Listing purchases as membership cards, business cards, and internet services, Jim Seroskie explained that many vendors and suppliers request payment online with a credit card, so he uses his own credit cards, forwards documentation to Jim Forbes, who reimburses him by check. Jim Forbes also added that so much money going to one person in an organization such as ours, greatly increases the possibility for a tax audit. In order to streamline the payment process and reduce the risk of a costly tax audit, the SC gave approval to Jim Forbes to open a credit card account, limited to one card for the treasurer and one additional card for Jim Seroskie to pay the Guild's normal expenses.

### **Website**

Jim Seroskie noted several issues with the website; user name changes do not work, the progress tracker on the donations page does not work, and location maps based on Google's data can default to a location in Australia.

### **Miscellaneous Business**

Steve Costain suggested using an Amazon 'pass through' feature for fund raising. The SC concluded that adding such an activity to our website needed further thought and discussion.

The meeting adjourned at 7:21.