

Approved

TIMBER FRAMERS GUILD, BOARD OF DIRECTORS

MINUTES OF MEETING

Date: May 4th, 2005
Time: 17:00 – 19:40 ET
Location: Teleconference

Present: Grigg Mullin
Brenda Baker - Chair
Gord Macdonald – Minutes
Laura Brown
Curtis Milton
Leon Buckwalter

Due to confusion re start time, the following board members joined the meeting at 18:00 ET:

Rick Collins
Joel McCarty
Al Anderson

Apologies: Rudy Christians
Will Beemer

1. Minutes of Previous

RESOLUTION: Minutes of previous board meeting adopted subject to query regarding Budget, Item 2, Action Point RCh: "...to investigate investment options that would diversify Memorial Fund" or just CD's?

ACTION: GM to clarify with RCh and report back to BOD before next meeting.

2. Matters Arising

No outstanding Items.

GM Apologizes for late circulation of board pack prior to meeting. Will endeavour to get this information out sooner next time around.

Acknowledges that minutes of informal follow-up meeting at Mt Hood on Apr 16th are outstanding (as in 'late'!) due to Salem project.

ACTION: GM to gather and circulate agenda and information / reports for BOD at least 1-week prior to next board meeting.

ACTION: GM issue draft minutes of Apr 16th ASAP

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3. Budget Review

CM Queries allocation of directors' accommodation costs for Wed Apr 13th to Western Conference cost centre.

ACTION: CM to follow-up with WB and SW to ensure any necessary adjustments are made prior to next meeting.

CM Updates board re Apr P&L...leading to general discussion with no specific issues for the minutes.

4. Becket Report

LB/CM Discuss suggestion that TFG forms relationship with professional graphic designer for the purpose of reducing overall costs.

ACTION BB: Discuss this option with WB upon his return from holiday and report back at next meeting.

5. Alstead Report

CM Notes JM's 1573.5 hours logged from Nov 24th to Apr 24th.

In this same 6-month period JM devoted 10% of his time to Salem project. (165 hours at the end of the first week of the project) Feels that this should be seen as a 'red flag' and raise concerns for how ED time is budgeted and billed to projects.

GM Feels that the level of hours Joel is booking is not sustainable in the long run, and that it would be irresponsible of the TFG to ignore this. Don't want to lose such a valuable player due to burnout, a year or two down the road.

After 18:00 when RC/JM/AA joined meeting...

JM Enjoys his job and is comfortable with the high number of hours that he has logged. Appointment of SN has been very helpful, but notes that this is not a full-time position (which would be even better).

Would be happy to relinquish all project management duties.

Note: For the purpose of the Minutes Joel wishes to formally record that he sleeps on his own time.

RC Feels that the TFG needs greater infrastructure, and that this would relieve some of the pressure on Executive Directors.

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ACTION: RC to review JM's Job Description and report back to BOD with any specific recommendations by next meeting.

6. Projects Committee Report

ALL Initially agree to defer until RC available.

After 18:00 when RC/JM/AA joined meeting...

RC Recaps central issues in report and recommends BOD make it policy for TFG to designate a Project Manager for all future guild projects. This should be a paid position.

ALL General discussion follows regarding the nature of this role and appropriate skills necessary.

Need a defined process for determining candidates for these positions.

Agree that the scope of this person's role must be reviewed on a project-by-project basis.

General agreement that this is a good idea. Need to see the detail.

ACTION: RC/GM to develop proposal for vetting potential project managers and present this to the board before next meeting.

ACTION: JM to include line item for Project Manager in all future project budgets.

7 & 8. Conference Committee Report:

GM Updates BOD regarding his resignation as Chair of Conference Committee, and BB's agreement to take on this role.

ALL Discussion of Chris Dancey's critical letter, and appropriate responses.

Agree to defer issue until Will Beemer available.

Agree importance of publicly showing our support for WB.

Agree to print an open letter of thanks to CD for her work on the Natural Building Track.

ACTION: GM to draft brief letter of thanks for inclusion in next issue of Scantlings.

ACTION: GM to ensure Susan Witter is aware of Chris Dancey's PDF press release on Natural Building Track.

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8. AOB

i) Scantlings

BB Susan Witter has requested clarification on whether or not to proceed with the full-size version of next issue of Scantlings (largest yet).

ALL Agree that this is an important member service and that we should proceed with the additional pages.

ACTION: BB to confirm the above with SW ASAP.

ii) Sponsorship

JM Requests BOD direction regarding latest sponsorship proposal.

Reports that this is an urgent item for WB re upcoming conferences.

ALL In depth discussion of the issues relating to sponsorship, resulting in the following agreement:

No advertising on TFG T-shirts.

No exclusive sponsorship rights are to be granted: simply not in keeping with board's understanding of TFG values.

Major sponsorship categories (Press, Panels, Tools, Etc) are to be offered on a first-come-first-serve basis. This does not entitle sponsor to hold the same status at the next conference event, though this may be pre-sold to ensure that a reservation is made up to 1-year in advance.

Revised sponsorship prices as follows:

\$250 – \$3 000	Event Sponsor, no limit to number of places available
\$1 000	Contributing Sponsor, no limit
\$2 000	Trade Fair Sponsor, 1 place available per event
\$5 000	Major Conference Sponsor, 1 place available per event

ACTION: JM to immediately issue revised sponsorship document to BOD reflecting above categories and prices.

ACTION: JM to post discussion topic on website to invite membership comments regarding sponsorship.

ACTION: JM to place notice in next issue of Scantlings inviting membership feedback regarding sponsorships.

ACTION: CM/JM determine nature of TFG agreement with TFBC regarding sale of sponsorships, and the level of income that is generated from sponsorship sales.

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JM Notes that WB has offered to take on responsibility for organising Trade Show at upcoming eastern conference BUT he must know soon; please don't leave this until the last minute!

iii) Curriculum

GM In response to a request from the Education Committee WB has issued a revised document outlining our strategy for curriculum development during '05 and beyond. Please be sure to read this. We will be asking that you ratify this at our next board meeting.

Meeting is closed at 19:40 ET