

Wood Shop Policies

Purpose: Define and control administrative procedures to effect viable operation of the Wood Shop.

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Bulletin Board Postings

Approved October 11, 2021

Notices posted on the Shop bulletin board shall have both the date posted and an expiration date noted thereon. The expiration date shall be the earlier of 30 days after the posting date or the event date. The Board may make an exception to the expiration date on a case-by-case basis.

Contact of a Member for Adverse Behavior

Approved November 10, 2019

The following guidelines provide suggestions as to how to communicate with a member when contact is necessary to correct adverse behavior. To be useful in a disciplinary action, member contact must accomplish the following two things:

1. Make clear to the member this is a significant event and may be considered for some sort of disciplinary action in accordance with the By-Laws.
2. Leave the member with a clear understanding of what you intend to do about the situation.

Possible phrases to be used:

1. I am very concerned about what you are doing here. We need to talk about this.
2. I think this is significant, but I will not pursue it unless I find out you are repeating similar behaviors.
3. I may have to / I will bring this to the attention of the Board for their consideration.
4. I am concerned that (explain incident details cause and effect)
5. This is something than can easily result in injury or machine damage
6. You have been talked to about this before and have not adjusted
7. You seem to be unaware of the risk that you are taking
8. I think you do understand what was wrong here and I am not going to pursue this any further. I hope you will be more cautious in the future.

A one-on-one, detailed discussion about the incident may also be beneficial to resolve the issue.

1. It provides the opportunity for a back and forth discussion to pursue both sides of the situation.
2. Remain calm, do not deprecate the member, use a firm but temperate voice.
3. Do not use foul language, be mature.
4. Try to keep it brief
5. Help the member understand the implications of their actions or the cause of concern.
6. If the member becomes belligerent, end the discussion with something like 'you are not being rational here. I will not continue this discussion. But I intend to report this incident to the Board.'
7. Discuss but do not get into an argument.

Disposal of Excess Equipment

Approved October 17, 2022

From time-to-time equipment may become excess to the Wood Shop's needs. In that case the following procedure will be used to dispose of excess items.

A. The Board will make a judgment on the value of the equipment.

1. Items may be offered with a "reserve" (minimum bid required) or with a "best offer" (no minimum required).
2. Items deemed to be unsuitable for sale, damaged or of little value, will be discarded or offered on the "free table."

- B. Items will first be offered to the Membership by email. A bidding process will be used and the time for bidding will generally be 5 days. The preferred submission method for a bid is by email.
1. During the bidding process,
 - a) As bids are received, bidders will be informed if their previous bid has been exceeded.
 - b) Members may request the current high bid from the Equipment Disposal Coordinator.
 - c) A member may withdraw their bid.
 2. Once the bidding window has closed the winning bidder will be informed and the member will be expected to expeditiously pay for and remove the item from the Wood Shop.
- C. If no Member makes a bid on an item,
1. The item will be offered to the public. Items that had a "reserve", when offered to the membership, will initially be offered to the public at no less than the reserve price, however, the Board may accept a lesser offer.
 2. If an item does not sell to the public, it will be offered for free to the membership. If no member claims the item, it will be disposed of at the discretion of the Board.
- D. At the end of the process, if an item was sold, notify the Treasurer of the name of the buyer and the amount of sale.

Education Approved January 10, 2019

The extent of education provided is limited by the resources available.

General membership education program:

- A. The educational opportunities made available to the membership by the Wood Shop will be those which will enable members to safely and efficiently use the major power tools available in the shop. This includes but may not be limited to table saws, bandsaws, miter saws, router table, drill presses, jointers, X2 saw, planer and lathes.
- B. Opportunities are available by:
1. Access to a lending library of instructional DVDs and ad hoc classes led by members. They shall present techniques of basic operation and demonstrate methods for safe operation of the equipment without personal injury or equipment damage.
 2. Videos posted on the Wood Shop's web page or other internet site.
- C. Special interest programs. The Wood Shop will support members who volunteer to lead educational sessions which are intended to develop skills beyond the basic machine operation capabilities noted above. Such sessions must be approved by the Board to ensure they contain proper content and are conducted in a manner that will minimize the impact on the use of the shop by the general membership. In general, the Wood Shop will not financially subsidize these activities.

Member Relations Approved Jan 10, 2019

The Wood Shop Board members will conduct themselves in a manner that promotes an accommodating, friendly atmosphere between members and between members and the board.

Suggestions from the membership will be considered objectively by the board and decisions relative to any suggestion will always be communicated to the suggesting member and also to the membership at large if deemed appropriate by the board.

Inexperienced members will be encouraged to learn by providing opportunities to obtain advice from experienced members and other means such as literature, "How To" videos and other appropriate information on the internet. Mistakes will be considered as learning experiences and not problems if they are not repetitive or don't repeatedly result in machine damage due to a failure to seek advice on equipment operation.

Members who:

- 1) Frequently fail to follow Wood Shop Rules will be encouraged to develop ways to help them comply. Persistent failure to follow the Rules, may subject a member to disciplinary action.
- 2) Cannot learn to work safely or safely operate machinery may be subject to disciplinary action.

Personal Information Protection Approved March 21,2022

The Board shall take every reasonable precaution to protect members' personal information. Specifically:

- A. The Membership Roster shall not be made widely available and information therein shall be distributed only on a need-to-know basis.
- B. Residence addresses, phone numbers, or email addresses shall not be posted on the Club's web site unless approved by the member.
- C. Mass mailings to Club members shall be sent 'Blind Copy' so that recipients see only their address.

Wood Shop Equipment Approved January 10, 2019

- A. The Board shall operate in a manner that ensures the Wood Shop has the most common stationary power tools installed in the shop.
- B. The quality of the tools will be the industry average or better. The objective is to have tools which are capable of easily producing high quality results and are reliable and maintainable.
- C. If a less common tool is available at a good price, the board may decide it is worth obtaining it provided there is space for it in the shop.
- D. The redundancy of stationary power tools shall be governed by the usage and the space available for them. Redundancy of common use tools will take precedence over using space for less commonly used tools.
- E. The board will attempt to install tools with a range of size capabilities balancing this against cost and space limitations.

Electronic Voting Policy Approved March 21, 2022

1. Definition of Electronic voting - the utilization of a software application or aid that will be used to record and tally member choices (ballots) via the internet on any item for which the club needs member approval.
2. The board may choose to utilize any means of electronic voting and will utilize the following criteria to ensure a fair election process -
3. The ballot form shall
 - a. Include information as to the reason for the vote as well as the end time for voting.
 - b. Be designed so that information is clear and easy to interpret
4. The Wood Shop group email list will be used for dispatch of a solicitation to vote. The solicitation shall include information as to the reason for the solicitation as well as the end time for voting.
5. A paper ballot will be made available at the Wood Shop for those members without an email address on file.
6. The voting "window" for casting ballots shall be seven (7) calendar days unless otherwise approved by the Board.
 - a. All individual ballots will be confidential and known only to the Secretary
 - b. All individual ballots and summary tallies will be archived on the secretary's Google drive folder, kept on file for at least 6 months, and available for audit, if required by the Board.
 - c. Ballots received after the cutoff time shall be invalid.
 - d. Electronic votes will be reconciled against the current membership list, as of the date of the original solicitation.
 - e. Ballots received from individuals that are not current members will be invalid.
 - f. Duplicate votes:
 - i. If the number of votes matches the number of members on file with the same email address, all shall be counted
 - ii. If a duplicate matches the first received ballot, the duplicate shall be discarded.
 - iii. If the ballots do not match, both shall be discarded.
 - g. Discarded ineligible votes will be reported as part of the final tally.
 - h. The Secretary will attempt to resolve issues with a ballot within 24 hours after the cutoff date and time. If the secretary is unable to resolve the issue, the ballot will be discarded. Discarded ballots with issues will be reported as part of the final tally.
 - i. The secretary shall endeavor to publish the results within 48 hours of the close of the voting.