



**National Association of Watch and Clock Collectors, Inc.  
Board of Director's ZOOM Meeting  
October 06, 2022 @ 7:00PM Eastern**

**OPEN MEETING – FINAL MINUTES**

**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	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.

The victims of Hurricane Ian were recognized; the Board's thoughts and prayers are with them.

**3 Roll Call**

Secretary  
Kitts

All Directors were present to begin the meeting. Ralph Pokluda was able to be present for about half of the meeting.

ITEM	SUBJECT	LEAD
4	<p><b>MOTION by Secretary Kitts:</b> to approve the August 25, 2022, Board of Directors Meeting Minutes.</p> <p><b>SECOND by Director Cote</b></p> <p>Hearing no objections,  <a href="#">THE MOTION PASSED BY UNANIMOUS CONSENT.</a></p>	<p>Secretary Kitts</p>
5	<p><b>Treasurer Report</b></p> <p>*We are still enjoying the largesse of the Paycheck Protection Plan loan – we are now using the last \$80,000.</p> <p>*We have \$270,000 operating cash, and therefore have not had to take any draw from the endowments. This is good in the current down market, where we have experienced a decrease in value of investments of \$400,000.</p> <p>*From April through August, a surplus over budget of \$23,000 was realized, attributed to careful management of funds.</p> <p>*Our new Controller, Jessica Hutchinson, will start on Monday, October 10. Her experience is in the public sector, but she is eager to work with a non-profit, and those who interviewed her have a high confidence in her abilities.</p> <p>*Director Compton recommended that the Board re-evaluate our needs going forward to determine whether we need the full 8% draw from endowments that we previously authorized.</p>	<p>Treasurer Dutton</p>

ITEM	SUBJECT	LEAD
6	<b>Lancaster National Convention Update and Sponsorships</b>	Vice Chair Newman, Director Baker
	*A meeting with the Chairs will take place soon.	
	*High level meetings with the Marriott are taking place and it is hoped the room reservation system will be available in the next two weeks.	
	*Activities at the Museum in Columbia will include showcasing the Museum artifacts and the Library, as well as a gala affair.	
	*The Symposium will follow the Convention, and it is hoped many will stay for the Symposium.	
	*Breitling is considering being the primary sponsor and we should know by the end of the month if they can take on this roll, which is dependent on them having enough time to develop the presentation they envision.	
7	<b>iMIS Registration Program Status</b>	Director Baker
	*Testing is in progress. The “bugs” that have been noted have been corrected.	
	*The testers included one with no prior old RP experience.	
	*The next step, once all initial closed system testers have reported, will be to test the program in a production environment.	
	*Director Dutton offered to use both the new iMIS Registration Program as well as the old RP program in doing registrations for the 2023 Florida Mid-Winter Regional.	

**ITEM****SUBJECT****LEAD****8 Executive Director Updates**

ED McEvoy

\*We had an increase in membership of 34 this month – good news.

\*We have the following new hires:

-Jessica Hutchinson – Controller

-Alex Simpkins – Social Media and IT inquiries (2 days per week)

-Michael Schwartz – Associate Editor

\*School of Horology has another class this week: Rack & Strike Theory and Repair.

\*Bernhard Stoeber and Tony Parker are to launch a program in servicing modern wrist watches in December.

\*The Library had a major cleanup. James Campbell has moved upstairs to make space for junior staff members. The Library is not an open door – one cannot just wander in as was the case in the past.

\*The Museum is doing well as Terry Zaporozec is networking and has secured more coach trips.

\*Seth Huber, IT, handed in his notice last week. He is leaving to a tremendous opportunity; but this will cause us some logistical stress.

\*We were unable to get the weight of paper normally used for the Bulletin in time for the traditional deadline, so the decision was made to print the Bulletin on a lower weight of paper.

**9 Chapter Relations Update**Director  
Burton

\*Thanks to ED McEvoy attending the last Chapter 2 meeting, several members agreed to step into officer positions. They are also looking for a new, more economical venue.

\*The Chapter Relations Handbook has been updated. A copy has been sent to Director Coulson and Vice Chair Newman. After addressing their comments, it will be sent to the rest of the Board. Laura Taylor will clean up the formatting.

\*Laura Taylor will put together the newsletter with input from Chapter Relations by end November.

\*Quarterly ZOOM meetings with Chapters are in the planning stage.

ITEM	SUBJECT	LEAD
10	<p><b>MOTION by Director Coulson</b>, to Revise STANDING RULES, ARTICLE IV "CHAPTERS," SECTION 2, (b) "CHAPTER CHARTER," as follows (indicated by RED addition):</p> <p>(b) Chapter Charter</p> <p>On approval by the Board of each new chapter, a Chapter Charter will be granted that authorizes the chapter to represent itself as a NAWCC affiliate and defines the obligations of the chapter and the NAWCC to each other. An original copy of the Chapter Charter will be provided to the new chapter and a copy will be maintained at the NAWCC corporate office.</p> <p><b>Any change to a Chapter's Charter requires approval by the NAWCC Board.</b></p> <p>Justification: The added text resulted from discussions at the August Board meeting. Legal Counsel stated the Board must approve any change(s) in Chapter Charters.</p> <p><b>SECOND by Secretary Kitts</b></p> <p>Hearing no objections,  <b>MOTION PASSED BY UNANIMOUS CONSENT.</b></p>	Director Coulson

ITEM	SUBJECT	LEAD
11	<b>MOTION by Director Coulson</b> , to Revise Standing Rules, ARTICLE XIII MEMBERS, Section 2: Membership Numbers as follows:	Director Coulson

(a) Number Assignment and Retention

Membership numbers for Regular and Associate Members shall be assigned sequentially as each application is received. **These numbers may not be reused until the member's death.** Any Regular or Associate Member whose membership lapses for any reason other than expulsion, may be reinstated upon payment of the appropriate annual dues amount, and may request to receive their original membership number.

(b) Membership Number Inheritance

On the death of a ~~Regular Member or Associate Member~~, his membership number may be transferred to the surviving spouse or child on written request and by approval of the **Executive Director** ~~Board Chair~~. The recipient of such transfers will be ineligible for Old Timer status or any other longevity-related award such as service pins, except as may be applicable to their original membership number if any.

~~Membership number inheritance requests by other than the surviving spouse or child are to be in writing and will require a 2/3 majority vote of the full Board in favor for approval.~~

**(c) Membership Number Reuse**

**Request for reuse of previously assigned membership numbers for all other purposes not specified in the Bylaws or elsewhere in these Standing Rules:**

- **Are to be in writing and will require a 2/3 majority vote of the full Board in favor for approval,**
- **Are not eligible for Membership Number Inheritance,**
- **Returns to the pool of used membership numbers upon the death of the member.**

<b>ITEM</b>	<b>SUBJECT</b>	<b>LEAD</b>
<p><b>11</b> <b>(cont)</b></p>	<p>Justification: Membership numbers, particularly early numbers, are a potential fund-raising asset of the NAWCC. The National Development Committee has requested this change so that the Board can consider auctioning one or more numbers as part of the 80<sup>th</sup> anniversary National Convention next year. The Committee points out that this tactic has been successfully utilized by numerous museums and horological organizations.</p> <p><b>SECOND by Director Burton</b></p> <p>Hearing no objections, <b>MOTION PASSED BY UNANIMOUS CONSENT.</b></p>	<p>Director Coulson</p>
<p><b>12</b></p>	<p><b>MOTION by Director Coulson</b>, to revise Standing Rules, ARTICLE XIII MEMBERS, Section 5 Guests as follows:</p> <p>Section 5. Guests</p> <p>Guests are non-members. <del>They include immediate family, friends, and members of the general public.</del> They may be present at any NAWCC activity subject to the conditions stated in this Section.</p> <p><b>(a) Attendance</b></p> <p>They must be registered, and their badge will clearly identify them as a guest.</p> <p><b>(b) Exclusion</b></p> <p>No person who has been removed from membership under Bylaws Article IX shall be permitted to be a Guest at any NAWCC function or activity, including those sponsored by chapters.</p>	<p>Director Coulson</p>

ITEM	SUBJECT	LEAD
12 (cont)	(c) Chapter Meetings, Marts, and/or Auctions	Director Coulson

Guest participation in any Mart and/or Auction activity occurring at Chapter Meetings shall be governed by the following:

**Definitions:**

- ~~- Immediate Family shall include the following family members, all who reside in the same household as the NAWCC member.~~
- ~~- For Youth Members, parents and siblings under the age of 21~~
- ~~- For all other classes of membership as defined in Section 1 of this Article, a spouse (or "significant other") and children under the age of 21.~~
- ~~- Friends are known personally to the inviting member, who are not Immediate Family. Friends include relatives of the inviting member.~~
- ~~- The General Public includes those who are not Immediate Family or Friends, as defined herein, and are in attendance only during designated times.~~
- ~~- Escorted Visitors are those who are not Immediate Family nor Friends. They may be in attendance at any time during an event. They are under the control of the Event Committee and accompanied by a member. Typically, Escorted Visitors are members of the media, contractors or non member event volunteers.~~

1. ~~Friends and Immediate Family~~ **Guests**

At the discretion of the chapter, ~~Guests at chapter meetings who are Friends or Immediate Family~~ may be invited to participate in some activities conducted at those meetings, including a Mart and Auction, if held, on payment of the usual and appropriate fee (if any) charged by the chapter. The chapter may set a limit on the number of visits made by ~~Friends and Immediate Family~~ **Guests** before requiring membership in **the NAWCC and** the Chapter.

2. Visiting NAWCC Members

NAWCC Members who are not chapter members shall have all privileges of any NAWCC member. The chapter may set a limit on the number of visits made before a Visiting NAWCC Member is required to join the chapter. ~~not to exceed that required for Friends and Immediate Family~~



ITEM	SUBJECT	LEAD
12 (cont)	3. General Public	Director Coulson

~~General Public, defined above, may be invited to participate in some activities conducted at meetings, including a Mart and Auction, if held, on payment of the usual and appropriate fee (if any) charged by the chapter. The chapter may set a limit on the number of visits made before requiring a member of the general public to become a member of the NAWCC and the chapter, not to exceed that required for Friends and Immediate Family.~~

4. Escorted Visitors

~~Escorted Visitors may not participate in any event activities, except educational activities, and are not subject to any activity fee(s). They are to be provided NAWCC promotional materials.~~

**(d) Regional and National Convention Marts and Auctions**

~~Guest p~~Participation in any Mart and/or Auction activity occurring at regional meetings and national conventions shall be governed by the following:

1. Members

~~Members, as defined in Article XIII, Section 1, and Immediate Family, defined above,~~ shall be permitted to be present at such activities on payment of appropriate fees.

2. General Public

General Public may attend regional meetings and national conventions, but only during times designated general public day(s). They may participate in event activities, including a Mart and Auction, on payment of appropriate fees.

3. Escorted Visitors

Escorted Visitors may attend at any time during such activities if approved by the Event Committee and escorted throughout the event by a designated member. Escorted Visitors may not participate in any event activities conducted at those meetings, including a Mart and Auction. Typically, Escorted Visitors are members of the media, contractors, or non-member event volunteers and are not in attendance for the duration of the event. They are provided NAWCC promotional materials and not charged a fee.

**ITEM**

**SUBJECT**

**LEAD**

**12 (cont) (e) Educational Activities**

Director  
Coulson

Educational activities such as exhibits, lectures, and workshops at all events (i.e., chapter meeting, regional, and national convention), are open to all Guests, **provided there is no fee to attend.** ~~at no charge.~~

**Justification:** The GDC was requested to shorten ARTICLE XIII MEMBERS, Section 5 Guests during the last Board meeting. The definitions section has been deleted because all non-members are guests with the exception of Escorted Visitors, which is better defined in the recommended wording.

**SECOND by Director Burton**

Hearing no objections,  
**MOTION PASSED BY UNANIMOUS CONSENT.**

**13 Discussion – Recommended Changes to Standing Rules and Convention Committee Procedures to Reflect Current Practice**

GDC Chair  
Coulson,  
CC Co-Chairs  
Kitts & Baker,  
Vice Chair  
Newman

Review of the proposed Convention Committee Procedures (CCPs) and attendant changes to the Standing Rules (SRs) resulted in the following take-aways:

- \*Most of the changes are acceptable as written.
- \*Wherever possible, specific dollar amounts (for instance, event insurance minimum charge) that may change year to year should be avoided, and the procedure direct the reader to consult with the appropriate authority.
- \*Suggested timing for selection of National Convention venue/hosts and requirements for Convention Committee intervention with no volunteers for hosting need to be finalized.
- \*Minimum timing requirements for submission of the preliminary and final budget need further sidebar discussion. The final budget should be presented in conjunction with the chosen venue for Board approval.
- \*The CCP changes and corresponding SR changes in final suggested form should be presented to the Board on the Board Private Forum for final review and comment before being presented at the next meeting for vote.

**ITEM****SUBJECT****LEAD****14 Report of the Museum Collections Committee**Director  
Morris

\*A deficiency in the website handling of offers of donation was noted. There is not a clear path to get the category of donation to the right evaluator, i.e., with correct routing, a clock donation would be sent to clock specialist and watch donations would be sent to a watch specialist. If possible, the software needs to be modified to send the donation type to the proper reviewer.

\*Photos should be required for donations of physical artifacts as many inquiries are sent with very little information. Evaluators should be allowed to reject a donation if it is (1) not needed for the Museum Collection, (2) not worth what it would require to obtain, market, or ship the item.

\*Director Pokluda is in consultation with eleven different auction houses to determine which would be most advantageous for selling specific item types that the museum has identified as items that can be sold.

\*The Collections Committee recently introduced highlighting an object from the museum that needs conservation in the Bulletin, which provides a mechanism for NAWCC members to donate to the conservation efforts. The first item highlighted is a tall clock by White Matlack of New York. This significant clock donation is missing feet, which will cost about \$1600 to replace. Efforts are underway to obtain donations or a party to “adopt” the clock. This pattern will be used in the future to help with maintenance or repair of artifacts.

\*The Collections Management Policy is being revised and the plan is to bring it to the Board for approval at the next meeting.

\*A Disaster Recovery Plan document was being developed by Jim Price when he was the Chair. Chair Lucke has the document and will turn it over to Museum Collections Committee Chairman for review by his committee.

\*Director Morris has changed the cover of his S-Town book to be more familiar to those who have watched the series. The Preface and Acknowledgements are in the process of being completed.

ITEM	SUBJECT	LEAD
15	<b>Report of the National/Regional/Symposium Task Force</b>  *The primary point of the presentation was that the Task Force has moved from ideological to implementation of some event enhancement ideas. Target events for trials were presented, as well as Procedures to be changed to advantage of event organizers.  *Results of the change of venue for the Mid-South Regional were presented.  *The NRS Task Force is meeting on a quarterly basis. The next meeting is October 11. The next presentation to the Board will be September 2023.	CC Co-Chairs Kitts & Baker, CR Chair Burton
16	<b>Next ZOOM Meeting:</b> Thursday, November 17, at 7 PM EDT by ZOOM.	Chair Lucke
17	<b>Next in-person Meeting: Florida Mid-Winter Regional at World Golf Village south of Jacksonville, FL</b>  Board Meeting Wednesday, Feb 15, 2023, all day	Chair Lucke
18	<b>MOTION by Chair Lucke:</b> That the regular session of the Board be adjourned.  <b>SECOND by Secretary Kitts</b>  With no objections, Chair Lucke adjourned the Regular Open Session of the Board at 8:55 PM EDT and opened the floor for audience input.	Chair Lucke
19	<b>Solicit feedback from the audience.</b>	Chair Lucke
20	<b>ANNOUNCEMENT by Chair Lucke:</b> With no further business to conduct, the Board will go into Executive Session (9:00 PM EDT)	Chair Lucke

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

# ATTACHMENT 1

## CONVENTION COMMITTEE PROCEDURES PROPOSED CHANGES

Deletions are indicated by strikeouts. Additions in green were previously approved by the Board of Directors on May 26, 2022. The unapproved additions are in red. These changes are for review prior to and discussion during the October 6, 2022, Board of Directors meeting. After resolution of any comments, the full changes will be presented to the Board of Directors for approval at the next meeting.

PREFACE: The Convention Committee is a ~~Functional~~ **Operational** Committee of the NAWCC, Inc. The responsibilities of the Convention Committee are defined by the Bylaws and the Standing Rules of the NAWCC, Inc. One responsibility is to develop and maintain current procedures by which the Committee operates. These procedures, upon approval by the Board, will become part of the NAWCC Operations Manual. They must be updated as needed, but not less than every five years. The Convention Committee Procedures document below is intended to meet that requirement.

The following abbreviations will be used: BOD = Board of Directors; ED = Executive Director; CC = Convention Committee; NC = National Convention; ~~RG~~ **RM** = ~~Regional Convention~~ **Meeting**.

## 1. APPOINTMENT OF CONVENTION COMMITTEE MEMBERS

### a.) TASK

1. **The CC Chair is appointed by the NAWCC BOD.**
2. The CC Chair selects and appoints members of the CC.

### b.) CRITERIA

- ~~1. The CC Chair is appointed by the NAWCC BOD.~~
1. The CC should consist of the Chair and at least four committee members.
2. The CC members are appointed to two-year terms by the CC Chair.
3. The individual CC members should have diverse backgrounds, such as knowledge and experience in chairing regional or national conventions, contract negotiations, and commercial insurance. Work experience in the Convention and Visitors' Bureau (CVB) field would be very useful. Experience with the Registration Program would also be valuable.

### c.) PROCEDURES

1. The CC Chair will compile a list of potential candidates to be members of the CC.
2. After consideration of the skills and experience of all the candidates, the CC Chair will select at least four members to aid the CC Chair in accomplishing the CC mission.
3. The CC Chair will advise the BOD Chair and the ED of the names of the candidates selected to serve on the CC.
4. If needed, the CC Chair may at any time add additional members to the CC.
5. A CC member's appointment may be terminated at any time by the CC Chair.

## 2. CONVENTION COMMITTEE BUDGET AND EXPENSES

### a.) TASK

Develop and submit to the NAWCC ED a proposed CC budget each fiscal year, identifying planned work tasks and estimated expenses to complete each task.

### b.) CRITERIA

1. Consult with the BOD and the ED on improvements needed to make the **National Conventions**, **Regional Meetings**, and Symposiums more effective.
2. Identify goals and tasks planned for each fiscal year.
3. Estimate cost to complete each goal during the fiscal year.

**c.) PROCEDURES**

1. Discuss with the BOD and with the ED the expectations and goals for the fiscal year.
2. Categorize and prioritize each goal.
3. Describe the tasks needed to achieve each goal.
4. Estimate the cost to perform each task.
5. Get total cost estimates for all goals for the fiscal year.
6. Submit goals, tasks and cost estimates for the fiscal year to the ED and request funding needed to reach the goals.
7. Revise goals and cost estimates in accordance with available funding.
8. Notify BOD what can be expected from the CC based on funding and manpower.
9. Expenses incurred by the CC Chair, with appropriate receipts, should be submitted to the ED for reimbursement.
10. Expenses incurred by the CC members, with appropriate receipts, should be reviewed and approved by the CC Chair and submitted to the ED for reimbursement.
11. The CC Chair must exercise control measures that prevent CC expenses from exceeding the approved budget. Projected overruns must first have ED approval.

**3. REGIONAL MEETINGS CONVENTIONS**

**a.) TASK**

Review and approve requested dates for Regional Conventions Meetings and maintain a Master Schedule Book, in electronic or manual format or both, of all events.

**b.) CRITERIA**

1. Other than scheduling and reporting, neither the CC nor the BOD exercises control or oversight of RC RM arrangements, including site selection, contracts and budgets.
2. All RC's RMs must be scheduled through the CC Chair or a person designated by the Chair to perform this task.
3. Records are required for traceability and accountability of scheduled events.
4. There shall be no more than one regional on any given weekend within the United States **without the approval of the CC or his designee**. International Regionals may occur on the same weekend as one in the US.
5. Regionals in close geographical proximity on adjacent weekends should be avoided.
6. Regionals that traditionally use the same date each year have priority over another Regional that might request that date before it is confirmed by the first regional.
7. Regionals are not scheduled on nationally recognized religious holidays, as defined in the NAWCC Standing Rules.
8. Regionals must be scheduled for one or more days and must be sponsored by ~~two~~ **or more at least one** Chapters (~~host and co-host(s)~~) whose members must actively participate as RC RM committee members or workers.

**c.) PROCEDURES**

1. ~~Setup~~ **Set up** and maintain a suitable record keeping system in electronic or manual format or both that provides storage and accountability of pertinent records.
2. Receive written or electronic request for a regional date from a host chapter (either from chapter President or Regional Chair).
3. If date requested is available, send Regional Acknowledgement Letter (see example in Appendix A), stating regional requirements, and include ~~an Regional Convention Agreement~~ **NAWCC Regional Meeting Agreement** form (see example in Appendix B). Also, advise of availability and source of a ~~Regional Meeting Guide~~ **Convention Handbook**.
4. If date requested is unavailable, suggest alternate dates.
5. Enter a note in the Master Schedule ~~Book~~ that there is a Temporary hold placed on the date. Also enter Regional name and contact person.
6. Upon receipt of two copies of the signed ~~Regional Convention Agreement~~ **NAWCC Regional Meeting Agreement** form, change note in Master Schedule ~~Book~~ from Temporary to CONFIRMED.
7. CC Chair or designee signs both copies of the ~~Regional Convention Agreement~~ **NAWCC Regional Meeting Agreement** form and mails one signed copy to the Regional chairman. The other signed copy is retained as a verifiable record and a suitable notation is placed in the Master Schedule ~~Book~~.
8. The CC Chair or designee forwards a copy of the signed ~~Regional Convention Agreement~~ **NAWCC Regional Meeting Agreement** form to ~~a~~ NAWCC staff members designated by the ED so the information can be published on the NAWCC web page and in the NAWCC BULLETIN and MART, beginning one year prior to the event.
9. Changes in ~~RC RM~~ **RM** date or location received by the CC Chair or designee from the host chapter President or Regional Chair are recorded in the Master Schedule ~~Book~~ and passed on to NAWCC for correcting the published information on the web page and in the BULLETIN and MART.

~~The CC Chair or designee must notify the Insurance Agent of any changes that may affect the insurance certificates.~~

10. The CC will review the advertising needs for the future ~~RCs~~ **RMs** and recommend policies to the BOD for paid or gratis advertisements in the MART.
11. ~~Headquarters~~ **The CC Chair or designee** will send one copy of the ~~Regional Summary Report~~ **NAWCC Regional Meeting General Chair Report** form (see Appendix C) ~~within~~ **at least** two weeks ~~of prior to the Regional event~~ **of prior to the Regional event** scheduled starting date.
12. The CC Chair or designee will collect and evaluate ~~Regional Summary Reports~~ **NAWCC Regional Meeting General Chair Reports**, noting any problem areas or useful information that might be helpful to other ~~RCs~~ **RMs**.
13. The CC Chair or designee will send reminder notices to those Regional Chairs who fail to submit the required ~~Regional Summary Report~~ **NAWCC Regional Meeting General Chair Report** in a timely period.
14. The CC Chair shall make recommendations to the BOD, as necessary, regarding Regional activities needed to improve the conventions.



#### 4. NATIONAL CONVENTIONS

##### a.) TASK

Review proposals and make recommendations to the BOD on arrangements, including site selections, contracts and budgets, for the annual NC.

##### b.) CRITERIA

1. National Conventions should be scheduled during the month of June ~~or July, avoiding the July 4<sup>th</sup> week, and shall~~ **may** be hosted by one or more Chapters for a period of two or more days.
2. National Conventions shall include: educational exhibits of horological items; educational programs and workshops of horological interest; provide facilities for members to buy, sell and trade clocks, watches, tools and supplies; allocate sufficient rooms for the BOD meeting, Committee meetings and special interest chapter meetings; and an adequate room to conduct the Regular Annual Meeting of NAWCC members (date and time to be approved by the BOD).
3. Facilities for a NC must be of adequate size and location to assure compliance with the National Convention Requirements and Specifications (see Appendix D).
4. If there are no viable proposals from chapters to host a NC within a minimum of ~~thirty~~ **twenty** months of a NC, the CC Chair must initiate the process by seeking out an appropriate convention facility and host chapter.
5. All contracts with the Convention Center and major hotels must be in the name of National Association of Watch and Clock Collectors, Inc. and must be reviewed by the CC, **ED**, and NAWCC legal counsel.
6. All contracts with the Convention Center and major hotels must be **executed by an authorized signer for NAWCC, Inc.** ~~signed by the NC Chair, an officer of the Host Chapter, the CC Chair and the BOD Chair or designee.~~
- ~~7. Execution of subsidiary contracts is delegated to the NC Chair and/or designee(s).~~
7. Budgets shall be prepared and reported in a standardized format (see Appendix E) that identifies categories and line items within categories. Use of a standardized format permits comparative analysis of the NC financial reports and helps future NC Chairs develop budgets with assurance that important line items are not overlooked. **Budgets and major changes thereto must be approved by the BOD prior to execution of any related contract.**

##### c.) PROCEDURES

1. The CC Chair must investigate the adequacy of the convention facility and hotels.
2. The CC Chair will assist the NC Chair in the negotiations. The CC Chair, the NC Chair and a Host Chapter Officer must be in agreement **with the negotiated contracts.** ~~and sign the final contracts.~~
3. After review by the CC, the negotiated contracts must be submitted to the NAWCC legal counsel for review and release.
4. After **any convention center or major hotel** contract review and **approval release** by legal counsel, the CC Chair will prepare and submit to the BOD, ~~for approval~~ **the associated budget and Chair (or designee) signature, the contracts** and a proposal containing a recommendation for or against the proposed NC. This proposal shall contain, **as applicable to the contract,** details on the convention facility, ~~and hotels,~~ room blocks and room rates, host chapter and NC Chair, and other information needed for the BOD to properly consider the proposal. ~~The CC Chair will prepare responses to any questions BOD members may have prior to contract signing.~~

5. After approval of the proposal and budget by the BOD, the CC Chair will submit the contract and budget proposal to the ED for approval and execution by an authorized signer for NAWCC, Inc, including the request for any monies required to secure facilities as required by the contract.
6. ~~Two years prior to the NC, t~~The CC Chair will submit a Preliminary Budget, prepared by the NC Chair and approved by the CC, to the BOD for review and approval **in accordance with the timeframe prescribed in the Standing Rules**. The budget proposal must contain expected income and expenses in a standardized format (see Appendix E) and contain copies of contracts, with their attrition clauses. The BOD must approve the Preliminary Budget before the NC can proceed.
7. ~~One year prior to the NC, t~~The CC Chair will submit a Final Budget, prepared by the NC Chair and approved by the CC, to the BOD for approval **in accordance with the timeframe prescribed in the Standing Rules**. The budget proposal must contain expected income and expenses in a standardized format (see Appendix E) and contain copies of contracts, with their attrition clauses. The NC Final Budget must be approved by the BOD in order for the NC to proceed.
8. No registrations may be accepted and no monies received without: 1) ~~first~~ having BOD approval of the Final Budget, and 2) ~~Second~~ on or after the prior year NC.
9. The NC Chair should make periodic registration progress reports to the CC Chair that includes the number of pre-registrations and the number of mart tables and food function tickets sold. This information permits analysis of registration trends that can provide timely alerts that increased advertising might be needed.
10. The CC Chair will review the advertising needs for the NC and recommend policies to the BOD for paid or gratis advertisements in the MART.
11. The CC Chair will monitor the NC to assure the budget is being followed to the extent feasible.
12. The NC Chair must submit, within 120 days after the NC, a comprehensive final report to the CC Chair that contains detailed income and expense data and a narrative section discussing all aspects of the NC, expounding on problem and success areas. Recommendations to improve future **NCs** ~~NC's~~ should be included.
13. The CC Chair will review and resolve any issues in the NC final report and submit it to the BOD no later than 150 days from the close of the NC.
14. The CC will maintain a cumulative statistical report on NCs that includes preregistration and onsite registration details, tables and room nights sold, charges for the various events, income and expenses, etc. This report will be made available to future NC Chairs to aid in their planning.
15. The CC Chair will make appropriate and timely recommendations to the BOD on actions needed to improve the conventions.

## **5. NAWCC TIME SYMPOSIUM**

### **a.) TASK**

Schedule one or more Symposiums annually, including the Ward Francillon Time Symposium.

### **b.) CRITERIA**

1. The Ward Francillon Time Symposium has preemptive schedule priority for the two last weekends in October. **A change in date requires approval of the CC Chair or his designee.**
2. Symposiums provide in-depth educational lectures and workshops on all aspects of the art and science of horology.
3. Mart and Auction activities are not permitted in conjunction with a Symposium.

### **c.) PROCEDURES**

1. Contact the Symposium Committee Chair to determine the specific dates of the Ward Francillon Time Symposium.
2. Reserve the date requested for the Ward Francillon Time Symposium and enter it into the Master Schedule.
3. Release the October weekend not selected by the Ward Francillon Time Symposium and make it available for use by a **RG RM**.

## 6. INSURANCE

### a.) TASK

Procure and make available acceptable levels of Liability and Exhibit Insurance to ~~RCs~~ **RMs**, NCs and Symposiums.

### b.) CRITERIA

1. All Regional **Meetings**, ~~and~~ National Conventions, and Symposiums are required to carry Convention Liability and **if applicable** Exhibit Insurance.
2. Liability and Exhibit insurance may also be provided to NAWCC Chapters having special events, such as membership drives and exhibits, when requested.
3. The current minimum level of Liability Insurance for an Event is one million dollars.
4. The level of Exhibit Insurance is left to the discretion of the Event Chair and should be based on the value of the exhibit itself. **The Event Chair must disclose to exhibit participants if exhibit insurance does not cover all respective exhibit participant artifacts.**
5. ~~The CC Chair or designated CC member~~ **The ED or his designee** negotiates Liability and Exhibit Insurance policies for all Events, including any Special Chapter Events, on a calendar year basis.
6. Extremely high costs **may** prevent changes or adding events after **annual** policies are established and costs are determined ~~for all the scheduled events in a calendar year.~~

**c.) PROCEDURES**

1. ~~The CC Chair or designated CC member should prepare an Insurance Cover Letter (see example in Appendix F) and an Insurance Acceptance Form (see example in Appendix G) in early October that will poll each Event Chair to determine if Liability insurance is wanted and if Exhibit insurance is wanted and, if so, at what level. The standard amount of personal liability insurance is \$1,000,000 and the standard amount of exhibit theft and damage insurance is \$50,000 or \$100,000 or \$200,000. A request for insurance higher than the standard must be submitted in writing to the CC Chair or designated CC member. Since the exhibit at a NC is generally larger than that at most Regionals, they have the option to buy more Exhibit insurance.~~
2. ~~Prepare a letter of transmittal (see example in Appendix H) and send the Insurance Cover Letter and the Insurance Acceptance Form to the designated NAWCC staff person who mails them to each Event Chair.~~
3. ~~A reply to the CC Chair or designated CC member is requested by October 15.~~
4. ~~Since increasing the number of insured Events decreases the group insurance policy cost, the CC Chair or a designated CC member must contact those Event Chairs who do not respond to the first notice to determine their intent.~~
5. ~~Those Events that decline to participate in the group insurance program and purchase their own insurance coverage must provide proof of insurance by submitting a copy of the insurance certificate or other evidence to the Chair or a designated CC member. Failure to do so may cause the CC Chair to refuse scheduling the Event the following year.~~
6. ~~When the number of Events wanting to participate in the group insurance program, and at what levels, is determined, the data are included in a request for a proposal and submitted to one or more insurance agents by the Chair or a designated CC member for a price quotation.~~
7. ~~After making a decision on the insurance carrier and cost, prorate the personal liability insurance cost among the Events requesting liability insurance. The cost partition should be equitable, with the larger attendance Events paying a higher cost than Events that have a smaller attendance. Generally, a NC will pay the largest amount.~~
8. ~~Similarly, the Exhibit theft and damage insurance cost should be prorated among the Events, based on the requested levels. For example, Events requiring \$100,000 coverage should pay approximately twice the premium paid by those Events requiring only \$50,000 coverage. The premium to a NC that requested additional Exhibit insurance would be more.~~
9. ~~Once the insurance cost for each Event is established, the information is transmitted to the NAWCC Comptroller for contracting and billing purposes.~~
10. ~~NAWCC pays the total insurance bill and sends an invoice to each Event Chair, stating the amount due and requesting payment to NAWCC.~~
11. ~~It is the responsibility of NAWCC to collect all monies owed for insurance.~~

**c.) PROCEDURES**

1. The ED or his designee will negotiate optimum liability insurance rates for National and Symposium events each year. The minimum amount of personal liability insurance is \$1,000,000.
2. The ED or his designee will contract with the selected insurance provider for liability insurance for the National Event and the Symposium to be held in the current year.
3. RM Chairs and Chapter Presidents may purchase liability insurance locally or request a quote from the insurance agent contracted by the ED or designee using the appropriate form in Appendix F. Regional events must carry a \$1,000,000 liability insurance policy. The NAWCC, Inc. must be listed as an additional insured on the policy. Regional Event Chairs must provide proof of liability insurance for official sanctioned events to the CC Chair or his designee prior to commencement of the event.
4. The ED or his designee will negotiate optimum property (exhibit) insurance rates for National, Regional, and Symposium events. The standard maximum amount is \$200,000 with amounts over that requiring special application to the ED or his designee.
5. The ED or his designee will contract with the selected insurance provider for exhibit insurance for the NC and if applicable the Symposium. The amount of insurance should be based on the total value of the items in the exhibit as submitted by the exhibit item owners on the Temporary Exhibit Loan Form found in Appendix G. The Event Chair must disclose to exhibit participants if exhibit insurance does not cover all respective exhibit participant artifacts.
6. The RM Chair may contract for exhibit insurance from local agents or through the NAWCC. The amount of exhibit insurance requested should be based on the total value of items to be exhibited as submitted by exhibit item owners on the Temporary Exhibit Loan Form found in Appendix G. The Event Chair must disclose to exhibit participants if exhibit insurance does not cover all respective exhibit participant artifacts. The request for quote for exhibit insurance through the NAWCC should be submitted to the ED or his designee using the appropriate form in Appendix F. The minimum request through the NAWCC is \$40,000. Additional insurance must be in \$10,000 increments up to a maximum of \$200,000. Special requests to the ED or designee are required for amounts over \$200,000. Event chairs must submit proof of exhibit insurance to the CC Chair or his designee prior to commencement of the event.
7. Liability, and as applicable exhibit insurance for the NC and the Symposium are paid by the NAWCC, Inc. and charged to the Event.
8. Any Regional Event liability or exhibit insurance quotes obtained from NAWCC's chosen insurance agent and accepted by the RM Chair will be paid by the NAWCC, Inc. The RM Chair must reimburse the NAWCC within two weeks of commencement of the Event.

## **7. CONVENTION HANDBOOK REGIONAL MEETING GUIDE**

### **a.) TASK**

Develop and maintain a ~~Convention Handbook~~ **Regional Meeting Guide** that identifies those elements that are required, as well as to present guidelines and suggestions for conducting a successful ~~convention~~ **Event**.

### **b.) CRITERIA**

1. The ~~Convention Handbook~~ **Regional Meeting Guide** should cover both ~~RCs~~ **RMs** and **NCs**.
2. The ~~Convention Handbook~~ **Regional Meeting Guide** must be approved by the BOD and included in the NAWCC Operations Manual.

### **c.) PROCEDURES**

1. The CC shall prepare a ~~Convention Handbook~~ **Regional Meeting Guide** that describes all aspects of planning for conventions, including, as a minimum:
  - a. Convention definitions and requirements
  - b. How to start up and host a convention
  - c. Leadership roles
  - d. Convention organization
  - e. Description of Convention Committees
  - f. Duties and responsibilities of each committee
  - g. Determination of fees
  - h. Minimum content of Convention reports
  - i. A brief description of the Registration Program (~~RP~~)
2. Examples of forms and report formats should be included in the handbook.
3. The CC must review and update the Convention Handbook every five years.
4. The revised handbook must be presented to the BOD for review and approval.

## **8. APPENDICES**

- A. ~~Regional Acceptance~~ **Acknowledgement** Letter
- B. ~~Regional Convention Agreement Form~~ **NAWCC Regional Meeting Agreement**
- C. ~~Regional Summary Report~~ **NAWCC Regional Meeting General Chair Report**
- D. ~~National Convention requirements and Specifications~~ **General Specifications and Requirements**
- E. ~~Standardized Budget Format~~ **Budget Worksheet for Events**
- F. ~~Insurance Cover Letter~~ **Chapter and Regional Insurance Programs**
- G. ~~Insurance Acceptance Form~~ **Temporary Exhibit Loan Form**
- H. ~~Insurance Letter of Transmittal~~

CCP Appendix B

**NAWCC REGIONAL MEETING ~~AND PUBLIC DAY~~ AGREEMENT**

National Association of Watch and Clock Collectors, Inc.  
 514 Poplar Street, Columbia, Pennsylvania 17512-2130  
 (717) 684-8261

Please type or print (in duplicate if mailing the Agreement). The Regional Chair and the Chapter President must sign the Agreement. Return both copies to John Koepke at the address shown at the bottom of page. If you prefer, you may scan and email the completed Agreement to John at [jkoepke@comcast.net](mailto:jkoepke@comcast.net). A signed copy will be returned to you after the requested dates have been approved.

The information supplied here will appear on the NAWCC website, and will be published under "Dates to Remember" in the NAWCC's *Mart and Highlights*. It is important that you send notice of any changes; otherwise, incorrect information may be published.

Regional Name: \_\_\_\_\_

Regional Dates: \_\_\_\_\_  
Opening Date.      (as you want them listed in NAWCC publications).      Closing Date

Regional General Chair: \_\_\_\_\_ Member # \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Regional Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Host Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

Host Chapter Name: \_\_\_\_\_ Chapter #: \_\_\_\_\_

Host Chapter Current President: \_\_\_\_\_ Member # \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Co-Host Chapter(s): \_\_\_\_\_

Public Day Included:  Yes  No Public Day Date(s): \_\_\_\_\_

Expected Number of Public Attendees: \_\_\_\_\_

**We, the undersigned, agree to use the current NAWCC *Regional Meeting Guide Guidebook*, approved July 2021, and the procedures and requirements established by the NAWCC Board of Directors emphasizing the importance of quality exhibits, lectures, and workshops. ~~If a Public Day is being offered, our signature acknowledges that we have received and read the requirements and agree to follow the "Regional Meetings and National Conventions Public Day Event Planning Guidelines, August 13, 2020."~~ Efforts to attract public interest and participation in the event is encouraged.**

Signature: \_\_\_\_\_  
Regional General Chair      Date

Signature: \_\_\_\_\_  
Host Chapter President      Date

Approved: _____ <i>Regional Coordinator Manager, NAWCC Convention Committee</i> Date
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Return to: John Koepke, 2923 16th St., San Pablo, CA 94806-2362  
 Phone: (510) 236-2197; Email: [jkoepke@comcast.net](mailto:jkoepke@comcast.net)



## Chapter and Regional Insurance Programs

NAWCC negotiates the cost of premiums for Liability insurance and Exhibit insurance ~~on behalf of its chapters.~~ **for the National Convention and Symposium. Regional Events and Chapters may request a quote from the chosen NAWCC Insurance Agent.**

Liability insurance may cover all of a chapter's year-round activities and/or only for the regional. Liability insurance is *not* required by NAWCC for a chapter's year-round activities, but it *is required* for a chapter's regional. While liability insurance for a chapter's year-round activities is not required, keep in mind the protection provided for a chapter's Board and its members especially if the chapter is not incorporated.

Exhibit insurance provides coverage for the Exhibit display at the chapter's regional. Exhibit insurance *is required* for the Exhibit display.

### Liability Insurance

Typically, the host chapter purchases liability insurance, and most frequently, it is purchased from a local insurance agency. However, feel free to request a liability insurance quote from ~~Horst Insurance Agency,~~ the NAWCC insurance broker (see page 3). This insurance ~~will cost a minimum of \$425, and~~ is based primarily on the square footage of the **event or** regular meeting place. If year-round liability insurance is purchased, keep in mind the possibility of allocating the cost between the chapter and the regional.

Bear in mind that *a certificate of insurance naming the NAWCC as an additional insured must be submitted to National.* Please send this certificate to the attention of ~~sgallagher~~[sgallagher@nawcc.org](mailto:sgallagher@nawcc.org) Additionally, most convention facilities and hotels require being named an additional insured. These certificates of insurance must be furnished to the owners of the meeting facility and hotel as well as the insurance broker in order that the policy reflect the additional insureds. The certificates of insurance typically reflect a minimum of \$1,000,000 of coverage.

## CHAPTER AND REGIONAL INSURANCE PROGRAMS (continued)

### Exhibit Insurance

As mentioned above, exhibit insurance is mandatory. Exhibit insurance is ~~may be obtained only from~~ locally or from the NAWCC by sending the request form on page 4 to the NAWCC Controller. ~~National~~ The Event Chair will contact ~~the host chapter~~ the NAWCC Controller requesting ~~the need for~~ exhibit insurance, the dates of coverage, and the amount of coverage several months before the ~~regional~~ event. It is the responsibility of the ~~host chapter~~ Event Chair to provide the requested dates and amount of coverage to National.

The amount of coverage is determined by adding the total value of the [“Exhibit Display Loan Form”](#) prepared by each person who plans to loan an item(s) for the exhibit. Each loan form should be reviewed by the Exhibit Chair. It is not necessary to submit the loan forms to National.

The 2021 exhibit insurance premium pricing is ~~\$.22~~ assessed per \$100 of coverage, with a minimum fee of \$100. Insurance in an amount greater than ~~\$300,000~~ \$200,000 is by special request. The minimum deductible is \$1,000. ~~The rate for 2022 was \$0.25 per \$100. The Event Chair should check with the Controller for the current assessed rate and compare with what may be obtained locally.~~

National will bill the ~~host chapter~~ Event Chair for the insurance premiums roughly two months before the ~~regional~~ event. It's not unusual for the amount of coverage needed to change as the host chapter knows more clearly what the value is of items that will be on exhibit. Changes in the amount of coverage may be made up to a week before the regional.

**NAWCC**  
**Request for Quote of Liability Insurance**  
**Year-Round and/or Regional (only)**

**~~Horst Insurance Agency~~**

~~Note: minimum premium is \$425 and minimum deductible is \$1,000.~~  
Premium primarily based upon square footage of regular meeting place.

Our quote is for year-round  regional (only)  rance.

Name of Chapter: \_\_\_\_\_

Chapter Mailing Address: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

FAX Number of Contact: \_\_\_\_\_

Email Address of Contact: \_\_\_\_\_

Number of Chapter Members: \_\_\_\_\_

Number of Meetings/Year: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Meeting Address: \_\_\_\_\_

**Square Feet:** \_\_\_\_\_

<p>Horst Insurance Agency Chris Fantaski 320 Granite Run Dr., PO Box 3320 Lancaster, PA 17604-3230 <a href="mailto:efantaski@horstinsurance.com">efantaski@horstinsurance.com</a> 717-581-9894</p>	<p>Send to: NAWCC, Inc. 514 Poplar St. Columbia, PA 17512-2130 Attn: Controller <a href="mailto:controller@nawcc.org">controller@nawcc.org</a></p>
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*Use this form to request liability insurance for your chapter. You may seek year-round and/or regional (only) coverage*

## Request for Quote for Exhibit Insurance

Note: minimum premium is \$100, minimum request is \$40,000, increments must be in \$10,000 blocks, and maximum is \$200,000  
(special request may be made for more)

Amount Requested: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

FAX Number of Contact: \_\_\_\_\_

Email Address of Contact: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Security Provided? \_\_\_\_\_

Send to:

NAWCC, Inc.  
514 Poplar St.  
Columbia, PA 17512-2130  
Attn: Controller  
[controller@nawcc.org](mailto:controller@nawcc.org)

*Use this form to request exhibit insurance for your event. Insurance request should be based on the value of the exhibit artifacts.*

**ATTACHMENT 2**

**STANDING RULES CHANGES  
TO SUPPORT  
CONVENTION COMMITTEE PROCEDURE CHANGES**

**STANDING RULES**  
**ARTICLE V – COMMITTEES**  
**SECTION 3 – OPERATIONAL COMMITTEES**  
**(d) CONVENTION COMMITTEE**

The third bullet as currently written reads as follows:

Ensure that national conventions are scheduled at least 3 years out. If proposals are not received, solicit venues for the conventions and ensure volunteers are in place for the organizing committee;

Suggested wording (for discussion):

The process of determining the venue, dates, host chapter(s) (if applicable), and organizing committee members for National Conventions should begin approximately three years prior to the event.

For Discussion: The suggestion is to change the time to a more forgiving “approximately.” What is the right time frame? Compare to Convention Committee Procedures Section 4.b.4 which as currently written requires intervention by the Convention Committee at the thirty month out timeframe if no proposals have been received from chapters to host the National Convention. The suggested change to the Convention Committee Procedures is intervention at twenty months out.

## STANDING RULES

### ARTICLE XV NATIONAL CONVENTIONS AND REGIONAL MEETINGS

#### Section 5. Planning and Budgets (a) National Convention Budgets

The local chair of a national convention is required to submit a preliminary budget for Board approval as soon as possible after the venue is approved, **but no later than 24 months prior to the convention**. This budget must first be submitted through the Convention Committee. The Convention Committee is responsible for reviewing the budget, resolving issues with the sponsors, and then submitting it to the Board for approval. The Local Convention Committee Chair will also submit a final estimated budget through the same channels for Board approval at least 16 months prior to the date of the convention, so the local Convention Committee has time to prepare pre-registration material for use at the prior year's national convention.

For discussion: What is a more realistic date for the wording in red above?  
Should it be 18 months for the preliminary budget?  
Should it be 12 months for the preliminary budget?  
Some other number of months for the preliminary budget?

For Discussion: For the estimated final budget,  
Should it be 6 months prior to the National?  
Should it be 3 months prior to the National?  
If changes are considered, a motion to approve the changes will be needed.

## **STANDING RULES**

### **ARTICLE XV NATIONAL CONVENTIONS AND REGIONAL MEETINGS**

#### **Section 4. Insurance**

##### **(c) Exhibit Insurance - Regional Meetings**

Exhibit insurance is available through a master policy negotiated by the NAWCC corporate office in various increments starting at \$50,000. Program details are available from the Controller. Chapters/regionals not participating in this master policy must provide proof of insurance at least 90 days prior to the event.

##### **(d) Insurance for National Conventions and Symposiums**

Liability and exhibit insurance for national events is covered by the NAWCC master policies and paid by the NAWCC.

For discussion: Section 4. Insurance (c) **Exhibit Insurance – Regional Meetings**

There seems to be some discussion on this. Do we want to reword this and state various increments starting at \$40,000 vs. \$50,000? Also, is it mandatory that the Exhibit Insurance for Regionals be purchased through NAWCC? This is not clear.