



**National Associated of Watch and Clock Collectors, Inc.**  
**Board of Director’s Meeting**  
**December 02, 2021 @ 7:00PM Eastern**  
**ZOOM Meeting FINAL MINUTES**

**ALL BOARD MEMBERS WERE IN ATTENDANCE:** Leroy Baker, Bob Burton, Tom Compton, John Cote, Renee Coulson, Jay Dutton (Treasurer), Cathy Gorton, Sherry Kitts (Secretary), Rhett Lucke (Vice-Chair), Philip Morris, Rich Newman, Jim Price (Chair); **EX-OFFICIO:** Rory McEvoy (incoming Executive Director), Myron Mintz (legal counsel)

**GUESTS IN ATTENDANCE:** Dave Coatsworth, Andy Dervan, Judy Draucker, Terry Hall, Lu Sadowski

ITEM	SUBJECT	LEAD
1	<b>Call to Order</b> Chair Price called the meeting to order at 7:08 PM EST.	Chair Price
2	<b>Welcome, Introductions, Meeting Procedures &amp; Announcements</b> *We will follow Robert’s Rules of Order *This is our first meeting by ZOOM, which is less expensive than GoToWebinar *Rory McEvoy has a Visa and a new Passport; full-time start date is Feb. 28, 2022 *Treasurer Dutton has Finances caught up through Sept; a major accomplishment. *Our first Class in the School of Horology, “Introduction to Antique Clocks,” taught by Ken De Lucca on Dec. 4 & 5, was sold out soon after announced. *Dayton National Convention: Tom McIntyre has website tools about finished; Earl Harlamert and Ness Ball have about 1/3 of tables sold.	Chair Price
3	<b>Roll Call</b> All Directors were present (see above Attendance) after Leroy Baker provided some technical help with using the new ZOOM format.	Chair Price
4	<b>MOTION:</b> to Approve October 27, 2021, Board of Directors Webinar Meeting Minutes.  Second by Director Cote.	Secretary Kitts
<b>MINUTES APPROVED BY UNANIMOUS CONSENT</b>		
5	<b>Scorecard Review</b> *Our net liquidity improved *Membership is not meeting projections. We did not adjust goals following the dues increase, which may account for the less than desirable result. *The other scorecard goals were met.	Director Baker

ITEM	SUBJECT	LEAD
6	<p><b>Treasurer Report:</b></p> <p><b>a. Status of Monthly Financials</b></p> <p><b>b. Latest Monthly Financial Report</b></p> <p>Financial Reports are complete through September of this year. These were provided prior to the meeting for review. A Finance Committee meeting is planned for next week to review October statements.</p> <p>In response to a question by Director Newman, Treasurer Dutton responded that the outlook for the remaining FY was good, and our expenditures should conform to budget in March, 2022.</p> <p>Chair Price noted that we have not had to make any planned draws from our investment income. This is to a great extent attributable to the forgiveness of two Payment Protection Program (PPP) loans (\$210,000 and \$150,000).</p> <p>Treasurer Dutton invited anyone interested to attend the Finance Committee meetings – these are not closed meetings.</p>	Treasurer Dutton
7	<p><b>2022 Dayton National Convention Budget Discussion</b></p> <p>The spread sheet was included with the posted Agenda for review prior to the meeting.</p> <p>*We anticipate a revenue of about \$40,000, assuming 500 dealer tables sold, 825 separate registrations, and 100 registrations at the door.</p> <p>*We currently have 140 tables sold, and 90 separate registrations.</p> <p>*A new promotional roll has been added; Tim Orr will be helping advertise.</p> <p>*An excellent rate was secured at the Radisson Hotel.</p> <p>* The Convention Center also has a new operator; upgrades look fantastic.</p>	Director Newman
8	<p><b>Event Registration Program Funding Discussion</b></p> <p>*Two Regionals have pledged a total of \$13,000 toward this effort.</p> <p>*The Registration Program (RP) has been good, but it originated in the 1990's, was last upgraded in 2005, and its software platform was no longer supported as of 2007.</p> <p>*Two major goals of the new program are online acceptance of credit cards and table selection.</p> <p>*The proposal from a company with a good track record is \$20,000.</p> <p>*We plan to approach other large Regionals for additional volunteer funding.</p>	Director Baker (Convention Committee Co- Chair)

ITEM	SUBJECT	LEAD
9	Bylaw Revisions	Director Coulson

Three Bylaw revisions are submitted for approval. Each will be considered and voted on separately. A 3/4 approval by the Board is required to send each proposed change to the membership, where a 2/3 majority of those voting is required to enact the Bylaw changes.

**1. ARTICLE III. COMMITTEES**

Section 4, Special Committees

Current: The Board will appoint Special Committees to address specific tasks, initiatives, and needs as appropriate. ~~The term of the Special Committee will be limited to the remaining term of the appointing Board, that is, until the seating of the next Board, unless terminated earlier.~~

**MOTION:** Revise Bylaws Article III Section 4 as follows: “The Board will appoint Special Committees to address specific tasks, initiatives, and needs.

Justification: The second sentence is redundant to the Standing Rules Article V Section 4.

Seconded by Secretary Kitts

**MOTION ADOPTED BY UNANIMOUS CONSENT**

**2. ARTICLE VII: MEMBERSHIP MEETINGS**

Section 3. Quorum

Current: The presence in person of 50 members shall be necessary to constitute a quorum at any Membership Meeting.

**MOTION:** Replace Bylaws Article VII Section 3 with the following: “The quorum of any membership meeting consists of those who attend the meeting as per Robert’s Rules of Order (Bylaws Article XI RULES OF ORDER AND CONSTRUCTION).

Justification: By using Robert’s Rules of Order in accordance with Bylaws Article XI RULES OF ORDER AND CONSTRUCTION, a specific number is not required.

Seconded by Secretary Kitts.

**MOTION ADOPTED BY UNANIMOUS CONSENT**

<b>ITEM</b>	<b>SUBJECT</b>	<b>LEAD</b>
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<b>9</b>	<b>Bylaw Revisions (continued)</b>	Director Coulson
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**3. ARTICLE XII. AMENDMENTS**

Section 4. Voting

(b) Non-technical and Substantive Amendments

Current: All non-technical and substantive amendment proposals, by either of the above means, after approval by the Board by a  $\frac{3}{4}$  affirmative vote of those Directors present and voting, will be voted on by referendum of the membership, using Official Ballots ~~for that purpose as defined in Article IV Section 5 of these Bylaws~~. Approval of any proposed regular amendment will require a  $\frac{2}{3}$  majority of the valid ballots returned ~~for counting to an independent Agent appointed by the Board~~, and if approved will become effective immediately.

**MOTION:** Revise Bylaws Article XII Section 4 as follows: “All non-technical and substantive amendment proposals, by either of the above means, after approval by the Board by a  $\frac{3}{4}$  affirmative vote of those Directors present and voting, will be voted on by referendum of the membership, using Official Ballots. Approval of any proposed regular amendment will require a  $\frac{2}{3}$  majority of the valid ballots returned and if approved will become effective immediately.”

Justification: Bylaws Article IV is Elections and Appointments and Section 5. is the Voting Procedure for elections and appointments. The GDC is reviewing the procedures to be followed for incorporation into its Policy and Procedures document. Wording “for counting to an independent Agent appointed by the Board” removed since we now use an online service and not an “independent Agent”.

[Director Baker noted that we can use Survey Monkey or similar online polling software because, though we set it up, we have nothing to do with the count and it can therefore be considered independent.]

Seconded by Director Morris.

**MOTION ADOPTED BY UNANIMOUS CONSENT**

ITEM	SUBJECT	LEAD
10	Standing Rules Revisions	Director Coulson

Three Standing Rules revisions are submitted for approval of the Board. Each of these will be presented and voted on separately. When approved by the Board, these will become effective.

**1. ARTICLE V COMMITTEES**

SECTION 2. Standing Committees

(b) Governing Documents Committee

Current: The Governing Documents Committee, in addition to the duties specified in the Bylaws or elsewhere in these Standing Rules, ~~shall~~ also be responsible for oversight of all referendums of the members with respect to amendments of the Articles of Incorporation and the Bylaws. A minimum of one member of the Board of Directors shall be a member of this committee. The Governing Documents Committee may make such technical, non-substantive corrections and/or changes to the governing documents if said corrections and/or changes do not alter or limit the substance and/or functions and/or intent of the document. All other changes shall require Board authorization.

**MOTION:** That the first sentence of Standing Rules Article V Section 2(b) be replaced with the following two sentences: “The Governing Documents Committee, in addition to the duties specified in the Bylaws or elsewhere in these Standing Rules, will also be responsible for developing and maintaining procedures for the conduct of ballots for all matters requiring a vote of the membership, other than those involving the election to the Board of Directors or the Nominations and Elections Committee. The procedures are to be incorporated in the GDC Policies and Procedures Handbook and approved by the Board.”

The following three sentences remain unchanged: “A minimum of one member of the Board of Directors shall be a member of this committee. The Governing Documents Committee may make such technical, non-substantive corrections and/or changes to the governing documents if said corrections and/or changes do not alter or limit the substance and/or functions and/or intent of the document. All other changes shall require Board authorization.”

Justification: The word “shall” is replaced with “will.” The motion clarifies the responsibility of the GDC to develop and maintain procedures for the conduct of ballots pertaining to governing documents.

Seconded by Director Lucke.

**MOTION ADOPTED BY UNANIMOUS CONSENT**

ITEM	SUBJECT	LEAD
10	<b>Standing Rules Revisions (continued)</b>	Director Coulson

**2. ARTICLE V COMMITTEES**

Section 4. Special Committees

Current: As provided in Bylaws Article III Section 4 the Board may appoint Special Committees to address special tasks, initiatives and needs as appropriate. The committee term is limited to the remaining term of the appointing Board unless terminated earlier. A special Committee will include no less than three members.

**MOTION:** Replace Standing Rules Article V Section 4 with the following: “A Special Committee appointed under Bylaws Article III Section 4 will include no less than three members. The Committee term shall be limited to the remaining term of the appointing Board unless the Committee’s term is extended by the subsequent Board.”

Justification: The phrase “unless terminated earlier” is eliminated because it is superfluous to the superiority of the Board. The phrase “unless the Committee’s term is extended by the subsequent Board” is added to clarify that Special Committees do not have to be limited to the term of the appointing Board, but extension does require confirmation by the subsequent Board.

Seconded by Director Morris.

**MOTION ADOPTED BY UNANIMOUS CONSENT**

**3. ARTICLE VIII ELECTIONS, APPOINTMENTS, AND REFERENDUMS**

Section 2. Referendum Policies and Procedures

Current: The Governing Documents Committee will be responsible for developing and maintaining procedures for the conduct of referendums for all matters requiring a vote of the members, in accordance with the Articles of Incorporation, Bylaws, and these Standing Rules. The procedures are to be incorporated in the ~~NEC~~ Policies and Procedures Handbook and approved by the Board.

**MOTION:** That the last sentence of Standing Rules Article VIII Section 2 be corrected to replace “NEC” with “GDC”, such that this section reads as follows: The Governing Documents Committee will be responsible for developing and maintaining procedures for the conduct of referendums for all matters requiring a vote of the members, in accordance with the Articles of Incorporation, Bylaws, and these Standing Rules. The procedures are to be incorporated in the GDC Policies and Procedures Handbook and approved by the Board.

Justification: The phrase “in the NEC Policies” incorrectly assigns responsibility to the NEC. It should read “in the GDC Policies.....”

Seconded by Director Gorton

**MOTION ADOPTED BY UNANIMOUS CONSENT**

ITEM	SUBJECT	LEAD
11	<b>For Discussion:</b> Various Bylaw Changes other than changes directly affecting the Nominating and Elections Committee (NEC), briefly as follows:	Director Newman
	<ol style="list-style-type: none"> <li>1. ARTICLE I, Section 6, Meetings – Eliminate the word “such” in the first paragraph, second sentence, since there is no preceding qualifier.</li> <li>2. ARTICLE II, EXECUTIVE DIRECTOR, Section 3, Employees – Revise to clarify that no NAWCC employee can seek or hold either Board or NEC positions until 5 years after leaving employment of the NAWCC. Correct “Nominations” to “Nominating.”</li> <li>3. ARTICLE III, COMMITTEES, Section 1, Purpose and Duties – In the second paragraph, Remove Board Chair and Executive Director from being ex-officio members of the Awards Committee. Correct “Nominations” to “Nominating.”</li> <li>4. ARTICLE III, Section 2, Standing Committees – Remove the redundant statement requiring vote of membership to change duties – Standing Committees and their duties are in the Bylaws which in itself requires a vote of the membership to change.</li> <li>5. ARTICLE III, Section 2, Standing Committees (a) Awards Committee – Clarify that there are exceptions to the Awards Committee being responsible for all Awards and Recognitions. Revise to allow Awards Committee to select current and past Board members. Revise to revert to general requirement that the Awards Committee Chair be selected by the Board (ARTICLE III, Section 5). (Having the Chair-chosen members select the Chair creates a “chicken or egg” situation.)</li> </ol>	

The Governing Documents Committee is drafting specific wording, which will be presented for individual MOTIONS on each item at the next Board meeting (currently January 27<sup>th</sup>).

During the meeting, Director Newman added additional clarification to Proposals 3 and 5.

ITEM	SUBJECT	LEAD
12	<b>For Discussion:</b> Various Bylaw Changes directly affecting the Nominating and Elections Committee (NEC), briefly, as follows:	Director Newman

1. ARTICLE III, COMMITTEES, Section 2 (g) Nominating and Elections Committee – Revise 2(a) to allow the Board to select NEC members from past Directors as well as current Directors to provide flexibility.
2. ARTICLE III, COMMITTEES, Section 2 (g) Nominating and Elections Committee - Add a sentence before or after 2(a) and (b) to clarify that two new (four-year term) members of the four-member NEC are seated every two years at the same time the new Board is seated.
3. ARTICLE IV, ELECTIONS AND APPOINTMENTS, Section 1, Positions – Change ratio of elected and appointed Board members to 50/50 (6 elected, 6 appointed), electing three in one two-year cycle, and appointing three in the alternate cycle. [NOTE: This change would require a change to the *Articles of Incorporation*.]
4. ARTICLE IV, ELECTIONS AND APPOINTMENTS, Section 3, Responsibility – Eliminate paragraph (b) because it appears in ARTICLE III, Section 2 (g) 3.
5. ARTICLE IV, ELECTIONS AND APPOINTMENTS, Section 7, Appointed Directors – Revise (c), Confirmation of Appointments, to align better with ARTICLE IV, Section 8, to allow the Board to appoint (a) Director(s) if the NEC is unable to provide (a) suitable candidate(s).

The Governing Documents Committee is drafting specific wording, which will be presented for individual MOTION on each item at the next Board meeting (currently January 27<sup>th</sup>).

During the meeting, Director Newman added additional clarification to Proposals 1, 2, 3, and 5.

Proposal 3 could be the most controversial since it changes the configuration of the Board, giving slightly less weight to the preferences of the membership. (Currently, the *Articles of Incorporation* stipulate 7 elected and 5 appointed members of the Board. This revision would change the complexion of the Board to 6 elected and 6 appointed.) Legal Counsel Mintz cautioned that to enact this change, the *Articles of Incorporation* must be revised first. The Articles of Incorporation are superior to the Bylaws.

Changes in Proposal 5 eliminate the potential for an endless cycle of the Nominating and Elections Committee providing candidates to the Board only to be rejected by the Board (“bring me another rock”).



ITEM	SUBJECT	LEAD
13	<b>NAWCC Articles of Incorporation reformatting</b>	Director Coulson
	<p>The Articles of Incorporation have been retyped to put them in the current approved format, with minor non-substantive corrections. With no objection from the Board, these will be uploaded to the Website.</p> <p>The document was provided with the Agenda upload to the website for review by the Board prior to the meeting.</p> <p>There was no objection to removal of “DRAFT” from the reformatted Articles of Incorporation; <b>this edition will replace the current old-format version.</b></p>	
14	<b>Revision to “NAWCC Regional Meeting Board Representative Report”</b>	Secretary Kitts (Convention Committee Co- Chair)
	<p><b>MOTION:</b> To replace the current “NAWCC Regional Meeting Board Representative Report” with the upgraded version. See Attachment A1 for the current version and Attachment A2 for the proposed upgrade.</p> <p>Second by Director Coulson.</p> <p><b>MOTION ADOPTED BY UNANIMOUS CONSENT</b></p>	
15	<b>Revision to “NAWCC Regional Meeting Final Report”</b> (Revised version suggested name is “NAWCC Regional Meeting General Chair Report.”)	Secretary Kitts (Convention Committee Co- Chair)
	<p><b>MOTION:</b> To replace the current NAWCC Regional Meeting Final Report” with the upgraded version titled “NAWCC Regional Meeting General Chair Report.” See Attachment B1 for the current version and Attachment B2 for the proposed upgrade.</p> <p>Seconded by Director Newman.</p> <p><b>MOTION ADOPTED BY UNANIMOUS CONSENT</b></p>	

ITEM	SUBJECT	LEAD
16	<p><b>Report of the Development Committee</b></p> <p>*Directors Newman and Cote are Co-Chairs of the Development Committee.            *Other members include Director Dutton, Director Coulson, and El Garcia.            *The Executive Director and the NAWCC Development Director (a contractor) are ad-hoc members of the committee.            *Accounting procedures have been improved to provide more transparency to origin of funds in specific accounts.            *Donor recognition has been elevated.            *Development must be a priority in every decision and action.            *Message Board is much improved thanks to efforts of Dave Coatsworth.            *Chapter Relations has been a huge part of Development success. Lu Sadowski does a fantastic job on Chapter Relations.            *Future solicitations to donors will include information about needed equipment or upgrades with cost/benefit and will welcome donations dedicated to specific needs. It will be a versatile document that can be adapted to specific needs.            *Additional attention will be given to strengthening regular donations (such as “10 for 10”) as well as the “For All Time” campaign.            *The Annual Appeal will be changed to the actual year rather than the fiscal year to simplify accounting. Donor levels will be prominently advertised.            *Corporate sponsorships have been successful. Development is currently working on a major contribution from Hamilton to support telling the Hamilton story in the museum.            *It has been suggested that some members or sponsors would be more willing to donate when they can direct the application of their money. Rory McEvoy will work on a simple group of programs and tasks which can be “Championed.”            *The answer to how the Board can help is (1) continuing to donate, (2) supporting incoming ED with Development, (3) focusing on connections to the West Coast.</p>	Director Newman Director Cote
17	<b>Next ZOOM Meeting Date</b> is January 27, 2022	Chair Price
18	<b>Next In-Person Meeting Date/Place</b> is March 16 – 18 in Columbia, PA	Chair Price
19	<b>MOTION:</b> That the regular session of the Board be adjourned. After a second by Director Morris, and Unanimous Consent of Directors present, Chair Price moved on to item 20 at approximately 8:30 pm EST.	Chair Price
20	<b>Solicit feedback from the audience.</b>	Chair Price
21	<b>MOTION:</b> That the Board go into Executive Session.	Chair Price
22	<b>MOTION:</b> That the meeting be adjourned. Chair Price adjourned the meeting at 8:35 pm EST.	Chair Price

Please send all comments and questions on items being considered to NAWCC Secretary at [sacutts@comcast.net](mailto:sacutts@comcast.net)  
 Sherry Kitts  
 NAWCC Secretary

**ATTACHMENT A1  
CURRENT  
“NAWCC REGIONAL MEETING BOARD REPRESENTATIVE REPORT”**

# NAWCC REGIONAL MEETING BOARD REPRESENTATIVE REPORT

To be completed by the Board Representative and submitted to the NAWCC Member Services within two weeks of Regional  
Use an additional page for more ideas and comments

**REGIONAL NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## OBSERVATIONS

Was anything unique tried to enhance the “fun factor” for attendees? \_\_\_\_\_

What was done to enhance the overall hospitality and friendliness of the regional? \_\_\_\_\_

What successes and innovations would be worth sharing with other regional organizers? \_\_\_\_\_

What problems should be shared with other regional organizers? \_\_\_\_\_

Describe other successes and problems you observed: \_\_\_\_\_

## INPUT FROM MEMBERS

Were you given a mart table? Yes  No  Was there a “Meet your National Officer” event scheduled? Yes  No

From your interface with members, what can the Board/Staff do to improve the NAWCC Member experience? \_\_\_\_\_

What ideas or issues expressed by members require regional organizing committee, NAWCC Staff, or Board attention? \_\_\_\_\_

## PUBLIC DAYS AND ESCORTED VISITORS

If the regional included public day(s), describe its success in the interest of enticing new members to the NAWCC.

Were members of the public recognizable in the mart room? Yes  No  Describe your observations \_\_\_\_\_

Did the organizing committee and table holders go out of their way to make the public feel welcome? Yes  No

Describe your observations \_\_\_\_\_

Describe any innovative practices relating to public day(s) \_\_\_\_\_

Were provisions adequate for Escorted Visitors? Yes  No  Describe your observations \_\_\_\_\_

## MART

Was sales tax collected by mart table holders? Yes  No  Public day only

Were sales controlled during unloading? Yes  No  If so, how? \_\_\_\_\_

Were sales of non-horological items an issue? Yes  No  If so, how were they addressed? \_\_\_\_\_

Were there parking lot sales? Yes  No  If yes, organized and advertised (Tailgate)  ad hoc and uncontrolled

## EDUCATIONAL FUNCTIONS

Were lectures, workshops and the exhibit adequate and appropriate for a regional? Describe your observations \_\_\_\_\_

## PREPARED BY OFFICIAL BOARD REPRESENTATIVE

Please print your name: \_\_\_\_\_ Membership #: \_\_\_\_\_ Date: \_\_\_\_\_

Within **two weeks** of Regional, please send **this form** with copies of **Registration form** and **published program** to:  
Member Services [membership@nawcc.org](mailto:membership@nawcc.org) National Association of Watch and Clock Collectors

514 Poplar Street, Columbia PA 17512-2130 (717) 684-8621

**ATTACHMENT A2  
PROPOSED  
“NAWCC REGIONAL MEETING BOARD REPRESENTATIVE REPORT”**

**NAWCC REGIONAL MEETING BOARD REPRESENTATIVE REPORT**

Regional Name: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

I have attended this Regional in the past as a: Member  Board Member  Board Rep  N/A

Comments: \_\_\_\_\_

I was offered a Mart Table: Yes  No  I used the Mart Table for: \_\_\_\_\_

I did not use a Mart Table because: \_\_\_\_\_

I was offered an opportunity to engage members at a "Meet Your National Rep" session: Yes  No

If employed, results: \_\_\_\_\_

I addressed members at a Banquet: Yes  No  N/A

Comment: \_\_\_\_\_

Other ways I met with Members: \_\_\_\_\_

I helped with the following activities/events of the Regional:

\_\_\_\_\_

**New Ideas Tried by Organizers and Results**

New Location, Dates, Days of Week: \_\_\_\_\_

Promotion of Regional? Comments: \_\_\_\_\_

New member enticements? Comments: \_\_\_\_\_

Methods to attract Public? Comments: \_\_\_\_\_

Partner with Others: \_\_\_\_\_

Other: \_\_\_\_\_

Compared to other Regional Events I normally attend, this one was Really:

Great!!!:  Average:  Not one I would eagerly return to:

Comments: \_\_\_\_\_

**Observations for the Board & Executive Director**

A) Most Significant Issues & Opportunities for Improvement:

1. \_\_\_\_\_

2. \_\_\_\_\_

B) Anything New that worked well and should be shared with other Regionals:

1. \_\_\_\_\_

2. \_\_\_\_\_

C) Most Significant Compliments, Issues & Concerns, or Questions raised by Members:

1. \_\_\_\_\_

2. \_\_\_\_\_

D) Most Significant Compliments / Issues & Concerns raised by Regional Organizers / Regional Volunteers:

1. \_\_\_\_\_

2. \_\_\_\_\_

E) Any Security, Ethics, Rules Issues:

1. \_\_\_\_\_

2. \_\_\_\_\_

F) Potential Donors, Committee Chair/Members, Directors identified (names and contact information):

\_\_\_\_\_

\_\_\_\_\_

Please print your name: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by the Board Representative. Submit to NAWCC Member Services ([membership@nawcc.org](mailto:membership@nawcc.org)) within two weeks of Regional. Attach additional pages for more ideas and comments.

**ATTACHMENT B1  
CURRENT  
“NAWCC REGIONAL MEETING FINAL REPORT”**

# NAWCC REGIONAL MEETING FINAL REPORT

To be completed by the General Chair and submitted to the NAWCC Member Services within two weeks of Regional

## GENERAL CHAIR

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## NAME, TYPE, LOCATION

Regional name: \_\_\_\_\_ Host Chapter(s): \_\_\_\_\_  
Date: \_\_\_\_\_ Days of week scheduled: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_

**WEATHER:** \_\_\_\_\_

## REGISTRATION STATISTICS

Pre-registration: _____	Cost: \$ _____	Previous year Pre-registration number: _____
Onsite registration: _____	Cost: \$ _____	Previous year Onsite registration number: _____
Tables available: _____	Tables sold: _____	Cost: \$ _____
6 or 8 Foot: _____	Previous year sold: _____	
Renewed NAWCC members: _____	New full NAWCC members: _____	
Introductory members: _____	Escorted visitors: _____	
Banquet number: _____	Cost: \$ _____	Buffet or plate: _____
Breakfast, lunch or dinner: _____		

## MEETING FACILITY

Type of convention facility: Hotel:  Convention center:   
Name of convention facility: \_\_\_\_\_  
Other type of meeting, describe: \_\_\_\_\_  
Host hotel name: \_\_\_\_\_  
Room cost: \$ \_\_\_\_\_ Rooms in block: \_\_\_\_\_ Rooms sold: \_\_\_\_\_  
Mart square footage: \_\_\_\_\_ Convention facility parking cost: \$ \_\_\_\_\_ Hotel parking cost: \$ \_\_\_\_\_

## PUBLIC DAYS

Open to public?: Yes  No  If yes, when?: \_\_\_\_\_  
Number of public participants: \_\_\_\_\_ Entry cost: \$ \_\_\_\_\_ Name, address, email collected?: Yes  No   
NAWCC membership info and benefit package provided?: Yes  No   
Advertisement used: \_\_\_\_\_ Advertising cost: \$ \_\_\_\_\_  
Number of new NAWCC members resulting from public days: \_\_\_\_\_

## MART

Organized tailgate event?: Yes  No  Cost: \$ \_\_\_\_\_ Unloading hrs.: \_\_\_\_\_  
Scheduled date/time mart opened: \_\_\_\_\_ Date/time mart closed & security ended: \_\_\_\_\_  
"Early Bird" or other early access for non-table holders available?: Yes  No  Cost: \$ \_\_\_\_\_  
Table provided for official NAWCC board representative?: Yes  No   
Approx. % tables occupied noon last day: \_\_\_\_\_  
Method(s) used to keep tables set up on last day: \_\_\_\_\_  
If sales tax was required, how was it handled?: \_\_\_\_\_  
Silent Auctions: How many: \_\_\_\_\_ Entry cost per item: \$ \_\_\_\_\_

## LIVE AUCTION

Number of items: \_\_\_\_\_ Entry cost per item: \$ \_\_\_\_\_ Time of auction: \_\_\_\_\_

## EXHIBIT

Theme: \_\_\_\_\_  
Accessible to public?: Yes  No   
Advertised to public?: Yes  No



**LECTURES**

Total number: \_\_\_\_\_ Clocks: \_\_\_\_\_ Watches: \_\_\_\_\_ Tools: \_\_\_\_\_ Other: \_\_\_\_\_

Explain: \_\_\_\_\_

Accessible to public?: Yes  No  Advertised to public?: Yes  No

Estimate of non-members: \_\_\_\_\_

Lecture(s) tied to exhibit?: Yes  No  Walking lecture of exhibit?: Yes  No

Approximate average number of attendees at lectures: \_\_\_\_\_

**WORKSHOPS**

Total number: \_\_\_\_\_ Clocks: \_\_\_\_\_ Watches: \_\_\_\_\_ Tools: \_\_\_\_\_ Other: \_\_\_\_\_

Explain: \_\_\_\_\_

Open to public?: Yes  No  Advertised to public?: Yes  No  Number of non-members: \_\_\_\_\_

NAWCC field suitcase workshop(s)?: Yes  No  FSW class numbers: \_\_\_\_\_

If non-FSW, describe: \_\_\_\_\_

**SECURITY**

Uniformed off duty police: \_\_\_\_\_ Convention center guards or contracted guards: \_\_\_\_\_ Both:

Any security incidents?: Yes  No  Describe: \_\_\_\_\_

**DOOR PRIZES**

Distributed randomly with all attendees eligible?: Yes  No

Distributed only to those attending a function?: Yes  No

If only by function, list function(s) which had door prizes: \_\_\_\_\_

**HOSPITALITY**

Provided for volunteers only:  Everyone:  None:

Facility supplied food only:  Able to bring in food:

Hotel room:  Convention center room:  Other:

Minimal:  Fancy:  Hours: \_\_\_\_\_

**FINANCES**

Profit:  Break-even:  Loss:

If the Regional had a financial loss, major contributing factor: \_\_\_\_\_

**PREPARED BY REGIONAL CHAIR**

Please print your name: \_\_\_\_\_ Membership #: \_\_\_\_\_ Date: \_\_\_\_\_

Within **two weeks** of Regional, please send **this form** with copies of the **Registration form** and **published program** to:

Member Services ♦ membership@nawcc.org ♦ (717) 684-8261  
National Association of Watch and Clock Collectors ♦ 514 Poplar Street ♦ Columbia, PA 17512-2130

**ATTACHMENT B2  
PROPOSED  
“NAWCC REGIONAL MEETING GENERAL CHAIR REPORT”**

# NAWCC REGIONAL MEETING GENERAL CHAIR REPORT

To be completed by the **General Chair** and submitted to the NAWCC Member Services within 30 days after the Regional

## GENERAL CHAIR

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## NAME, TYPE, LOCATION

Regional name: \_\_\_\_\_ Host Chapter(s): \_\_\_\_\_  
Dates: \_\_\_\_\_ Days of week scheduled: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_

## DID ANY EXTERNAL INFLUENCES AFFECT ATTENDANCE? (WEATHER, HURRICANE, FLOOD, PANDEMIC, ETC)

\_\_\_\_\_

## REGISTRATION STATISTICS

Pre-registration: \_\_\_\_\_ Cost: \$ \_\_\_\_\_ Previous year Pre-registration: \_\_\_\_\_  
Onsite registration: \_\_\_\_\_ Cost: \$ \_\_\_\_\_ Previous year Onsite registration: \_\_\_\_\_  
Tables Sold: 6 ft: \_\_\_\_\_ Cost: \_\_\_\_\_ 8 ft: \_\_\_\_\_ Cost: \_\_\_\_\_ Previous Year Sold: 6 ft: \_\_\_\_\_ 8 ft: \_\_\_\_\_

Renewed NAWCC members: \_\_\_\_\_ New full NAWCC members: \_\_\_\_\_  
Introductory members: \_\_\_\_\_ Escorted visitors: \_\_\_\_\_  
Banquet number: \_\_\_\_\_ Cost: \$ \_\_\_\_\_ Buffet or plate: \_\_\_\_\_  
Breakfast, lunch or dinner: \_\_\_\_\_  
What registration program was utilized? (RP, IMIS, Excel, Access, etc.) \_\_\_\_\_  
Problems Encountered? \_\_\_\_\_

Were attendees required to sign a liability waiver? Yes  No  If yes, attach (if not from the Regional Meeting Guide): \_\_\_\_\_

## MEETING FACILITY

Type of convention facility: Hotel:  Convention center:   
Name of convention facility: \_\_\_\_\_  
Host hotel name: \_\_\_\_\_  
Room cost: \$ \_\_\_\_\_ Rooms in block: \_\_\_\_\_ Rooms sold: \_\_\_\_\_  
Mart square footage: \_\_\_\_\_ Convention facility parking cost: \$ \_\_\_\_\_ Hotel parking cost: \$ \_\_\_\_\_

## PUBLIC DAYS

Open to public?: Yes  No  If yes, when?: \_\_\_\_\_  
Number of public participants: \_\_\_\_\_ Entry cost: \$ \_\_\_\_\_ Name, address, email collected?: Yes  No   
NAWCC membership info and benefit package provided?: Yes  No   
What advertising was used? \_\_\_\_\_  
What worked, and what did not: \_\_\_\_\_  
Advertising cost: \$ \_\_\_\_\_  
Were services of the Convention and Visitors Bureau used? Describe: \_\_\_\_\_  
Number of new NAWCC members resulting from public days: \_\_\_\_\_

## MART

Organized tailgate event?: Yes  No  Cost: \$ \_\_\_\_\_ Unloading hrs.: \_\_\_\_\_  
Scheduled date/time mart opened: \_\_\_\_\_ Date/time mart closed & security ended: \_\_\_\_\_  
"Early Bird" or other early access for non-table holders available?: Yes  No  Cost: \$ \_\_\_\_\_  
Method(s) used to keep tables set up on last day: \_\_\_\_\_  
Was notification of requirement to collect applicable sales tax provided to table holders? \_\_\_\_\_

Were Silent Auctions offered? \_\_\_\_\_ Entry cost per item: \$ \_\_\_\_\_

**LIVE AUCTION**

Number of items: \_\_\_\_\_ Entry cost per item: \$ \_\_\_\_\_ Time of auction: \_\_\_\_\_

**EXHIBIT**

Theme: \_\_\_\_\_

Accessible to public?: Yes  No

Advertised to public?: Yes  No

**LECTURES**

Total number: \_\_\_\_\_ Clocks: \_\_\_\_\_ Watches: \_\_\_\_\_ Tools: \_\_\_\_\_ Other: \_\_\_\_\_

Explain: \_\_\_\_\_

Accessible to public?: Yes  No  Advertised to public?: Yes  No

Estimate of non-members: \_\_\_\_\_

Lecture(s) tied to exhibit?: Yes  No

Walking lecture of exhibit?: Yes  No

Approximate average number of attendees at lectures: \_\_\_\_\_

Were lectures recorded for later use by National? Yes  No

**WORKSHOPS**

Total number: \_\_\_\_\_ Clocks: \_\_\_\_\_ Watches: \_\_\_\_\_ Tools: \_\_\_\_\_ Other: \_\_\_\_\_ None Offered \_\_\_\_\_

Explain: \_\_\_\_\_

Open to public?: Yes  No  Advertised to public?: Yes  No  Number of non-members: \_\_\_\_\_

Comments on Workshop Attendance: \_\_\_\_\_

**SECURITY**

Uniformed off duty police: \_\_\_\_\_ Convention center guards or contracted guards: \_\_\_\_\_ Both:

Any security incidents?: Yes  No  Describe: \_\_\_\_\_

**DOOR PRIZES**

Distributed randomly with all attendees eligible?: Yes  No  N/A  Public eligible? Yes  No  N/A

Distributed only to those attending a function?: Yes  No  N/A

If only by function, list function(s) which had door prizes: \_\_\_\_\_

**HOSPITALITY**

What was done to reward volunteers and provide a welcoming atmosphere for guests? For instance, was a hospitality room offered?

**FINANCES**

Do you expect to: Profit:  Break-even:  Sustain Loss:

If the Regional had or may have a financial loss, major contributing factor: \_\_\_\_\_

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