



**National Association of Watch and Clock Collectors, Inc.
Board of Director's ZOOM Meeting
August 25, 2022 @ 7:00 PM Eastern Time**

REGULAR OPEN MEETING – FINAL MINUTES R1

DIRECTORS PRESENT

Leroy Baker, Director	Bob Burton, Director	Tom Compton, Director
Renee Coulson, Director	John Cote, Director	Jay Dutton, Treasurer
Cathy Gorton, Director	Sherry Kitts, Secretary	Rhett Lucke, Chair
Philip Morris, Director	Rich Newman, Vice Chair	Ralph Pokluda, Director

EX-OFFICIO MEMBERS PRESENT

Rory McEvoy, Executive Director	Myron Mintz, Legal Counsel
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GUESTS PRESENT

Dave Coatsworth	Judy Draucker	Michelle Frye, RKL Advisors
Peggy Goodwin	Pat Holloway	Geoff Parker

ITEM

SUBJECT

LEAD

- 1 Call to Order** Chair Lucke

Chair Lucke called the meeting to order at 7:00 PM EDT

- 2 Welcome, Introductions, Meeting Procedures & Announcements** Chair Lucke

Roberts Rules of Order for Small Boards will be followed.

Ralph Pokluda was welcomed to his first BOD meeting.

Chair Lucke thanked the 2022 Dayton National Convention Committee and all volunteers for a successful National.

- 3 Roll Call** Secretary Kitts
All Directors were present.

ITEM	SUBJECT	LEAD
4	<p>MOTION by Secretary Kitts: to approve the Dayton, Ohio, June 22, 2022, Board of Directors Meeting Minutes.</p> <p>SECOND by Director Morris</p> <p>MOTION PASSED BY UNANIMOUS CONSENT.</p>	Secretary Kitts
5	<p>Treasurer Report</p> <p>Treasurer Dutton noted that the month-to-month and year-to-date financial statements show that we are tracking fairly close to budget although July is negative. Jim Chamberlain’s generous donation, that was auctioned earlier in the year per his direction, raised approximately \$47,000 and will be recognized in August.</p>	Treasurer Dutton
6	<p>RKL FY 2021-2022 Audit Report.</p> <p>Michelle Frye reviewed the 2021–2022 Audit findings in detail and informed that the NAWCC received an unqualified rating, which is the highest recognition for reporting and controls that is given.</p> <p>Treasurer Dutton expressed appreciation for the hard work that RKL has done. The staff is terrific, and responses were timely.</p> <p>Chair Lucke acknowledged Treasurer Dutton and previous Treasurer Chris Miller for all they have done to bring the NAWCC financial reports into compliance.</p>	Treasurer Dutton, Michelle Frye (RKL)

ITEM**SUBJECT****LEAD****7 2022 Dayton National Convention Final Statistics**Vice Chair
Newman

Vice Chair Newman thanked Chapter 23 and a great crew for the success of the Convention. He also noted that the hotel and local restaurants were very accommodating.

Attendance: ~850 (members and associates)

Mart Tables: 450

New Memberships: 33

Early Birds: 220

Banquet: >100

Old Timers & Fellows: 45

Donor Reception: 55

Education: 14 Workshops and Lectures

Exhibit: Ohio Clocks and Early British Horology

Net expected to be approximately \$70,000. After the Chapters are awarded their share, the NAWCC, Inc. should see ~\$50,000.

Chair Lucke thanked Vice Chair Newman and the team for all the effort to make the Convention successful.

8 Lancaster National Convention Planning Status and Budget ApprovalVice Chair
Newman,
Director Baker

The 2023 Lancaster National Convention will be July 13-15, and includes a Thursday Gala event as was done at the 75th Anniversary Convention. The Symposium will follow the National Convention and it is hoped that more members will decide to stay a few extra days to attend it. Projected revenue is \$106,175, with expenses of \$84,017. The budget is considered conservative, with expenses largely based on the 2022 Dayton National Convention. There are no host chapters with which to revenue share. Credit was given to the late Chair Price for the foresight to help then Chair Newman to secure a \$119/night rate at this excellent Marriott Hotel. Negotiations are in progress to extend the rate to additional days before and after the Convention. We are required to have \$13,000 in food commitments, and fill the room block to get these advantageous terms on the convention venue.

MOTION by Vice Chair Newman: To approve 2023 Lancaster National Convention Budget.

SECOND by Director Coulson

MOTION PASSED BY UNANIMOUS CONSENT.

ITEM**SUBJECT****LEAD****9 Headquarters – Infrastructure**

ED McEvoy

- a. Radon Remediation – Status of Material Delivery/Projected Installation**
The proper fan was obtained, and the work to remediate Radon in the basement of the building is complete.
- b. Membership and Chapter Relations – Status of combining mailings to primary and associate members sharing the same address.**
This issue is lower priority than more pressing website issues. PayPal interface and membership price structure were higher priority. These were resolved. One important problem remaining is random failure to generate auto return messages (reset password, for instance) since the fiber was installed.
- c. Membership and Chapter Relations – Status of Dues Increase Incorporation**
Dues increase incorporation throughout the website and membership materials is complete. Director Burton and ED McEvoy are working toward quarterly meetings via ZOOM with Chapter officers.

10 Headquarters – Software

ED McEvoy

- a. Website – Single Sign On, Bulletin Search**
Sign On to all areas of the website with a single ID and Password has proven to be more complex than anticipated and remains a work in progress. Bulletin Search upgrade is another large project that will require significant funding and has yet to be resourced. It is hoped to be started after a number of more pressing and less complex issues are resolved.
- b. Website – Adjustments to Allow Chapter Officers to edit Chapter Information**
Seth Huber is now developing the Chapter Section of the website using WordPress, the standard adopted when the new website was designed and implemented 2 years ago.
- c. Social Media – Progress on establishment of a Social Media Advisory Group**
El Garcia and Drew Zimmerman were the first two members to volunteer to be on this important new advisory team to ED McEvoy. Related activity including the production of high-quality videos of the museum collection continue with Hamilton pocket watch serial numbers 1 & 2. Images being captured will be used in promotional activities including email blasts. The first installment of “Collecting Conversations” with ED Rory McEvoy and Director Morris has been produced and released. Director Cote volunteered to put the link on YouTube.
- d. Chapter Relations – Potential Quarterly ZOOM with Chapters (needs input from Chapter Relations re: correct Chapter Officers)**
See Item 9. Director Burton is working with ED McEvoy to set up quarterly interface with Chapter Officers.

ITEM**SUBJECT****LEAD****11 Chapter Relations**

Chair Lucke

Director Burton was Co-Chair of the Chapter Relations Committee with the late Lu Sadowski. Chair Lucke confirmed that Director Burton would continue as Chair of the Chapter Relations Committee.

a. Additional members for the committee

Director Burton

Currently, the committee is composed of Director Burton and Andy Dervan. Keith Henley and Jeff Zuspan are being added. The Directors were asked to provide any other recommendations. Director Burton noted that the Chapter Relations Handbook is being simplified and he hopes to have it ready soon for the Board members to review and vote on at a subsequent meeting.

b. Correction/Verification of Chapter Officers listed in Mart & Highlights

Director Burton is reviewing the lists of Chapter Officers and once updated, he and ED McEvoy will institute quarterly meetings (likely by ZOOM) with the Chapter Officers.

12 Chapter Guest and Membership Policy DiscussionVice Chair
Newman,
Director Coulson

This discussion item was initiated due to the nebulous nature of the current procedures regarding Chapter membership. Vice Chair Newman provided some background for the discussion. In the past there were requirements in the Standing Rules for guests to become members after three visits to a Chapter. The strict requirement was removed in favor of allowing chapters to develop their own standards that best supported their recruitment activities. The rules do state that Chapter Officers must be NAWCC members. There are three clarifications that need to be reviewed and possibly addressed:

1. Establishment and understanding of chapter guest vs member privileges.
2. Clarification of which Chapter Charter document revisions must be reviewed and approved by the Board of Directors just as the original documents were.
3. Clarification of Chapter activities in which members of the public can participate.

Director Coulson added that “guest” needs to be defined.

Legal Counsel Mintz advised that Chapters should not be required to request BOD approval of their Bylaw changes once they have an approved Chapter Charter. (Note that, as an analogy, once a Charter is established with the State, an entity does not have to refile when changes are made to the entity’s Bylaws.)

ITEM	SUBJECT	LEAD
13	S-Town Exhibit Status	Director Morris
	<ul style="list-style-type: none"> a. Agreement with New York Times for book sales b. Promotion of Exhibit 	
	<p>Director Morris has been leading a special museum exhibit based upon the hit “This American Life” podcast “S-Town” that received over 30M views. The project was delayed due to a lawsuit (not involving the NAWCC) and the purchase of the rights by the New York Times. Contract negotiations with the New York Times are nearing completion and should be executed by the Board’s next meeting. Director Morris is additionally creating an extensive companion book that will be ready when the exhibit opens in 2023, well in time to be a feature of the 80th Anniversary 2023 Lancaster National Convention.</p>	
14	iMIS Registration Program Status	ED McEvoy, Director Baker
	<p>The new program, designed to manage regional and national event registrations, is still in the issue resolution and de-bugging phase. Once that is complete, it will go to a team to test the application before being released for production use. Director Baker informed the Board that the project is behind schedule but it seems that the primary issues that were related to record locking have now been resolved. A “go / no-go” decision whether to use it or not for the 2023 Lancaster National Convention will take place in October.</p>	
15	Verify Board Representatives for upcoming Regionals where potential conflicts existed	Chair Lucke
	<ul style="list-style-type: none"> a. Southern, Biloxi, MS, 10/10-10/11/2022: Philip Morris will be replaced by Director Pohluda. Thanks to Ralph for relieving Director Morris’ time conflict. b. MKOA, Russellville, AR, 10/28-10/29/2022: Jay Dutton - confirmed c. Southern CA, La Mesa, CA, 1/26-1/28/2023: John Cote - confirmed 	

Board members attending Regionals are encouraged to help the Chair where needed.

ITEM	SUBJECT	LEAD
16	Report of the NEC (Nominating and Elections Committee)	Carroll Wolfe
	<p>Carroll Wolfe recognized the teamwork with the other members of the committee: Chris Miller, Tim Orr, and Jerry Thornsberry. They meet in person at the Conventions, except for Jerry who they interact with via phone. Minutes are produced for all the meetings.</p> <p>Bob Burton and Rhett Lucke agreed to run for one more term on the Board. New candidates for the Board are El Garcia, Jarett Harkness, Geoff Parker, and Jeff Zuspan.</p> <p>Laura Taylor has all the information needed to publish the candidate bios. Seth Huber will initiate the Survey Monkey form for the election. ED McEvoy verified that between Laura Taylor, Seth Huber, and himself, the ballots would go out on time.</p> <p>Chair Lucke expressed the Board’s appreciation for Carroll Wolfe and the work of the NEC. Carroll gave much credit to his NEC team and thanked the Board for their suggestions and all the work they do.</p>	
17	Development Discussion	Chair Lucke, Vice Chair Newman, Director Cote
	<p>Director Cote led this discussion, with the primary elements:</p> <ol style="list-style-type: none"> 1. Ways the Association is using the new videography capabilities to highlight the collections and communicate their stories to members so that those who are not able to visit the museum in person can still enjoy and appreciate our great museum. 2. Improve our materials and communications to donors to build our financial reserves and fund the operational budget. 3. Approaching a number of wrist watch manufacturers to help sponsor a special wrist watch exhibit for the 2023 National Convention and hope to get positive response(s) soon. 	

ITEM**SUBJECT****LEAD****18 NAWCC Headquarters Energy Audit Report**

Director Gorton

The Sustainable Energy Fund (SEF) has provided its Level 1 Energy Audit Report for NAWCC Headquarters.

The Energy Audit Report listed five focus areas for the Museum to achieve the most cost-effective results, with a final sixth being expensive but benefits should be worth the outlay. These were:

1. Finish the current LED lighting upgrade
2. Install lighting occupancy sensors
3. Restore weatherstripping on exterior doors
4. Weatherproof or replace existing windows
5. Automate conditioning setbacks
6. Update existing HVAC equipment

The five focus areas for the School of Horology were:

1. Finish current LED lighting upgrade
2. Restore weatherstripping on exterior doors
3. Patch or repair separating interior door
4. Revisit and improve conditioning setbacks
5. Update existing HVAC equipment

Director Gorton proposed the formation of a Task Force to review and make recommendations based on the SEF Level 1 Energy Audit Report. (A Task Force does not require a Motion.) She envisions that a Task Force would make recommendations about how to proceed in a cost effective and efficient manner. The Task Force can consist of Board members as well as members outside of the Board. The simpler actions could be achieved within a year, with the more difficult and expensive items taking over a year. If anyone would like to volunteer for this project, please let Director Gorton know.

Chair Lucke thanked Director Gorton for taking responsibility for this report and initiating action to study and recommend steps to achieve energy saving goals as the approved budget will allow.

ITEM	SUBJECT	LEAD
19	Next ZOOM Meeting: October 6, 2022	Chair Lucke
20	Next in-person Meeting: Florida Mid-Winter Regional at World Golf Village south of Jacksonville, FL	Chair Lucke
	Chair Lucke anticipates a one-day Board meeting on Wednesday, February 15 th . If forced by our Agenda schedule, we can reconvene on the morning of the 16 th .	
21	MOTION by Chair Lucke: That the regular session of the Board be adjourned.	Chair Lucke
	SECOND by Secretary Kitts	
	MOTION PASSED BY UNANIMOUS CONSENT.	
	The Regular Open Session of the Board was adjourned by Chair Lucke at 9:30 PM EDT.	
22	Solicit feedback from the audience.	Chair Lucke
23	ANNOUNCEMENT by Chair Lucke: With no further business to conduct, the Board will go into Executive Session.	Chair Lucke

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