

# DRAFT

## TIMBER FRAMERS GUILD, BOARD OF DIRECTORS

---

### MINUTES OF MEETING

Date: February 17<sup>th</sup>, 2006  
Time: 08:00 – 17:00  
Location: Highlander Inn, Manchester, NH

Present: Brenda Baker - Chair  
Gord Macdonald – Minutes  
Leon Buckwalter  
Curtis Milton  
Will Beemer  
Joel McCarty  
Al Anderson  
Laura Brown (late arrival)  
Rudy Christians  
Rick Collins  
Grigg Mullin  
Susan Witter  
Ken Rower

Apologies: Sue Warden

### Introduction

BB Invites board members to introduce their personal Guild interests and goals for the coming year.

Rick Focused on the processes and documents that underpin the Projects Committee and their work. Continue to develop these throughout the year. Want to bring in a good and broad range of projects that will offer maximum benefit to our membership.

Gord Continued interests in the areas of both projects and education...particularly focused on the processes that allow us to retain the experiences of our project managers, rather than having to continuously re-learn these things: interest in mentorship as a mechanism to achieve this. Particular interest in finding ways to support Will with the development of curriculum during 2006.

Curtis Interested in strategic planning around the educational components of Guild projects...long-term thinking. Regards finance: interested in developing long-term funding options.

Laura Expresses a desire to get more actively involved this year...looking for the right outlet and keeping an open mind.

# DRAFT

Grigg Excited by the recent development of the TF Engineers Council. Wants to stay involved in projects and teaching...has a particular interest in the UK and our sister organisation the Carpenters' Fellowship.

Al Wants 'to be a pain in the ass': ensure that we don't lose the fun and magic that has drawn us to the TFG in the first instance, especially as we develop new structure and policy. Interested in working on the development of training and keeping this process down to earth.

Ken Publications are healthy and intention is to improve them incrementally. Desire to improve the uniformity of publications (now have 3 publications under our belt with 3-4 more very soon to follow).

Leon Anticipates a need for curriculum review and will continue serve in this way. Would like to assist with publications...feels this is an important avenue for the TFG to follow.

Rudy Continued focus on outreach. Feels that the TFG has an opportunity and responsibility to join forces with other national and international organisations (ITPN, WHMF, etc) to protect our trade craft and historic heritage. Currently working on a publication funded by WHMF to examine the state of traditional trades in the US: wants to . Travelling to Sweden as a representative of the Guild.

Susan W Would like to see the Guild website integrated in the process of reviewing publications and creating a consistent and uniform 'look'. Also working towards the continuous improvement of Scantlings.

Brenda Focused on the curriculum and finding ways to attract some of the more experienced timber framers that are out there. Become more 'community-effective' getting some small scale projects up and running at a grass-roots level...easily available, and available on a regular basis.

Will Thoroughly committed to the publications side of the Guild. Wants to integrate curriculum with Professional Development. Wants to stay involved in the programming and offering of conferences as David Blackwell takes over admin.

Joel Tunnel-vision regarding projects and feels that this is a core method for delivering our message. Thoroughly unhappy about the Projects processes and wants to focus on improving these (feels that there is good support available for this). Thoroughly unhappy with the TFG's relationship with both the TFBC and the ILBA...wants to recover these relationships and look for opportunities for collaboration.

All General discussion about the pursuit of funding vs. the benefits of maintaining financial independence for our organization. Rudy is working on 'a few things'.

## 1. Minutes of Previous

RESOLUTION: Minutes of board meeting January, 2006 adopted.

# DRAFT

## 2. Matters Arising

Nothing to report.

## 3. Budget Review, 2006

CM Further to the budget discussions during January, opens the floor to questions from the board.

ALL General discussion regarding line-items from Budget proposal.

Some discussion about advertising rates in TF and Scantlings.

Discussion about whether we should introduce a target figure for Projects, and the implications for this regarding accounting, fundraising and year-end reporting. All agree to review this following the Projects Committee reports (decision to alter budget line item deferred until Feb 18).

Lifetime membership dues discussed. Some concern that these rates are too low, and will prevent a funding problem in future years.

Curtis Feels that the provision for the Board of directors expenses is too low (though some of this is covered under Conference line item) and cautions that we should a) ensure that we make a sufficient provision for less-wealthy board members to attend events, and b) consider whether we should spread the board participation around some other events (IPTN, TTRAG, etc) that may have attendant costs for board travel.

Feels that it would be appropriate to make a provision to increase the salaries of the ED's (as a minimum we should seek to reflect annual inflation).

Recommends the continuing investment in Projects and Publications.

Notes that the Scholarship fund made 4% on 2005 year rather than the 2.55% that is reflected in the balance sheet of January 31<sup>st</sup>.

**ACTION:** SW Review advertising rates for Scantlings and propose an appropriate increase to Publications Committee for implementation during 2006.

**ACTION:** ALL Report directors' expenses accurately even if compensation is not sought.

## 4. Financial Reports & Finance Committee Reports

CM The FC has been dysfunctional to date, but we need this process.

# DRAFT

## 5. Curriculum & Distance Learning

Will Makes presentation to board and hands out draft copies of TF Training Manual Part One - Safe Work Practices.

Goal was to put together a complete package of content for one module in order to present this to the TFBC. This reflects the material that would be presented to the student and course instructors, and includes an example of the online presentation that would be available.

All Applaud Will's draft: an awesome effort! Agree that this is ready for presentation to the TFBC. Will seek match-funding from TFBC for curriculum development in 2006 (this to include budget line item plus ED time).

ACTION Will & Gord: Develop a more accurate estimate of time and money required to take Section One to point of delivery. Target delivery at Eastern Conference.

## 6. Committee Reports

### 6.1 Projects Committee

Rick Spent the past day and a half reviewing the Projects systems with Joel and Curtis. Joel currently spends more than 40% of his time on Projects, and is often unable to provide the level of service necessary to help potential clients develop a project and start it out on the right track. This has lead to a \$5000 budget provision for 2006 called 'Project Development' (costs associated with working up a potential project) and will be dedicated to subcontracted labour. (For example, Chris Gunn made a recent site visit to Bridgeton.)

Proposes that accurate job tracking is essential for Guild Projects. Projects Committee has created a draft budget template and Joel will trial these documents throughout 2006. The goal is that income should match expenses on all Guild projects...with any 'profit' being redirected to educational course *within the scope* of Guild projects.

Seeking ways to increase continuity across projects and the services that we are offering both clients and Guild members alike. Projects Committee has also developed a series of checklists to assess compatibility of projects and suitability of the client team (to include vetting the 'point person', and determining how much money they have available, etc).

Presents draft documents (budget template, criterion for TFG Project Managers, project suitability checklist, etc) and talks board through the proposed new process of working up a project budget.

All Awesome! This is a huge step forward for Guild! Approves these documents for immediate implementation.

# DRAFT

Gord Emphasises the need for consultation with Sue Warden and her buy-in to the budget/cost tracking process.

**ACTION Rick:** Consult with Sue and propose a series of line items to be used for job tracking and ensure that these are in alignment with the new project budget template and the Quick Books accounting that Sue is using.

Rick Project Committee recommends amending the 2006 budget line item for Projects, and will recommend a specific figure tomorrow.

## 6.2 Scholarship Committee

Rudy Received an additional \$4558 from donors during 2005, and interest on the whole \$64.7K fund was \$2076 during 2005. The total to be disbursed during 2006 will be \$7230, and of this we have already awarded \$1220 in scholarships for the Western conference and another \$110 for Salle Mbah's annual membership.

## 6.3 Education Committee

Laura There was confusion during 2006 regarding the roles of Education Committee regarding Publications, Scholarship, Conferences and Curriculum. Looking for feedback and advice.

Gord Feels that the EC should maintain the Big Picture across all of the educational opportunities within the Guild and ensure that as a whole, these add up to a complete offering to our members.

**ACTION Laura:** Lead the EC in drafting a mission statement for the Education Committee and presenting to the board.

## 6.4 Membership Committee

Leon New membership form was created and implemented.

All General discussion about membership issues.

Curtis Recommends increasing Life Membership because the current fund would have to be subsidised with general funds in order to be sustainable.

**ACTION Leon:** Make specific recommendation regarding the appropriate cost of a Lifetime Membership.

Will Recommends that (during 2006 only) we take the \$25.5K collected from Lifetime Memberships and add this to \$25K from general funds; invest this in order to generate minimum 5% and thus off-set the shortfall relating to Lifetime Membership income.

# DRAFT

## 6.5 Publications Committee

Ken Current state of Publications is: 2 books (DB1 & DB2), 1 booklet (HATJ), 2 periodicals (TF and Scantlings), various conference proceedings and a brochure/poster. 1 further booklet is near completion (Historic Trusses) and there are 2 other projects currently in the works (Plan Book and Barn Book). Other projects on the horizon include a new version of the Project Handbook and Will's Timber Framing for Beginners.

All Thanks to Ken and Susan for the exceptional job that they do on behalf of the Guild.

CM Recommends that Ken spend the provision for travel contained within the Publications budget and use this for something interesting: such as a trip to Frame perhaps?

Susan Notes that each conference includes a strong Natural Building Track, and would like to see TF articles on this subject.

All General discussion regarding the Annual Report. Agree that in addition to the necessary financial information it must include: exceptional visuals, outline of key strategies, vision, and milestones.

Agree that AR is to be sent to each active member and a number of extras are produced for the purpose of raising TFG profile with potential funding bodies etc.

ACTION Curtis: Add a provisional sum of \$3500 to the '06 budget.

## 6.6 Conference Committee

Brenda Proposes changing the existing format (2 annual conferences) to a combination of 1 annual (alternating eastern and western venues) and 1 summer rendezvous-gathering-festival-thing where members can camp on site. This to be done for 2008.

All Approved.

## 6.7 HR Committee

No report.

## 6.8 Nominations Committee

No report.

# DRAFT

Grigg resigns as head of Nominations during 2006 because his board position is up for review and re-election. A new Committee head will be elected tomorrow.

## **8. AOB**

### **VMI Trebuchet Proposal**

Grigg Explains that there is a movie company interested in using the trebuchet in the making of a film about Beowulf. (Yes, really....and we all know that trebuchets post-date Beowulf by many centuries.)

**ACTION Joel:** Speak with Jeff Herme about the mechanics of transferring ownership of Trebuchet and liability associated with its use by the film company.

*Meeting is adjourned at 17:15 ET and will resume 08:00 Feb 18<sup>th</sup>.*