



Affiliate Chapter Annual Report

Affiliate Chapter Name: **Capital Area Watchmakers and Clockmakers Guild**

Affiliate Chapter Address: **1105 La Fayette Lane, Pflugerville, TX 78660**

Current Chapter Officers

President: **Rob Putney**

Vice President: **Glen Morehead**

Secretary: **Jay Holloway**

Treasurer: **Hugh Lindsay**

Key Contact Person: **Jay Holloway** Email Address (required): **jay@hollowaytrading.com**

Other **Rob Putney**

Type of Chapter: State Chapter Local Chapter Theme Chapter

How many guilds? **2** Are you incorporated? Yes No

Number of members: **67** Number of regularly scheduled meetings per year: **12**

Programs Presented*

Number of AWCI Bench Courses:

Number of AWCI Video Programs: **0**

Number of AWCI Speakers: **1**

Number of Technical Programs from Industry:

Number of Technical Programs by Members: **8** Number of Programs Related to Horology*: **3**

Number of Programs **NOT** Related to Horology*: **0**

***Please Describe These Programs: The programs range from indepth technical workmanship for watches and clocks to informational programs on watches, clocks, manufactures and related subjects.**

Annual Convention

Do you hold an annual convention? Yes No Date Usually Held:

Annual Dues

Regular Member \$ **20**

Associate Member \$

Student Member \$

Other \$

Election Policy

Members Elect Directors

Members Elect Officers

Directors Elect Officers

Other

Newsletter

Do you produce a newsletter? Yes No If yes, how often? **monthly**

Paid ads? Yes No How do you distribute your newsletter? Mail Email Both

Social Activities (please describe): **Annual Christmas party along with fellowship before monthly meetings.**

Civic Contributions: **Support local horological museum**

Future Plans:

Most Successful Projects: **training classes**

Comments:

Proposals for the AWCI Board of Directors:

Affiliate Chapter Convention Questionnaire

Because the sharing of experience is one of the real values of AWCI Affiliate Chapters, we ask that you please complete this questionnaire on your annual convention. Each chapter can draw upon the information on this form to help make its convention better, and those chapters which don't hold such a convention may be inspired to begin planning their own.

Please answer as fully as possible. A copy of your last convention booklet for each chapter would be a useful adjunct to this report.

PLANNING

1. Convention is planned by:
 - Executive officers and directors
 - Permanent convention committee
 - Temporary convention committee
 - Other, please specify

2. How long before the convention are:
 - A. Dates and location confirmed?
 - B. Speakers and program confirmed?
 - C. Publicity activities begun?
 - D. Registration forms sent?
 - E. Exhibitors invited?

3. When and where was your last convention held?

4. How many days does your convention last?

5. How many conventions have you held to date?

FUNDING

1. Your convention is funded by:

<input type="checkbox"/> Registration fees	<input type="checkbox"/> all	<input type="checkbox"/> part*
<input type="checkbox"/> Association treasury	<input type="checkbox"/> all	<input type="checkbox"/> part*
<input type="checkbox"/> Convention booklet ads	<input type="checkbox"/> all	<input type="checkbox"/> part*
<input type="checkbox"/> Exhibitors' fees	<input type="checkbox"/> all	<input type="checkbox"/> part*
	<input type="checkbox"/> Other	

*Please give approximate percentage

2. Are guest speakers charged for:
 - A. Registration fees? Yes No
 - B. Meals? Yes No
 - C. Rooms? Yes No
 - D. Other activities?

3. What was the registration fee for your last convention?

PROGRAM

1. What types of activities and programs are usually included in your typical convention?

- Annual business meeting
- AWCI speakers
- Industry speakers
- AWCI bench courses
- Other related activities
- Banquet
- Tours
- Other social activities

ATTENDANCE

1. Those invited to attend are: Members Non-members Family

2. What was the attendance at your last convention?

3. What percentage of members attends your convention?

4. Do you provide for registration for certain programs only? Yes No

5. What is your policy on advance registration, i.e., is it required? Yes No

A. Are incentives offered? Yes No

B. If so, what are they?

CONVENTION BOOKLET

1. Do you publish a convention booklet? Yes No

2. Do you plan for booklet ads to: Show a profit Cover production costs only

3. Are any profits applied to other convention costs? Yes No

4. What is your latest fee for a full-page ad?

5. How many copies of your last convention booklet were circulated?

6. These were given to:

- Attendees only
- All members
- Others, describe

PUBLICITY

1. We use the following forms of publicity:

- Descriptive brochure with registration blank
- Association newsletter
- Trade ads
- Signs
- Cooperative mailings by AWC/ by material houses
- Other (describe if not covered below)

2. Do you arrange for:

- TV coverage Radio coverage Local press coverage Trade publication coverage

EXHIBITORS

1. Do you invite members of our industry to set up exhibits? Yes No

2. Do you make space arrangements for them? Yes No

A. If so, do you charge rent to: Cover cost Make a profit

3. Do you schedule time for exhibit viewing? Yes No

COMMENTS

Affiliate Chapter:

Prepared by:

Title: