



CHAPTER OFFICERS NEWSLETTER

PUBLISHED BY THE NAWCC CHAPTER RELATIONS COMMITTEE

Dedicated to Serving the Needs of our Chapters in the NAWCC

NAWCC CHAPTER OFFICERS NEWSLETTER

MAY 2014

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Chapter Relations Committee

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Who we are, our aim, and our purpose:

The **Chapter Relations Committee** (CRC) was formed in October of 2008 to focus on the relationship between the Chapters and the National Organization. Its primary objectives are to strengthen the NAWCC chapters; establish confidence, trust, and accountability between all the parties through timely and open communications; and give guidance and support to the chapters.

NAWCC CHAPTER LIABILITY INSURANCE

We highly recommend that chapters consider obtaining liability insurance if you are not already covered by a policy. The NAWCC has negotiated special liability insurance rates that are available to individual Chapters at the group rate. In most cases this reduces the cost of insurance to the Chapter. Liability insurance is recommended but not required for chapters. Liability insurance does provide protection to Chapter officers and members especially for chapters that are not incorporated.

To download more information about Chapter Liability Insurance, [click HERE](#)

CHAPTER DOCUMENTS

All major chapter documents have been scanned into PDF format and consolidated on the NAWCC documents page on our website for ease of use. To find these downloadable and printable documents, simply visit the MEMBERS section of the NAWCC website, select "Chapters" from the lefthand menu, then navigate down to the Chapter Documents link. Alternately, click on the link below.

[NAWCC Chapter Documents](#)

CRC 2012 MEMBER SURVEY SUMMARY

The results of the 2012 Member Survey Summary, in PowerPoint slide show format, are now available on the NAWCC website. They have been converted to Flash Video (.SWF) for ease of use. To access them, visit the NAWCC Chapter Documents link on the NAWCC website and select "CRC 2012 Member Survey Summary (PPT)"; a slide show viewer will automatically load and play the file. A special thank you to Andy Dervan for preparing the report.

Interested members can also select the link below to view the slide show from here:

[CRC 2012 Member Survey Summary \(PPT\)](#)

NAWCC REGIONAL MEETING GUIDEBOOK

For those chapters who host Regional or Local events, the new version of the NAWCC Regional Meeting Guidebook is now available online in downloadable and printable PDF file format. This version of the guidebook has been completely revised and fully updated (for the first time since 1995) and now contains all important appendices and major add-ons. The file can be found on the NAWCC website Chapter Documents page, or downloaded at the link below:

[NAWCC Regional Meeting Guidebook](#)

NAWCC BOD MEETINGS NOW HOSTED ONLINE

Recently the NAWCC Board of Directors responded to requests for further transparency and convenience by adopting a system that allows NAWCC members to keep track of decisions made by the BOD on behalf of the association. Online BOD meetings can now be joined as phone conferences, allowing the membership to log in and attend meetings in progress. For interested members, pertinent documents relating to BOD actions can be viewed on the NAWCC online Message Board as they are produced or found archived on the NAWCC website under the BOD section of the Documents page.

The schedule of future BOD Meeting Webinars and instructions for taking part can be found on the NAWCC Message Board at the following link: [NAWCC BOD Meeting Webinars](#)

NAWCC AWARDS

Ever wonder how an NAWCC member earns an award? Any member or chapter (yes, chapters too) who has received an award had to be nominated by someone. The time and commitment it takes to nominate a member for an award recognizes the hard work done on behalf of members and chapters by the recipient.

NAWCC Awards include:

• Fellow Award

An award to recognize outstanding and meritorious achievement and service in support of the NAWCC and its purposes. This award will be administered by the Awards Committee and presented to the recipient at an appropriate Regional or National Convention when possible.

• Silver Star Fellow Award

An award to recognize exceptional and meritorious achievement and service in support of the NAWCC and its purposes. It may be awarded only to Members who have already achieved Fellow Award status. This award will be presented to the recipient at the National Convention.

• Chapter of the Year Award

A certificate for Chapter of the Year will be given to a Chapter selected by vote of the Board that has provided outstanding service in support of the purposes of the NAWCC.

• James W. Gibbs Literary Award

An award for horological literary excellence, to be awarded annually if there is a candidate recommended by the Awards Committee. A plaque will be presented to the recipient at the National Convention and the recipient's name inscribed on a master plaque located in the Columbia facility.

• Henry B. Fried Watch Award

An award for excellence in the field of watchmaking, to be awarded annually if there is a candidate recommended by the Awards Committee. A plaque will be presented to the recipient at the National Convention and the recipient's name inscribed on a master plaque located in the Columbia facility.

• Dana J. Blackwell Clock Award

An award for excellence in the field of clockmaking, to be awarded annually if there is a candidate recommended by the Awards Committee. A plaque will be presented to the recipient at the National Convention and the recipient's name inscribed on a master plaque located in the Columbia facility.

There are many other awards given by the organization or different parts of the organization. To find out about all the awards, visit:

<http://www.nawcc.org/index.php/awards>

PLEASE UPDATE YOUR ROSTER AND OFFICERS LIST REGULARLY WITH NATIONAL

Annual request for chapter rosters – A request was sent to each chapter in April for a copy of their current membership roster. If yours has not yet been provided to Member Services, please do so ASAP.

Also, please remember to provide Member Services with your current chapter officers list. Check the website and the Chapter Officers Listing in the Publications. Deadline for changes to appear is two months prior to publication.

Thanks!

Pam

IRS FILING REMINDER FOR U.S. CHAPTERS

All U.S. Chapters are responsible for filing a 990-N electronic return if your normal gross receipts are less than \$50,000. If your normal gross receipts are \$50,000 or more, you will need to file a form 990 or 990EZ. These are returns to be filed annually by nonprofits with the Internal Revenue Service (IRS). Returns are due by the 15th day of the 5th month after the close of your chapter fiscal year. If you are not recognized as a nonprofit, then you would file a standard business return. If you have questions regarding IRS filing, you can check the chapter document section of the website (put in link) or call Executive Director Steve Humphrey to discuss. The NAWCC is recognized by the IRS to administer an exempt group on behalf of its chapters. Requirements to be part of the exempt group are included in the above referenced documents. Chapters with normal gross receipts of less than \$5,000 can qualify for exemption under the small organizations rule.

AWARDS, INFORMATION AND MEMBER SERVICES FOR CHAPTERS OFFERED BY NAWCC

YEARLY DATA AND BIMONTHLY ACTIVITY REPORT

Member Services provides the geographical chapters with an alphabetical membership list each calendar year of all current members in a chapter's assigned area designated by an officer of the chapter. Only those members who wish to not have their information given to chapters are not included. Bimonthly, an activity report showing new and reinstated members, inactive members due to death, resignation, and non-payment of dues, and members who relocate is provided. The information is provided in email or printable format to one chapter representative, usually the secretary, unless specified differently. They have permission to distribute to any other chapter officer or rep as they see fit.

Changes to the assigned chapter area as well as recipient of this data can be updated at any time by notifying Pam Lindenberger, Member Services Manager, at plindenberger@nawcc.org or 717-684-8261 x210.

THE GOLDEN CIRCLE AWARD

The Golden Circle Award is an award to recognize the achievement of 50 years of NAWCC membership. It is granted automatically to those members achieving 50 years of continuous membership. It is recognized by a certificate and a Golden Circle pin, presented to qualifying members at each year's National Convention Awards Banquet.

YEARS OF MEMBERSHIP RECOGNITION PROGRAM

The Board of Directors passed a motion at their December 2009 meeting to begin offering Recognition pins in ten year increments to those members that have reached 10, 20 30 and 40 year milestones. Member Services staff compiles a list at the end of the year of the eligible members. Those members are sent a thank you for their years of service and are offered a pin. Because many members do not have an interest in a pin, only those members responding are mailed a pin. Any member questioning their years of membership can contact Member Services for research.

Fifty-year members receive the Golden Circle Award (see above).

SUCCESSFUL CHAPTER PROGRAMS

Two programs that are very successful for a Midwest chapter are **The Internet Library** and **mentoring potential program presenters**. The chapter in question has and uses its own internet library to help its members do repairs or research on pieces in their collections. *First, the chapter has a dedicated librarian who is appointed by the board.* The librarian is responsible for maintaining the library and making recommendations for future book purchases by the chapter. *All the books from the library are posted on its website.* If a member would like to check out a book, they will email the librarian who will then bring the book to the next chapter meeting, or if the chapter member would like it sooner, the librarian will mail the book.

Shipping costs will be paid by the person requesting the book. Many of the older members have donated books they no longer need or want, which helps to increase the number of books the chapter can offer for free. This service has proven to be a great chapter resource.

The chapter in question also has no problem with live lectures at all its chapter meetings. A small group of chapter members mentor and support (with resources to aid) a program, and they will help with research and photography for the presentation.

The chapter is very lucky to have a younger group who heads up this program. It's fairly easy to find potential speakers by just asking members of your chapter what they collect and their specialty. Asking this in a large group does not really work, but talking to members "one on one" works very well. Workshops also work very well. The chapter will run a small workshop during the mart but before the main lecture. We keep the workshops very simple and last no longer than 30 minutes. They do simple things like putting a clock in beat, changing a watch crystal, taking a pocket watch movement out of the case so that you can clean the case, or replacing the leather in a hammer on a clock. These workshops need to be kept very simple but can be very effective for the chapter members.

If any chapters would be interested in more information or learning how these programs are implemented, the Committee would be willing to provide more details and perhaps formal instruction where interested parties might learn some of these techniques.

VISION PLANNING

In December of 2013 the Board held a Vision Planning session to develop goals and objectives for the next two years.

The NAWCC mission was defined as **a community committed to preserving, encouraging, and stimulating interest in the art, heritage, and science of timekeeping.**

Five Task Forces were identified as important to work with the membership to carry out the mission.

Museum/Library
Education
Chapter Relations
Development/ Endowment
Membership/ Marketing

The core strengths of the NAWCC that should be used by the Task Forces are:

Staff	Members	Publications	Library
Education	Museum	Online presence	Volunteers
Donors	Collections	Conventions	Archives
Chapters	Members' collections	Member Interests	International

Some things that need to be done are:

Communicate better with membership and public
Create more online education
Identify sources of additional income
Create leadership Plan for Chapter Officers and Committee Chairs
Improve publicity on projects
Focus on needs and wants of members

The Task Force on Chapter Relations includes Chapter Relations Committee
Board members: Wahlner and Volk
Staff Member: Lindenberger

Did you know that you ALREADY belong to The Association of Science and Technology Centers?

ASTC is part of your NAWCC membership. Look at the back of your NAWCC membership card. Take advantage of this whenever you can. Did you know that you can easily pay for your NAWCC membership for the year, by saving the admission fee visiting a couple of the Museums listed?

Look for the **ASTC** logo on the bottom of the NAWCC Member Central page Click on the **ASTC** logo and you will find this:

Visit Over 250 Science Centers and Museums FREE as a Benefit of Your NAWCC Membership!

The National Watch and Clock Museum® is a member of **ASTC, the Association of Science-Technology Centers, Inc.** As a member of the **National Watch and Clock Museum® of the National Association of Watch and Clock Collectors, Inc.,** ASTC offers the **Passport Program**, an opportunity to visit hundreds of Science and Technology Centers and Museums in this country and around the world, at no charge.

Be sure to acquaint yourself with the admittance policies of participating **Passport Program** sites prior to your visit. Most sites also provide free admission to family members. New museums/science centers are continually added to this program. Announcements of new additions will be routinely published in the **MART & Highlights**. The **Passport Program** entitles visitors to free general admission. It does not include free admission to planetarium and larger-screen theatre presentations, nor does it include store discounts and other discounts associated with museum memberships, unless stated otherwise. Present your NAWCC membership card for admittance at participating institutions.

Passport Program

You and your family can receive free admission to over 250 science centers and museums around the world. Museums that do not charge regular admission offer alternative benefits such as store discounts or free parking. Some restrictions apply.

For more information visit www.astc.org

WHAT IS THE COMMUNITY CENTER?

It's a whole separate area of our web-site, packed with a fantastic array of new communication options for NAWCC chapters.

If you're an NAWCC member, you already have a member account waiting for you. And you're listed in our master directory. All you need to do is activate your account (if you haven't already), log onto the Community, set up your profile (so people can see who you are), and start sending messages and making contact with your friends and fellow members.

It's easy. Best of all, YOU control everything.

Click on **MY NETWORK** and select **Profile**. This opens your personal control panel; it's also your personal electronic business card. It shows your fellow members who you are... your name, your interests, your affiliations. Even your picture, if you feel like sharing it. But YOU decide what can be seen, and who else can see it.

Log on, go to **DIRECTORY**, and choose the menu option **Find A Member** to look up a fellow member, then send them a message. Your message will land in their email inbox. It's as simple as that.

NOTICE:

The **NAWCC COMMUNITY CENTER** provides many useful facilities for NAWCC chapters; however, because the Community website is built around the NAWCC member roster, **it is important that each chapter regularly provide the NAWCC with a current roster** so that chapter members can be correctly identified and given access to their various chapter applications. Otherwise, some members might not have access to their chapter facilities.

DONATE TO THE NAWCC

There is now a quick and easy way for NAWCC members to donate or give a gift to the NAWCC— through PayPal!

You don't need a PayPal account to use the facility; all that's needed is a credit card. Use our new secure online donations application to donate any amount you want, whenever you want.

It's easy and it's completely safe. The link to our online donation application can be found here:

[DONATE ONLINE](#)

MARKETING MATERIALS

Chapters requiring flyers, posters, and various marketing materials to better advertise themselves can contact Kim Craven at kcraven@nawcc.org

Sample Press Releases for Chapter and Regional Events can be downloaded from our

[NAWCC PRESS MEDIA PAGE](#)

Posters and flyers can also be downloaded and printed directly from the Internet in assorted sizes. Interested chapters can download those flyers here:

[JOIN THE NAWCC 8.5" x 10"](#)

[JOIN THE NAWCC 11" x 14"](#)

[JOIN THE NAWCC 16" x 20"](#)

[CHAPTER MEETING 8.5" x 14"](#)

THE CHAPTER REPRESENTATIVES RECEPTION AT THE 2014 NATIONAL CONVENTION

The Chapter Relations Committee will be hosting **The Chapter Representatives Reception** at the **2014 National Convention** in **Milwaukee, Wisconsin**. The dates of the National are June 17-21, 2014. The Chapter Representatives Reception will be on Wednesday, June 18, 2014, at 6:00-7:00 PM prior to the Keynote Speaker. There will be a light fare and a cash bar. The reception and lecture both take place in Lakeshore A-B in the Hyatt Hotel.

Come and meet Steve Humphrey and other Directors along with members of the Chapter Relations Committee. You will have an opportunity to learn what is happening with the NAWCC and be able to voice your concerns about your Chapter. You can also converse with other Chapter Officers and members to compare ideas and suggestions. If you cannot attend please send a representative from your Chapter. You will be able to register online or by mail when you sign up for the Convention. If you have already registered, you can still add this event or any other event online, mail in, or call the Registration Chair on the form. There will be door prizes and a nice social event for all!

Best Regards,

Mrs. Lu Sadowski

Chapter Relations Committee Chair

59-12 72nd Street

Maspeth, NY 11378-2613

718-429-6251 p 1-224-633-4432 f 347-834-1091 c

LBSadowski@aol.com

Did you miss past issues of our Chapter Relations Committee Newsletter?

[CLICK TO DOWNLOAD:](#)

[CRC Newsletter #1 \(Spring 2012\)](#)

[CRC Newsletter #2 \(Winter 2013\)](#)

CHAPTER DONATIONS MAKE A DIFFERENCE!

Total Chapter Giving FY14
\$52,790

CHAPTERS

\$10,000+

Ventura & Santa Barbara County
Chap 190

\$5,000 - \$9,999

Buckeye Chap 23
Florida Gold Coast Chap 60

\$1,000 - \$4,999

Lone Star Chap 124
San Diego County Chap 59
San Jacinto Chap 139
Tower Clock Chap 134
Western Carolinas Chap 126

\$500 - \$999

Atlanta Chap 24
Carolina Chap 17
Central New York Chap 55
King Cotton Chap 48
New York Chap 2
Ozark Chap 57

\$250 - \$499

Chicagoland Chap 3
Heart Of America Chap 36
Kentucky Bluegrass Chap 35
Toronto Chap 33

\$100 - \$249

Alabama Chap 54
Inland Empire Chap 53
Jean Ribault Chap 68
Orange County Chap 69
Palmetto State Chap 144
Palomar Chap 136
Peace Pipe Chap 83
Queen City Timekeepers Chap 16
Sooner Time Collectors Chap 74
Southwestern Chap 15
Tennessee Valley Chap 42
Watauga Valley Chap 162

\$5 - \$99

Central Tokyo Chap 108
Keystone Chap 158
Magnolia Chap 41
Rio Grande Chap 117

NAWCC CHAPTER NEWSLETTERS

The NAWCC has created a service whereby chapters can send their newsletters to the Marketing department and have them printed and mailed for a reasonable fee. This service enables our chapters to take advantage of our lower bulk mailing rates for mailings of over 200 pieces.

Another service available to chapters is use of the NAWCC mass emailing service to send messages to their rosters, other regional members, or even (in special cases) the entire membership. (These services have a small cost depending upon how large an area is targeted.)

If you are interested in learning more, contact Kim Craven at kcraven@nawcc.org.

SHARE YOUR CHAPTER'S EVENTS, ACTIVITIES, AND ACHIEVEMENTS WITH THE REST OF THE ASSOCIATION IN THE PAGES OF OUR

NAWCC PUBLICATIONS



CHAPTER EVENTS in the *Mart & Highlights*

Chapter Events is a non-advertising, no-cost feature in the *Mart & Highlights* for promoting chapter events. Send your chapter events no later than the advertising due date for the next issue (The first working day of the month preceding the issue (e.g. December 1 for the January issue, February 1 for the March issue, etc.).

Events to report include classes, special meeting, community events involving your chapter, or upcoming lectures.

Email your Chapter Events to mart@nawcc.org and include "**For Mart Chapter Events**" in the subject line. Please do **not** send Regional event advertising for use in Chapter Events.

CHAPTER HIGHLIGHTS in the *Mart & Highlights*

Chapter Highlights provides members with brief reports on chapter activities throughout the country, internationally, and in special interest chapters. Many chapter reporters submit the content of interesting chapter talks. Public projects, show and tell, upcoming events, and chapter contests are some of the activities recorded in Chapter Highlights. Placing your chapter in Chapter Highlights is a good way to promote your chapter to other NAWCC members.

Please send your reports to Freda Conner at chaphi@nawcc.org. See options for report formatting online at nawcc.org, publications section, Chapter Highlights submission form—right-side menu, under Quick Links.

OTHER ITEMS OF INTEREST

If your chapter newsletter contains a really interesting article—timepiece research, historical information, a travel report—please send it to the *Watch & Clock Bulletin* editor, Monica Elbert, at melbert@nawcc.org