



BOARD OF DIRECTORS MEETING

Board of Director's Meeting

September 26, 2018, Wednesday @ 7:00 pm Eastern Daylight Time

Webinar Meeting

MINUTES

BOARD MEMBERS PRESENT

Richard Newman, Chair
Jay Holloway, Vice Chair
Leroy Baker, Secretary
Chris Miller, Treasurer, joined at 7:35 p.m.
Tom Bartels, Director
John Cote, Director, joined at 7:30 p.m.

Robert Gary, Director
Phil Gregory, Director
David Lee, Director, joined at 7:15 p.m.
Philip Morris, Director
Tim Orr, Director
Carroll Wolfe, Director

EX-OFFICIO BOARD MEMBERS

Tom Wilcox, Executive Director

OTHERS PRESENT FOR ALL OR PART OF THE MEETING

Pete Cronos
Jay Dutton
Terry Hall
Jim Haney

Patricia Holloway
Rhett Lucke
Noel Poirier
James Price

1. Call to Order – Chair, Rich Newman called the meeting of the Board of Directors to order at 7:00 p.m. EDT.
2. Welcome, Introductions & Meeting Procedures – Chair Newman welcomed all members in attendance and reminded them that we will take comments and questions right before we enter Executive Session near the end of the meeting. He also reminded everyone that we would follow Robert's Rules of Order for Small Boards during the meeting.
3. Roll Call: A Roll Call was taken to establish a quorum. Present: Bartels, Baker, Gregory, Gary, Holloway, Morris, Newman, Orr, Wolfe; Absent: Cote, Lee, Miller.
4. Announcements: There were no further announcements.
5. MOTION: Secretary Baker, seconded by Director Wolfe – Move approval of the minutes of the August 16, 2018 meeting as written. Hearing no objections, the Chair declared the **Motion carried**.
6. Item: Establish the next Board of Directors meeting date. The next Board of Directors meeting will be a webinar to be held Thursday November 1, 2018 at 7:00 p.m. EDT.

7. New Award for Research proposed by Andrew Dervan. Director Lee joined the meeting at 7:15 p.m. during the discussion.

MOTION: Director Gary, seconded by Director Morris - That the Standing Rules Article II. Awards and Recognitions, Section 2. Special Awards, be amended to add sub- section "n" to read as follows:

(n) Kenneth D Roberts Horological Research Award

An award for original horological research and publication may be awarded subject to the following conditions: 1) Candidate must have performed original research (with period sources) on one or more horological topics. When appropriate, research should include one or more physical visits as part of primary sources investigation; 2) Candidate's research must be published in a book or journal (such as the Watch & Clock Bulletin), or on-line equivalent; 3) Candidate must be a member in good standing.

In years when awarded, a plaque will be presented to the recipient, preferably at the national convention. The award will be administered by the Awards Committee. Nominations for this award shall be submitted by members. Self-nominations are permitted.

Motion carried. Voting Yea: Baker, Gary, Gregory, Morris, Newman, Wolfe; Voting Nay: Holloway, Lee, Orr; Abstained: Bartels; Absent: Cote, Miller.

8. Museum Collections Committee Update – Director Morris, Chair of the Museum Collection Committee, reviewed four key documents pertaining to the National Watch and Clock Museum (NWCM).
 - a. NWCM 5 Year Strategic Plan – The five year strategic plan expired in 2017. This document is an important part of maintaining the Museum's accreditation and needs to be updated to look forward another five years from 2018-2023. Jay Dutton has been added to the committee and will lead the effort to update the strategic plan.
 - b. NWCM Collections Management Policy – by policy, this document should be reviewed and revised at least every five years. Since the last approval was in 2010, this policy is at least three years overdue for review. The Committee will work with staff to update the policy as necessary and bring it to the Board for approvals.
 - c. NWCM Collection Plan – while there is no specified time period for revision of this document, it was last approved in 2009, and it will also be reviewed for any necessary changes, with subsequent Board approval.
 - d. Management and Collection Plan Needs - should be a living document, updated as items are accessioned/deaccessioned.

Director Morris also reviewed the Accession/Deaccession Document. Currently the Museum completes a form each item that the Museum takes in. This form is not a part of our accreditation process rather the purpose is to communicate to the Museum Committee what objects are being accessioned. Currently, the Gottdenker collection consisting of ~ 80 clocks has been received by the Museum but to date no Accession Request forms have been initiated for this collection. With current staff it is estimated that 9-12 months will be required to complete the documentation. Director Morris is actively seeking volunteer experts to assist staff in completing the forms.

Museum staff has prepared a list of ~ 119 items for deaccessioning which will be reviewed by the Museum Collection Committee. Following their review, the list will be forwarded to the Board for approval.

Director Morris also reviewed recent and future exhibit plans, noting that the major/minor designation relates to the location occupied in the museum, and not the exhibit itself. The current exhibit schedule is as follows:

2018: Major - Gottdenker Collection / Minor - Carriage Clocks

2019: Major - Civil War / Minor - S Town

2020: Major - Time Travel / Minor - TBD

2021: Major - Fashion / Minor - Royalty

2022: Major - Pop Culture / Minor - TBD

2023: Major - Travel & Transportation / Minor TBD

Director Cote and Director Miller joined the meeting during this discussion.

9. Web site Request for Proposal (RFP) Update – Executive Director Wilcox discussed the process and tentative schedule for completing the RFP and soliciting bids for redeveloping and updating our web presence. He briefly discussed the volunteers involved in the process, potential vendors, and cost and funding options.
10. YTD Financial/Budget Review – Treasurer Miller reviewed our financial performance through the end of August (five months into our fiscal year). Revenue is ~\$46k below budget, while expenses are ~\$27k over budget. We expect to receive about half of the expected revenue from the National Convention in September, with the rest to follow when all bills are paid. Treasurer Miller reviewed each department and the causes for any substantial revenue and expense variances. He reminded the Board that we will need to look at annual salary increases and bonuses before the end of the calendar year.
11. Educational Programming Update - Executive Director Wilcox discussed recent progress in educational programming. He has been in discussion with Mike Dempsey and Pam Tischler regarding curriculum changes. A basic watch course for jewelry store staff is being evaluated. We are also discussing joint educational programs with similar organizations (e.g model train, music box, and gun collectors). Finally, we are evaluating a certification program for horological professionals.

12. MOTION: Director Gary, seconded by Director Wolfe. That the Board goes into Executive Session to discuss financial, legal and personnel issues. Hearing no objections, the Chair declared the **Motion carried**.

13. No action was taken in Executive Session.

14. MOTION: Director Lee, seconded by Director Wolfe. Move that the meeting adjourn. Hearing no objections, the Chair declared the **Motion carried**.

Meeting adjourned at 8:40 p.m. EDT.

Please send all comments and questions on items being considered to NAWCC Board Secretary at lebaker@chorus.net.

NAWCC Board Secretary
Leroy Baker