



**Water Gap Woodturners**  
**Chapter of the AAW**  
Scott Hendricks  
Secretary

## **1/4/25 Meeting Notes – January Team Meeting**

Mark Wallace, President, opened the meeting with greetings to the members and expressed appreciation for the members' participation. The meeting was held at the Hampton Dinner, Route 94, Hampton, NJ. There were 14 members in attendance.

The meeting started promptly at 9:00AM and ended at 11:00AM.

After introductions, Mark requested feedback on last month minutes – there were none. He then thanked Steve for his pepper mill demo.

He moved on to the officers' reports.

### Vice President Report

- There was discussion regarding Instagram and its application for WGWT. Several members expressed their opinions on the app and the Webmaster indicated he would setup an Instagram account.
- A discussion addressed the potential sourcing of wood for turning. Scott contacted a sawmill source who is willing to consider supplying wood for turning. Details to be determined.

### Treasure Report

- The December account balance is - \$1,047.90.
- Discussion regarding the cost for web access and associated cameras/equipment for the woodshop resulted in a recommendation to contact North Jersey Woodturners for their input since they have considerable experience in this regard. Mark suggested that he would contact PV leadership to determine if they would be willing to contribute to the cost since they would be able to use the technology for their classes.
- Larry indicated that other clubs that he belonged to held raffles to generate revenue. Due to the small size of this club the general opinion was that it may not be a good fit.

### Secretary Report

- The report covered WGWT accomplishments, Monthly Membership and a list of suppliers who offer wood turning clubs' discounts. See attached list.

### President Report

- President continues work on the PV/WGWT relationship and seeks permission to use the PV lathes. PV indicated that they will respond next month.
- A discussion on potential demonstrators and discussed the list that was distributed to the members. Several names were mentioned that were not on the

list. The final discussion resulted in a suggestion to send a list to the members and solicit their input.

- Policies & Procedures document was reviewed with the members and the indicated changes were made. See attached marked up document with the changes.
- An award program was presented, indicating a past program the 'Golden Hammer' award and suggested the a once-a-year program would be low cost and would recognized an individual for outstanding performance for the club.
- The president indicated that he would not do fund raising but would consider a donation program.
- There was a discussion regarding promoting PV to enhance WGWT's relation with PV. The AAW Cork article, the Toys event and the accompanying articles were mentioned as examples of WGWTs supporting PV.
- The WGWT annual calendar was presented (copy attached) and will be updated as required.

Rick mention that the WGWT organization is the best organized as it has ever been!

### Show & Tell



Napkin Holder

Oak

Crabapple

Holders

Ed Nikles





Guage - Snowman



Coaster



Weights

Dave Robinson



Lid Bowl



Christmas Decoration

Jack Delaney



Pink Ivory

Robert Levin



Red Oak

Larry Zarra



Top



Tree  
Steve Ackman



Weight



Cherry  
Rick Wortman

## WGWT January 2025 Agenda and Reports

1. Welcome
2. Introductions
3. Any comments on last month's minutes?
4. Thanks: Steve-Pepper mill demo,
5. Chairpersons Reports
  - a. Webpage: Steve
  - b. Toy Donations: Steve, Project Self Sufficiency: Season of Hope Toy Drive :Food Donation, Article
  - c. PV Gallery Liaison: Rick
  - d. Woodshop Liaison: Vol. needed, officers checked machines
  - e. Peters Valley Liaison:Mark, Agreement update
  - f. AAW Liaison: Mark, Updated all officers.
    - i. AAW director Jennifer resigning- looking for replacement
6. Officers Reports
  - a. **VP Report**
    - i. Saw mill report-canceled
    - ii. Elections- none
    - iii. Instagram idea
    - iv. Other:
  - b. **Tres. Report**
    - i. Checking account issue, Yearly Budget, Report to Secretary
    - ii. Dues due this month \$40 to Dave
    - iii. Other:
  - c. **Sec. Report**
    - i. Correspondence:
    - ii. Retail Store Discounts-Recent donation:Packard Industries Duel Live Center\$69.95 Value
    - iii. Membership
    - iv. Other:
  - d. **President Report**
    - i. Update on PV Agreement
    - ii. **Calendar** approval and update,
      1. Presentation Ideas PV/Artist select-3 max
      2. Continue with Project Self sufficiency or go to Toys for Tots or other? Pike County rotate?
      3. OK with a breakfast meeting every January?
    - iii. **Policy** approval/ Shared last month/comments from members
    - iv. Donation to Woodshop? Any ideas?

- v. **Goals** for 2025: Continue getting organized: Award, AV system, PR, Donations/Fundraising, Job Descriptions, Transfer of Power Documents, Check for Proper Insurance.

### **SHOW AND TELL**

.

## **Policies and Procedures**

### **Policies and Procedures for the Water Gap Woodturners**

Listed below are the policies and procedures currently approved by the membership of the Water Gap Woodturners club. Please also see the club's bylaws. These will be approved each year at the January meeting. New policies or bylaws will be highlighted for the meeting.

---

#### 1000: Finance

##### 1001: Dues

➡ The **annual** dues of the **current** club shall be \$40.00, due by the end of January each year. Give it to the current treasurer. (*See bylaws*)

##### 1002: Donation for presenters

➡ It is encouraged that each attending member ~~will~~ **shall** contribute a **minimum of** \$20.00 to WGWT to help defray the cost of a paid presenter.

##### 1003: Carryover Budget

Each year a goal will be to carry over to the following year several fixed costs: Insurance, PO box to maintain the club in case of financial hardship in the future.

##### 1004: Peters Valley Gallery

➡ Club members are encouraged to donate items to the Gallery with proceeds - 50% PV Gallery and 50% club ~~or member~~. All items should be marked with WGWT to indicate the existence and participation of our club. Items should be near the Water Gap Woodturners sign in the gallery.

**1005: Donations to sell or auction off to members**, money goes to the club (To be designed).

---

#### 2000- Meetings (*See bylaws*)

##### **2001: Enrollment for club paid special presentations**

A minimum of 5 members must agree to attend a paid presentation to hold the presentation.

##### 2002: General Membership Meeting

There will be one general membership meeting the first Wednesday of each month (May-Dec.); Saturdays, (Jan.- April).

Dates may be adjusted or canceled based on other presentations.


January-April meetings will not be held at Peters Valley. The goal is one meeting a month, so a special presentation by a non-member guest artist may count as the monthly meeting. There will not be a show and tell when we have paid presenters.

##### 2003: Organization meeting

There shall be one organizational meeting each January at a restaurant. Food will not be provided by the club. Calendar and policies will be approved. Show and tell or a presentation may take place.



#### 2004: Peters Valley Woodworking Studio

- 
- Our home base will be the Peters Valley Woodworking Studio at Thunder Mountain Road, Layton, NJ. May-Dec..
  - We will clean up after use of any machine or workbenches.
  - No **WGWT** food **or** trash will be left in the studio after a meeting.
  - We will assist with lathe repair if possible.
  - We will donate to the studio if possible.
  - We will keep in touch with the Woodworking Studio Coordinator with any issues.
  - The club calendar with meeting dates will be shared with the PV leadership so they are aware of days we will use the studio.
  - We will assist with cleanup day each Spring
  - We will establish a sharing library, borrow, share or swap books on woodturning or woodworking.

#### 2005: Presentations

Demonstrations and or presentations are welcome from any member or vendor with 100% approval of the officers.

#### 2006: AV SYSTEM AND REMOTE TRANSMISSION: (To be designed)

#### 2007: Minutes

The monthly meeting minutes will include the number of members in attendance and names of any guests. When adjusting banking info such as those able to sign checks, all the names of members in attendance must be included in the minutes, for the bank. The secretary will develop and maintain and store attendance sheets for each meeting.

---

#### 3000- Chairpeople (*See bylaws*)


##### 3001: Web page Chairperson

One non officer member volunteer will be the webmaster. The webmaster will report to the members during the business portion of meetings each Month.

##### 3002: Woodshop Liaison

One non officer member volunteer or the President will be in charge of the issues that deal with the woodshop. The liaison will report to the members during the business portion of meetings each Month. The President will report any issues to Peters Valley leadership.

##### 3003: Toys Donation Chairperson



One non officer member volunteer shall oversee the Toys donation project. Club will ~~consider~~ **explore a** yearly toy donation to ~~each county, Sussex, Warren~~ **and/or Pike counties.** ~~on a rotating basis.~~

##### 3004: Peters Valley Gallery Representative

One non officer member volunteer will be the liaison to the PV Gallery, managing inventory, pricing and tracking of the money based on a system set up by PV. The liaison will report to the members during the business portion of meetings each Month.

### 3005: AAW Liaison

The President will be the liaison to the American Association of WoodTurners. The liaison will report to the members during the business portion of meetings each month.

### 3006: Award Chairperson

One non officer member volunteer or the Vice President shall be in charge of the Award. Award nomination and selection will be made by the officers. (To be developed)

---

### 4000: Calendar

#### 4001: Calendar planning

Each year at the January general membership meeting the calendar for the year should be planned and approved.

#### 4002: Planned events

Each year the club will do a minimum of one donation project.

Each year the club will host a minimum of 3 prestations by artists outside the club. Based on budget and PV artist schedule.

---

### 5000: Insurance

#### 5001: Insurance Policy

Water Gap Woodturners shall be properly insured with input from PV and AAW.

---

### 6000: Job Descriptions *(See bylaws)*

#### 6001: Job Description Approval

Each year at the January organization meeting, all job descriptions will be approved by the membership. Job descriptions will be part of the bylaws and Policies. There will be separate job descriptions updated by the officers for all officers liaisons and chairpeople. (To be developed)

##### **6001: President**

The President is the principal executive officer of the chapter. His/her duties include (1) Supervise and control all of the business and affairs of the chapter, (2) Conduct chapter meetings, and, (3) work with the chapter executive board to establish goals and objectives for the group.

- Liaison to American Association of Woodturning.
- Liaison to Peters Valley Executive Director.
- Review and be familiar with the chapter bylaws.
- Prepare the agenda and preside at all chapter and executive board meetings.
- Review presidential reference materials, review minutes of previous board meetings, and speak with predecessors.
- Prepare and maintain the calendar with chapter meeting demonstrations.
- File an annual report to the chapter members.(January Meeting starting 2026).
- Review AAW resources for running a good meeting.



- Work with the club executive board to establish goals, objectives and grow a strong group.
- Work with the officers to establish goals and objectives for the year and ensure all officers, liaisons and chairpeople have an understanding of their job descriptions.

#### 6002: Vice President

The Vice President performs the duties of the president in case of his/her absence. His/her duties include (1) Succeed into the office of president and serve until the next election in the event that the president vacates his/her office during their term. (2) Serve on committees as assigned by the president.

- Run nominations and election of officers.
- Observes, assists, and consults with the president.
- Conduct chapter meetings and demonstrators in the president's absence.
- Prepare or work with the program director on chapter meetings/demonstrations.
- Head up Awards program in the event there is no chair.

#### 6003: Treasurer

The Treasurer is the financial officer of the chapter. His/her duties include (1) Manages the financial affairs of the chapter (2) Serves on committees as needed.

- Pay all bills with approval of all officers.
- Work with the bank to establish/change the checking account.
- Back up Secretary at meetings.
- Be custodian of the chapter funds and maintain income records from dues for chapter.
- Maintains the chapter bank accounts.
- Prepare and submit an annual budget to the executive board with appropriate committee advisory council or task force.
- Formulates an annual budget for the fiscal year in conjunction with the executive board.
- Prepares a monthly financial statement for presentation at each chapter business meeting and/or executive board meeting.
- Develop and maintain fiscal policies and procedures in collaboration with the appropriate committee. Submit new policies or modifications of existing policies to the officers for approval.
- Obtain and complete necessary tax forms for the Internal Revenue Service.

#### 6004: Secretary

The Secretary ensures that records are maintained for the proceedings of all business meetings of the chapter. His/her duties include (1) Records and writes the minutes for each chapter executive board meeting, (2) Assist with all of the business and affairs of the chapter, (3) Serve on committees as needed.

- Maintain minutes of every meeting.
- Send minutes to the Webmaster to be posted on our web page.
- Maintain membership list.
- Maintain an attendance list for each meeting. • Back up Treasurer at meetings.

#### 6005: Website Chairperson

Coordinate the chapter website communications.

- Maintain the club web page.
- Make suggestions to the officers for improvements and additions to the Web page.
- Develop a document to make it easy for someone else to maintain a webpage.

#### 6006: Woodshop Liaison

Work with PV staff to maintain lathes and lathe tools in the wooshop.  
Suggest donations we can make to the shop to our officers.

#### 6007: Toys Donation Chairperson

Run the annual event the first Saturday after the 2nd of January, including food registration, RSVP, PR, and supplies.

#### 6008: AAW Liaison

The president will continue to be the main contact for AAW.  
Update the club/chapter information every year.

#### 6009: Awards Chairperson

Make suggestions for one award each year. TBD

#### 6010: Elections Chairperson

The Vice President will Run the elections for next year's officers at the November monthly meeting.

#### 6011: Peters Valley Gallery representative

Work with the gallery on pricing and suggest to members to contribute.

#### 6012: Liaison to Peters Valley

The President will be the main contact to the PV Executive Director, staff and board.

---

#### 7000: Awards

##### 7001: Award

A maximum of one award each year can be given to any paid member, or someone that is not a member, that has assisted the club. (The Golden Gouge Award?- To be developed)

##### 7002: Award budget line

A maximum of \$50.00 or the equivalent of one year free dues may be spent on any plaque or gift for the award.

---

8000: Post Office Box

8001: Acquire Post Office Box

Water Gap Woodturners shall pay for one post office box at a location best suited for the officers in charge.

---

9000: Retail Discounts

9001: Retail discounts for members

WGWT will attempt to acquire club discounts at retail woodworking/woodturning business. Currently: Penn State Industries, Klingspor,... Rockler-No, Craft Supply-No

---

10000-

---

### **Secretary Report**

1. Accomplishments Since August 2024
  - a. Leadership Team in place
  - b. Insurance Policy
  - c. PO Box – 8/2024
  - d. Obtained EIN Number – 8/2024
  - e. Bank account established
  - f. Documentation**
    - i. Bylaws Complete – sent to AAW, PV
    - ii. WGWT Policies
    - iii. Job Descriptions complete
    - iv. Meeting Notes Documents - 12
    - v. Insurance policy in place
  - g. Project Self-Sufficiency; News Article
  - h. Prospect letters sent to 14 potential new members
  - i. Donation**
    - i. Lathe Chuck
    - ii. Dual Live Center
  - j. PV Relationship
  - k. Hendricks = Woodshop liaison
2. Monthly Membership - Average 9 members / meeting  
9 events

DATE	MEMBERS	GUEST	NOTES
8/3/24	9	1	
8/7/24	8		
8/16/24	5		conf. call
8/19/24	4		Leadership call
9/4/24	12		
10/2/24	11		
10/7/24	11		Dennis Fuge
11/6/24	13	1	Ackmann demo
12/7/24	9	2	Toy event

## 4- CLUB DISCOUNT SUPPLIERS

### YES

#### **Penn State Industries 10% discount**

9900 Global Rd  
Philadelphia, PA 19115  
(800) 377-7297  
[www.pennstateind.com](http://www.pennstateind.com)

#### **Klingspors 10% discount**

Angie Roseman  
1-800-228-0000 Ext 3718  
[aroseman@woodworkingshop.com](mailto:aroseman@woodworkingshop.com)

#### **Woodturningz 10% discount**

Ryan Polokoff, President  
Mark Conde, Marketing Director  
15248 Stony Creek Way  
Noblesville, IN 46060  
(888) 736-5487  
<https://www.woodturningz.com>

#### **WoodTurners Wonder**

Ken Rizza  
(678) 400-8181  
[customerservice@woodturnerswonders.com](mailto:customerservice@woodturnerswonders.com)  
- \$1500 minimum order amount  
- Get 20% of the order value in gift certificates for your club to be used as door prizes or for raffles  
- Free Shipping to one address (Excludes Grinders)

### NO

#### **Woodcraft of Allentown**

1543 Lehigh Street



Allentown, PA 18103  
610-351-2966  
Woodcraft567@rcn.com  
*Conditionally 10%, at the time the club meets at **their** facility.*

**Rockler**

1-800-279-4441  
info@rockler.com  
Rockler Customer Care  
*We do offer discounts for clubs but they must be setup at a store location.*

**2sand**

642 N 8Th St  
Reading, PA 19601-4113  
Karen McAvoy  
(800) 516-7621  
2sand.com  
*We have a \$5 coupon for a first time buyer that purchases \$100 or more of product. The coupon code is TIMETOSAND5 We also have shipping discounts on orders that are over \$200.*

**Packard Woodworks**

P.O. Box 718  
Tryon, NC 28782 US  
828-859-6762  
www.packardwoodworks.com  
*While offer a discount for items purchased by clubs that will be used at their meeting facility.*  
*While we do not offer a discount for members or group purchases, we do send items that can be used for club auctions or give aways.*  
  
*I will have one of our Dual Purpose Live Centers (a \$69.95 Value) sent to the club.*  
*Email the name and address to send it to.*  
*My email is brad@packardwoodworks.com*

---

**WAITING A RESPONSE**

**Woodcraft**

www.woodcraft.com  
custserv@woodcraft.com  
1-800-535-4482

**Craft Supply**

**Highland Woodworking**

1045 N. Highland Ave. NE  
Atlanta, GA 30306  
800-241-6748  
customerservice@highlandwoodworking.com

## WGWT Annual Calendar

### WATER GAP WOODTURNERS 2025 CALENDAR

Subject to change.

Always double check with an officer and or web page

Month	Date	Place	Time	Topic
Jan.	Sat. 1/4/25	Off site/Winter	9:00-11:00	Location to be determined. <b>Planning Meeting</b> for all members. Pepper mill Challenge sharing
Feb.	Sat. 2/1/25	Off site/Winter	1-3	Challenge?/Inside-Outside turning technique At Rick Wortman's
Mar.	Sat. 3/1/25	Off site/Winter	TBD	Carl Beaulieu's Shop
Apr.	Sat. 4/5/25	Off site/Winter	TBD	Jack Delaney's Shop
May.	5/7/25 5/24/25	PV PV	7-9 10-4	Larra Zarra Boxes Art in the Park
Jun.	6/4/25 6/17/25 ???	PV PV	7-9 7-9	John Kananis Christmas Trees Teresa Audet
Jul.	7/2/25	PV	TBD	INSTIGRAM - Keith and Steve
Aug.	8/6/25	PV	TBD	TBD
Sept.	9/3/25 ???? maybe	PV	TBD	Matt Monico <a href="https://www.monacobowls.com/">https://www.monacobowls.com/</a>
Oct.	10/1/25	PV	TBD	TBD
Nov.	11/5/25	PV	TBD	TBD
Dec.	12/6/25	PV	10 - 3	Toys for Tots turning No Business meeting or S & T

*An attempt will be made to reschedule meetings canceled due to poor weather.  
Formal professional presentations will be added or replace monthly meetings. Selected at the January meeting based on budget. No Show and Tell when we pay a presenter.*