



**National Associated of Watch and Clock Collectors, Inc.
Board of Director's Meeting
September 30, 2021 @ 7:00PM Eastern
Webinar Meeting MINUTES**

Board Members present: Chair Jim Price, Vice-Chair Rhett Lucke, Treasurer Jay Dutton, Secretary Sherry Kitts, Leroy Baker, Bob Burton, Tom Compton, John Cote, Renee Coulson, Cathy Gorton, Philip Morris, Rich Newman. Also present was Incoming Executive Director Rory McEvoy.

Guests Present: Dave Coatsworth, Andrew Dervan, Judy Draucker, Jim Haney, Patricia Holloway, and Lu Sadowski.

Vice-Chair Rhett Lucke assumed duties of Chair for this meeting.

ITEM	SUBJECT	LEAD
1	<u>Call to Order</u> The meeting was called to order at 7:10 pm Eastern Daylight Time.	Vice-Chair Lucke
2	<u>Welcome, Introductions, Meeting Procedures & Announcements</u> Vice-Chair Lucke reminded the Directors that Roberts Rules of Order for Small Boards would be followed. Chair Price is very pleased that Ken De Lucca, PHD, will assume the position of Director of Education. The first course in our resurrected School of Horology will be "Introduction Into Antique Clocks" on December 4 & 5.	Vice-Chair Lucke
3	Roll Call All Directors were present.	Vice-Chair Lucke
4	MOTION: to Approve July 14-15, 2021, Hampton, VA, Board of Directors Meeting Minutes as amended. Seconded by Director Morris. MINUTES APPROVED BY UNANIMOUS CONSENT	Secretary Kitts
5	Scorecard Review Director Baker reviewed the Scorecard. See Attachment E.	Director Baker

ITEM	SUBJECT	LEAD
6	<p>Treasurer Report:</p> <p>*Our bottom line is positive. We have substantial cash credits from the Payment Protection Program; our second loan for \$150,000 was just forgiven. This will appear in the September financial report.</p> <p>*We are targeting completion of the first and second quarter reports by the end of October.</p> <p>*We have several Hampton 2021 National Convention issues we are working through with Your Part Time Controller (YPTC).</p>	Treasurer Dutton
7	<p>2021 National Convention Report</p> <p>*There were 738 attendees</p> <p>*135 attended the Awards Banquet</p> <p>*331 mart tables were sold</p> <p>*200 attended the auction</p> <p>*Profit is about \$48,000, of which \$12,000 went to host Chapter Old Dominion, though some additional expenses are expected.</p> <p>*The profit exceeded the expectations in the budget.</p>	Treasurer Dutton
8	<p>Security Upgrades for Headquarters/Library</p> <p>We have had losses in the Library. Our rearrangement from a Public Library to a Research Library has resulted in security cameras not covering all areas. Also, we have no security cameras in the back of the building to protect the staff while in the parking area. We have other areas of HQ where we have identified that we are missing security camera coverage. The poor quality of our current security cameras provides unrecognizable results. As a result of this, we have contacted vendors for estimates. One estimate, BSGI, for a complete overhaul and update is \$52,303.27 and the second, APP-Tech, for the same overhaul and update is \$44,084.78. The second estimate is lower and a company that we are excited to work with and who work with us.</p> <p>MOTION: That the Board approve the APP-Tech estimate and the expenditure of \$44,084.78 for Security Upgrades to cover all areas of headquarters and the library, as well as the parking area, with good quality security cameras. This motion was seconded by Director Newman.</p> <p>After discussion centered around the NAWCC Financial position vs. possible unforeseen expenses, urgency and potential liabilities of this need, a MOTION was made by Director Newman, seconded by Director Burton, to TABLE FOR FURTHER REVIEW. MOTION TO DELAY ADOPTED by a vote of 11 ayes and 1 no.</p>	Vice-Chair Lucke

ITEM	SUBJECT	LEAD
9	Seth Thomas 2 Dial Street Clock Plinth Funding	Vice-Chair Lucke
	<p>MOTION: That the Board approve the Wickersham Industrial Services bid of \$3,575 dated September 10, 2021, for the construction of a plinth to support the Seth Thomas 2 Dial Street Clock being returned to the museum from the Columbia Welcome Center. Motion seconded by Director Burton.</p> <p>MOTION ADOPTED BY UNANIMOUS CONSENT.</p>	
10	<p>Changes to Standing Rules for Spending Limits before Board approval is required. Current limit for Capital Expenditures is \$50,000. The following motion will change the limit for Capital Expenditures and Unanticipated Operating Expenses without Board approval to \$5,000. See Attachment A.</p> <p>MOTION: Move that the Standing Rules, Article X, Section 3, be amended to read as submitted by Director Newman, with minor change from FINAL AGENDA (deletions) shown in Attachment A in bold. Motion seconded by Director Cote.</p> <p>MOTION ADOPTED BY UNANIMOUS CONSENT.</p>	Director Newman
11	Various Changes to the BOD Code of Ethics. See Attachment B.	Director Newman
	<p>MOTION: Move that the Board of Director, Code of Ethics, be amended to read as submitted by Director Newman, with minor changes from FINAL AGENDA to F, Consequences to Violations, paragraph 1, Sentence 1 (deletions) shown in bold in Attachment B. Motion seconded by Secretary Kitts.</p> <p>MOTION ADOPTED BY UNANIMOUS CONSENT.</p>	

ITEM	SUBJECT	LEAD
12	<p>FOR DISCUSSION: Discussion of various Changes proposed to the Standing Rules, ARTICLE II AWARDS AND RECOGNITIONS. See Attachment C. (Changes made to Attachment C since the 9/23 upload of the Agenda are highlighted in turquoise.)</p> <p>Director Newman, Director Coulson, and the Governing Documents Committee were lauded for their work on this difficult subject. Due to the extensive discussion past and present on this subject, the intent is to put this motion before the Board at the next regular meeting.</p>	Director Newman
13	<p>Strengthen qualifications for the Kenneth D. Roberts – Snowden Taylor Horological Research Award. See Attachment D.</p> <p>MOTION: Strengthen requirements and qualifications for the Kenneth D. Roberts – Snowden Taylor Horological Research Award by making revisions to the current document filed in the website folder “Member Recognition” as submitted by Director Burton. Seconded by Director Morris.</p> <p>MOTION ADOPTED BY UNANIMOUS CONSENT.</p>	Director Burton
14	<p>Revision of Standing Rules to reflect change in Bylaws allowing Chapter membership without NAWCC membership.</p> <p>Standing Rules ARTICLE IV CHAPTERS, Section 2, (a) 3, which deals with formation of a Chapter, as currently written in Revision 3.0 states: "Statement of recognition of NAWCC membership requirements for chapter membership."</p> <p>MOTION: Delete Standing Rules, ARTICLE IV CHAPTERS, Section 2, (a) 3. Renumber current (a) 4 as (a) 3.</p> <p>Justification: Requirement for a chapter member to be a member of the NAWCC has been removed from Bylaws ARTICLE VIII CHAPTERS, Section 1, Formation. The Bylaws Version 2.0 currently requires NAWCC membership for Chapter officers only. Standing Rules ARTICLE IV CHAPTERS, Section 2, (a) 4 reflects this requirement for chapter officers.</p> <p>Due to input from members and the Governing Documents Committee, and complicating aspects of this issue, THIS MOTION WAS WITHDRAWN WITHOUT BRINGING IT BEFORE THE BOARD by Secretary Kitts.</p>	Secretary Kitts

ITEM	SUBJECT	LEAD
15	<p>Report of the Chapter Relations Committee</p> <p>Andy Durvan and Lu Sadowski presented a thoughtful report, answering questions put forth by the Board. They intend to recruit more members for the committee, and to consider enhancements to the Chapter Handbook. See Attachment F.</p>	<p>Director Burton/Lu Sadowski</p>
15.5	<p>NEW BUSINESS: Extension of term of Oversight and Advancement Committee.</p> <p>MOTION: The Board hereby establishes a special committee reporting to the Board of Directors for the purpose of performing certain Executive Director responsibilities until such time that the Executive Director position is temporarily or permanently filled. The Chairman of the Board will chair this Special Committee and the members will be the other three Board Officers and other members at the discretion of the chair.</p> <p>Justification: The prior Board passed a motion to establish a Special Committee, the Oversight and Advancement Committee, when our last Executive Director resigned. Section 4 of our Bylaws states that Special Committee term ends with the seating of the next board. Motion is made to avoid any doubt regarding the activities and responsibilities of this Committee and is identical to the motion previously passed.</p> <p>Motion seconded by Director Burton.</p> <p>MOTION ADOPTED BY UNANIMOUS CONSENT.</p>	<p>Director Newman</p>
16	<p>Next In-Person Meeting Date/Place</p> <p>The next in-person date was agreed to be in Columbia on March 17-18, 2022.</p>	<p>Vice-Chair Lucke</p>
17	<p>Next Webinar Meeting Date</p> <p>The next Webinar dates were set for October 21 and December 2. [Post meeting note: Tuesday, October 21 Webinar was rescheduled to Wednesday, October 27.]</p>	<p>Vice-Chair Lucke</p>

ITEM	SUBJECT	LEAD
18	MOTION: That the regular session of the Board be adjourned. Seconded by Director Cote.	Vice-Chair Lucke
	MOTION PASSED BY UNANIMOUS CONSENT.	
19	Solicit feedback from the audience.	Vice-Chair Lucke
20	MOTION: That the Board go into Executive Session.	Vice-Chair Lucke
	Hearing no objections, the MOTION PASSED BY UNANIMOUS CONSENT.	
21	MOTION: That the meeting be adjourned.	Vice-Chair Lucke
	Hearing no objections, this MOTION PASSED BY UNANIMOUS CONSENT and the regular meeting of the Board of Directors was adjourned at 8:35 pm EDT.	

In the following Executive Session, no motions were made.

Please send all comments and questions on items being considered to NAWCC Secretary at sacutts@comcast.net
 Sherry Kitts
 NAWCC BOD Secretary

ATTACHMENT A
CHANGES TO STANDING RULES FOR SPENDING LIMITS BEFORE BOARD
APPROVAL IS REQUIRED

Motion by Rich Newman that spending limits in Standing Rules be revised as follows:

I've communicated with our Treasurer, Jay and would like to propose the following two changes to our Standing Rules as relates to financial controls.

MOTION 1) that Article X Financial Matters, Section 3. Capital Project Authorization be renamed to "Section 3. Capital and Expense Authorization"

MOTION 2) that Article X Financial Matters, Section 3. Capital and Expense Authorization be modified as follows:

Current Wording:

All proposed construction, renovation, and other projects requiring capital expenditures in excess of \$50,000 will require a cost/benefit statement and review of available alternatives to be presented to the Board prior to Board approval.

New Wording:

The Executive Director shall manage to the approved operating and capital budgets passed by the Board each fiscal year.

All capital projects, including proposed construction and renovation, in excess of \$5,000 shall be presented to the Board and receive Board approval in advance of any associated contractual commitment or payment. A cost/benefit statement, alternatives, and two or more competitive bids should be included in the respective capital expenditure proposal to the Board.

Unanticipated operating expenditures during the fiscal year in excess of \$5,000 ~~that were not approved by the Board as part of the annual operating budget approval process~~ shall be presented to the Board and receive Board approval in advance of any associated contractual commitment or payment. A cost/benefit statement, alternatives, and two or more competitive bids should be included in the respective expenditure proposal to the Board.

ATTACHMENT B

VARIOUS CHANGES TO THE BOARD OF DIRECTORS CODE OF ETHICS

Motion by Rich Newman that the Board of Directors Code of Ethics be amended as follows:

A. Conditions of Board Membership, Paragraph 2 that states; "Financial contributions by potential Board members shall not be a consideration when they are being evaluated for nomination for election or appointment, and will not ensure such nomination." be eliminated in its entirety.

A. Conditions of Board Membership, Paragraph 5. that states; "No employee of the NAWCC shall serve as a member of the Board until the expiration of three years from termination of employment." be changed to "five years" to be aligned with similar language in the Bylaws.

A. Conditions of Board Membership, Paragraph 11 that states; "Purchases by Board members and their families from the NAWCC shall be limited to those items normally available to the public for retail sale. Any discounts given shall be limited to those available to all Members." be deleted in its entirety and replaced by the following paragraph: "Purchases by Board members and their families from the NAWCC, including any item being deaccessioned from NAWCC collections or disposed of by any NAWCC corporate activity, shall be limited to items available for sale to the public or Members . Any discounts given shall be limited to those available to all Members."

A. Condition of Board Membership, Paragraph 12 that states; "Board members and their family are prohibited from participation, either directly or indirectly, in any auction or sale of any item being deaccessioned from NAWCC collections or disposed of by any NAWCC corporate activity" be deleted in its entirety because it is covered by Paragraph 11.

B. Responsibilities, Paragraph 3 that states: " Board members shall participate in all physical and electronic Board meetings as a primary responsibility. Non-participation shall be dealt with as stated in the Bylaws Article I Section 8 and Standing Rules Article III Section 2 (c)" be changed to "Board members shall participate in all physical and electronic Board meetings as a primary responsibility. Non-participation shall be dealt with as stated in the Bylaws and/or Standing Rules." Rational: Citing a specific section creates references to nowhere when Rules are modified and renumbered.

C. Stewardship of Collections, Paragraph 4 that states; "The Board shall seek accreditation of the Museum with the American Association of Museums" be deleted in its entirety as already agreed by the Board of Directors.

D. Compensation, Gifts, and Expenses, Paragraph 5 that states: "Receipt of travel expenses or any other form of compensation from a for-profit entity or private person for-NAWCC related business is strictly prohibited. On Board approval, a Board member may receive travel expenses from unrelated non-profit entities for NAWCC related business provided there is a benefit to NAWCC and full disclosure is made to the Board by the member following each such event." be deleted in its entirety and replaced by: "Receipt of travel expenses or any other form of compensation or reimbursement from any corporate entity, business, or person for NAWCC business-related activity must be approved by the Board Chair, prior to the event if possible, and disclosed to the full Board within 30 days following each such event."

F. Consequences of Violations, Paragraph 1, Sentences 1 & 2, that state, "Board members may be disciplined or removed for violation of this code. Discipline will be determined by majority vote of the remainder of the Board, removal if appropriate will be according to Article I Section 8 of the Bylaws." be changed to: "Board members may be disciplined or removed for any reason including violation of this code ~~as defined in the Bylaws and/or Standing Rules.~~"

Attachment B (continued, page 2 of 2)

F. Consequences of Violations, Paragraph 2 that states, "A Board member shall be automatically removed should he incur two consecutive absences from physical meetings for any reason, as provided in the Bylaws Article I Section 8." be deleted in its entirety.

F. Consequences of Violations, Paragraph 3 that states, "A Board member who does not participate in the regular monthly electronic meetings of the Board shall be disciplined, up to removal, as stated in the electronic meeting procedures authorized by Article III Section 2 (c). of the Standing Rules." be deleted in its entirety.

----- end of motion -----

ATTACHMENT C
VARIOUS CHANGES TO AWARDS AND RECOGNITIONS SECTION IN THE
STANDING RULES – DISCUSSION TOPIC

Motion: Article II Awards & Recognition be modified as written below:

The Board may establish awards **and qualifications** for the purpose of recognizing achievements and contributions of individuals and organizations, both within and outside the NAWCC, who have worked to further the purposes stated in the Articles of Incorporation. A notification informing members of available awards and recognitions shall be published annually. **Member Services** will be responsible for maintaining the list of all awards given. All Awards & Recognitions listed below, unless otherwise specified, will be presented to the recipient at **an appropriate venue, such as** the National Convention Awards Banquet, when possible, or a **Regional Meeting, or delivered by mail if the recipient cannot be present.**

Motion: Article II Awards & Recognition, Section 2 Special Awards be replaced in its entirety by the following Section 2 and new Section 3:

Section 2. Special Awards

Special awards to recognize outstanding individual service and achievement may be presented. Unless otherwise specified, procedures for nomination, confirmation, issuance, and presentation of these awards will be the responsibility of the Awards Committee.

(a) Golden Circle Award

An award to recognize the achievement of 50 years of NAWCC membership. It is granted automatically to those members achieving 50 years continuous membership, and will also be granted, upon request, to those members achieving 50 years total but non-continuous membership, to be confirmed from NAWCC membership records. **It is recognized by A certificate and a Golden Circle pin will be mailed to recipients.** In addition, a list will be maintained in a general public area on the NAWCC website with the name, and year of achievement of all members attaining 50 years of service. ~~Membership Services staff will provide data to the Awards Committee at the end of each fiscal year.~~

~~Officers and committee members of chapters and regional meetings will be encouraged to provide free or discounted entry to events to members achieving the Golden Circle Award.~~

(b) Old Timer Designation

The designation of Old Timer shall be automatically given to the two hundred (200) active Members having the lowest membership numbers **given by Membership Services.** This designation will not apply to membership numbers that have been inherited as provided in Standing Rules ~~Article XIII Section 2(b).~~ Such member will only qualify on the basis of their membership number at the time of actually joining the NAWCC. Breaks in service may be taken into account in determination of eligibility.

(c) 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.

(d) 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, and only after a minimum of 5 years has passed since receiving Fellow Award status. This award will be administered by the Awards Committee.

Section 3. Special Annual Awards

Special awards to recognize outstanding individual service and achievement may be awarded and presented annually. In advance of issuance and presentation of any Special Annual Awards, the Awards Committee Chair or designee shall inform the Board of all Special Annual Award selection(s) and respective qualifications during executive session of a regularly scheduled meeting of the Board.

Unless otherwise specified:

- Procedures for nomination, confirmation, issuance, and presentation will be the responsibility of the Awards Committee.
- ~~In years when one or more Special Annual Awards are awarded, they shall be presented to the recipients, if possible, during the National Convention Awards Banquet.~~
- In years when awarded, a plaque will be presented to the recipient and the recipient's name will be inscribed on a master plaque located in NAWCC's corporate facilities.

(a) Kathleen H. and Wilbur L. Pritchard Award

The Board recognizes and supports the Kathleen H. and Wilbur L. Pritchard Award for excellence in the field of watch repair and restoration, which may be awarded annually to a person selected from applicants who qualify under the conditions stipulated by the selection committee.

Application is open to the public as well as to NAWCC members. This award will be administered by the Executive Director. The Executive Director of the NAWCC will appoint three or more members chosen from among persons qualified in the art, who will be responsible for judging the applications and selecting the winner, with the Board's approval. The judges shall prepare and maintain the procedures and selection criteria for this award.

(b) James W. Gibbs Literary Award

An award for horological literary excellence may be awarded annually if there is a candidate recommended by the membership to the Awards Committee Chair for evaluation. The Awards Committee shall select the recipient of the award.

(c) Henry B. Fried Watch Award

An award for excellence in the field of watchmaking may be awarded annually if there is a candidate recommended by the membership to the Awards Committee Chair for evaluation. The Awards Committee shall select the recipient of the award.

(d) Dana J. Blackwell Clock Award

An award for excellence in the field of clock making may be awarded annually if there is a candidate recommended by the membership to the Awards Committee Chair for evaluation. The Awards Committee shall select the recipient of the award.

(e) The J. Bryson and Mary Lou Moore Museum Service Award

An award to recognize distinguished and outstanding service to the Museum may be awarded annually if there is a candidate recommended by the Museum Collections Committee for evaluation. Procedures for selection, confirmation, issuance, and presentation of this award will be the responsibility of the Museum Collections Committee. The Museum Collections Committee shall select the recipient of the award, with the Board's approval.

(f) Kenneth D Roberts - Snowden Taylor Horological Research Award

An award for original and extensive horological research and publication may be awarded annually. This award was developed to honor those members who have far surpassed the qualifications for the James W. Gibbs Literary Award and deserve to be recognized for their accomplishments. The Awards Committee shall select the recipient of the Award, 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 to the library and research center, as part of primary sources investigation;
2. Candidates research must be published in a book or journal (such as the Watch & Clock Bulletin), or online equivalent;
3. Candidate must be an NAWCC member in good standing.

(g) Member Donor of the Year Award

An award may be given to recognize an individual member for the most significant donation of funds, or gifts in kind, given to the NAWCC during the previous fiscal year. Personal labor shall not be factored into the award. With the donor's permission, the member's donation will be highlighted in the annually published Donor Recognition List and an article highlighting the gift published.

Procedures for selection, confirmation, issuance, and presentation of this award will be the responsibility of the Development Committee. The Development Committee will be responsible for selecting the Member Donor of the Year (Member), with the Board's approval. In rare cases, two or more awards may be presented. With the donor's permission, the recipient's name will be inscribed on a master plaque located in NAWCC's corporate facilities.

(h) Chapter Donor of the Year Award

An award may be given to recognize an individual chapter for the most significant donation of funds, or gifts in kind, given to the NAWCC during the previous fiscal year. Personal labor shall not be factored into the award. With the Chapter's permission, the donation will be highlighted in the annually published Donor Recognition List and an article highlighting the gift published.

Procedures for selection, confirmation, issuance, and presentation of this award will be the responsibility of the Development Committee. The Development Committee will be responsible for selecting the Chapter Donor of the Year, with the Board's approval. The Chapter's name will be inscribed on a master plaque located in NAWCC's corporate facilities.

ATTACHMENT D STRENGTHEN QUALIFICATIONS FOR THE ROBERTS/TAYLOR AWARD

Kenneth D. Roberts – Snowden Taylor Horological Research Award

The Kenneth D. Roberts Horological Research Award was established in 2018 as an award for original **as well as extensive** horological research. It was renamed as the Kenneth D. Roberts – Snowden Taylor Horological Research Award upon the passing of Snowden Taylor in 2019. This award may be bestowed annually if there is a candidate recommended to the Awards Committee for evaluation. The final selection of the award recipient will be made by the Awards Committee.

The award is named for Ken Roberts, author of numerous books, including *Eli Terry & the Connecticut Shelf Clock* and *The Contributions of Joseph Ives to Connecticut Clock Technology 1810–1862*, and Snowden Taylor, also the author of numerous publications. [Click here](#) for a biography and list of accomplishments for Kenneth Roberts. [Click here](#) for a biography and list of accomplishments for Snowden Taylor.

If possible, a plaque will be presented to the award recipient at the NAWCC National Convention Awards Banquet. The recipient's name will be inscribed on a master plaque located in NAWCC Headquarters, and the recipient will be recognized in NAWCC publication(s).

Qualifications

The candidate must be a member of the NAWCC in good standing.

This award was developed to honor those members who have far surpassed the qualifications for the James W. Gibbs Literary Award and deserve to be recognized for their accomplishments.

The candidate must have performed **significant** original research on one or more horological topics. ~~and research should include one or more physical visits as part of primary source investigation. Documentation of such visits in support of research must be included with the nomination form.~~

The candidate's research must be published in a printed or readily accessible digital form of a book or journal such as ~~a the~~ NAWCC *Watch & Clock Bulletin Supplement*. **The publications of articles alone in most cases will not satisfy the qualifications for this award.**

Please refer to Kenneth Roberts and Snowden Taylor's accomplishments to recognize the level of research and publication required to qualify for this award.

Recommendations must be received from at least two recognized authorities in the research field of the nominee's published documents, indicating the manner in which the candidate has made a significant contribution to the body of horological knowledge.

Copies of the published research must be submitted in printed format or as a PDF. Printed copies will not be returned.

~~Candidates may be self-nominated.~~

Complete and final applications for nominations for this award must be received **by the Awards Committee** at NAWCC Headquarters by April 30 preceding the National Convention.

A nomination form is available here: [Nomination Form](#)

ATTACHMENT E – NAWCC AUGUST SCORECARD

MONTHLY MEASURES	NAWCC SCORECARD								
	Goal	Red	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	
Finance									
Net Liquidity (\$1,000's)	\$600	\$400							
YTD Net Rev/Exp Budget Variance (\$1,000's)	\$0	-\$25							
Days between end of month and financial statements	21	28							
Membership									
New Members	75	70	113	120	98	88	76		
Non-Renewals	-119	-147	-134	33	-145	-180	-133		
Total Members	9,786	9,484	10,068	10,221	10,174	10,082	10,025		
Monthly Member Retention	98.9%	98.7%	98.7%	100.3%	98.6%	98.2%	98.7%		
Annual Member Retention	87.0%	84.0%	84.1%	94.0%	90.2%	87.3%	86.7%		
Human Resources									
Job Descriptions & Performance Evaluations Completed	100%	75%	100%	100%	100%	100%	100%		
Board of Directors									
Meeting Attendance (voting members)	100%	80%	100%	100%	100%	92%			

ATTACHMENT F

Chapter Relations Committee Responses to NAWCC Board Questions

1. Committee Meetings:

- a. Chapter Relations & Membership Committee have a joint meeting at the NAWCC National to give members the opportunity to address issues to both committees. This process was recommended by BOD. This was our third year doing this, in the past we always met as a committee at the National Convention.
Committee has informal meetings at Regionals when sufficient members are in attendance, usually at the SOR and ESR.
- b. 2021 Hampton National

2. Procedures Manual

- a. Chapter Relations Committee serves both the membership and chapters, so it has developed an extensive “Chapter Handbook” that provides an excellent reference and guide to chapters for formation, structural organization, dealing with a variety of chapter issues, and process to close down a chapter
- b. Manual was last updated in July 2015

3. NAWCC Standing Rules

- a. Board of Directors has been initiating many Standing Rule and Bylaw changes, so it is difficult to understand all of them. Where are the current Standing Rule and Bylaw changes posted so they can be reviewed?
Why is Board automatically creating co-chair for every committee?
- b. Yes, the Chapter Relations Committee prepares bi-annual newsletter originally targeted for chapter officers, but now goes out to all members informing what is going with NAWCC and offering additional route communicating with members and chapters. It highlights what is going on in the organization, introduces new headquarters staff, and notes headquarters activities assisting chapters

4. Committee Initiatives

- a. The covid pandemic has limited direct member interaction for over a year, but committee has worked to continue publishing bi-annual newsletter and continue annual meetings at NAWCC National in conjunction with Membership Committee

*Begin review of Chapter Handbook to insure that it complies with most recent chapters in organizations governance documents

*Improve on the CRC Newsletter

*Have a CRC meeting at the SOR with input from Members and meet Rep.

*Improve Joint meeting with more members attending

*Contest among chapters for best ideas and new members

- b. Recruit more members for the committee that are willing to respond to all inquiries and come up with ideas to help the Chapters stay afloat.

Is there any value completing a chapter survey? Committee had done annual surveys in the past uncovering good information on chapter activities and chapter health, but Board of Directors had little interest in reviewing the information collected.

5. Board Support

- a. Active and engaged chapters help foster membership retention. Board needs to support the Chapter Relations Committee to assist chapters: organization, developing programs, recruiting new members to keep them viable.
- b. Considering we only have 3 members it will take more than a few weeks to review the ByLaws, Standing Rules and Chapter Handbook. May need a few Board members to assist.