



## Affiliate Chapter Annual Report

Affiliate Chapter Name: **Horological Association of Virginia**

Affiliate Chapter Address: **c/o Stan Palen**  
**8283 Oak Wood Drive, King George, VA 22485**

### Current Chapter Officers

President: **John C. Polk**

Vice President: **Billy Best**

Secretary: **Robert Stone**

Treasurer: **Stan Palen**

Key Contact Person: **Stan Palen**      Email Address (required): **spalen@crosslink.net**

Other

**Type of Chapter:**  State Chapter       Local Chapter       Theme Chapter

How many guilds? **3**      Are you incorporated?  Yes       No

Number of members: **90**      Number of regularly scheduled meetings per year: **5**

### Programs Presented\*

Number of AWCI Bench Courses: **0**

Number of AWCI Video Programs: **0**

Number of AWCI Speakers: **0**

Number of Technical Programs from Industry: **1**

Number of Technical Programs by Members:

Number of Programs Related to Horology\*: **all**

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

### \*Please Describe These Programs:

**2013 Fall Seminar.**

**Clock and Watch Appraising - Joe Jabbour, Ken Farmer**

**Change: Watchmaking, Past, Present and Future - Fred White**

**May 2014 Convention**

**Watch Programs**

**Lititz Watch Technicum - Josphe DeFilippo**

**Balance Staff Replacement**

**Swatch Group US - Dan Fenwick**

**Chronology of Daniel's Co-axial Escapemet**

**Details pertaining to Omega's OWME evaluation and service provider program**

**Clock Programs**

**Rory Demesey**

**Rapid Prototyping and Reverse Engineering using 3D Printing**

**Restoration of the E. Howard #3 Gravity Clock, Dealy Plaza, Dallas Texas**

**Each Saturday of our conventions we also have a program for spouses**

**Our Northern Virginia Guild provides an evening Clock Repair Class two nights a week during the school year. We get several new members as a result of this.**

**Annual Convention**

Do you hold an annual convention?  Yes  No Date Usually Held: **May 1**

**Annual Dues**

Regular Member \$ **35**

Associate Member \$ **5**

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? **Quarterly**

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

Social Activities (please describe): **Convention Banquet and Auction**

Civic Contributions: **\$450**

Future Plans: **Annual Seminars and Conventions**

Most Successful Projects: **Seminars and Conventions**

Comments:

Proposals for the AWCI Board of Directors:

Report prepared by: **John C. Polk**

Title: **President**

## **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

- Convention is planned by:
  - Executive officers and directors
  - Permanent convention committee
  - Temporary convention committee
  - Other, please specify
- How long before the convention are:
  - Dates and location confirmed? **Usually 1 year**
  - Speakers and program confirmed? **3-6 monts**
  - Publicity activities begun? **3 monts**
  - Registration forms sent? **online 2 months, by mail 1 month**
  - Exhibitors invited? **6 months**
- When and where was your last convention held? **Staunton, VA**
- How many days does your convention last? **3**
- How many conventions have you held to date? **60+**

## FUNDING

- Your convention is funded by:

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

\*Please give approximate percentage
- Are guest speakers charged for:
  - Registration fees?  Yes  No
  - Meals?  Yes  No
  - Rooms?  Yes  No
  - Other activities?

- What was the registration fee for your last convention? **\$165.00 for full registration**

## PROGRAM

- 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 **Socials and receptions throughout event**

### ATTENDANCE

1. Those invited to attend are:  Members  Non-members  Family
2. What was the attendance at your last convention? **67**
3. What percentage of members attends your convention? **40%**
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? Advance registration discount

### 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? **\$195.00**
5. How many copies of your last convention booklet were circulated? **75**
6. These were given to:  
 Attendees only  All members  Others, describe **Advertisers who placed ads with the HAV**

### PUBLICITY

1. We use the following forms of publicity:  
 Descriptive brochure with registration blank  
 Association newsletter  
 Trade ads  
 Signs  
 Cooperative mailings by AWCI/by material houses  
 Other (describe if not covered below) **Guild website**
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: HAV**

**Prepared by: John C. Polk Title: President**