

American Watchmakers-Clockmakers Institute

Minutes of Executive Committee meeting held on 10 and 11 February 2001

President Ron DeCorte called this Executive Committee meeting at AWI to order at 8:50 AM 10 February 2001. The roll was called.

President DeCorte, first vice president Robert Porter, second vice I Door, treasurer Fred Burckhardt, secretary Jack Kurdzionak, and executive secretary Jim Lubic were present.

Mr. Lubic announced that Mr. Scott Gilligan has replaced our legal counsel, Mr. Richard Melfi. Mr. Lubic stated that AWI needs a professional survey done to ascertain the needs of its membership. AWI still does not have sound information regarding the needs of our members.

He has made contact with several firms that conduct membership surveys for professional organizations. The committee requested an outline of the information to be gathered in this survey and Mr. Lubic agreed to provide this outline.

Mr. Lubic recently advertised the position of assistant executive director in the Cincinnati newspaper. He interviewed a number of the respondents and selected four whom he thought were qualified to fill the position. The executive committee and Mr. Lubic interviewed each candidate for thirty minutes. The meeting was recessed for lunch.

Finance director, Tom Pack, and our legal council, Scott Gilligan, joined the meeting when it resumed.

Motion #1 was made by Fred Burckhardt to "dispense with the minutes of the August 2000 annual meeting" Second by Robert Porter. Voting was 4 yes, 0 no and 1 not voting. Motion carried.

Mr. Lubic's state of the association report included certification, education, continuing education, relations with the watch industry, a membership survey, and the WOSTEP program. The refusal of certain watch companies to sell spare parts was also part of the report. Mr. Lubic, attorney Gilligan, and other attorneys consulted concur that the manufacturers are not in violation of the law. Cooperation with these manufacturers may yield more results than legal confrontation was the consensus of the board after considering the legal opinions they have received. The board did request and Mr. Lubic agreed to have the office staff contact each watch company to ascertain if they will supply spare parts to our members. We will then publish a listing of those companies that will supply spare parts.

Motion #2 was made by Fred Burckhardt for "The executive committee to approve and support Mr. Lubic's efforts to conduct a professional membership survey". Seconded by Jack Kurdzionak. Voting was 4 yes, 0 no, and 1 not voting. Motion carried.

Written committee reports were provided to each board member. To conserve time, it was agreed not to read each report aloud but to discuss any questions or comments a board member might have regarding the reports.

The Constitution and by-laws committee is considering a constitutional change to extend a director's period of ineligibility from one year to two after

serving two consecutive terms. The committee has not yet reported on this change.

While considering the report of the finance committee, Mr. Pack answered questions from the board regarding the report. In order to make the finance report easier to understand, the board requested that Mr. Pack issue a condensed report to supplement the regular report at our next meeting. The report of the nominating committee submitted the following names as candidates for election to the board: Mark Butterworth, Matt Clark, Henry Frystak, Glenn Gardner, Roland Iverson, Bert Kalisher, Jack Kurdzionak, Scott Lemons, Mark Mongillo, Robert Porter, Frank Poye, Robert Ridenour, Tony Riggio, Glenn Swafford, and Reynold Thomas.

Motion #3 was to accept the report of the nominating committee as submitted. The voting was 4 yes, 0 no, and 1 not voting. Motion carried.

The education and certification committee has Mr. Lubic exploring Options to link our educational facility with CTC (Cincinnati Technical College).

Recertification requirements need standardization and records are being updated and Mr. Lubic is working toward the goal of making requirements for recertification consistent.

The AWI-ELM Charitable Trust reported that it has received a gift of stock that it will sell. The proceeds of the sale will be invested in a mutual fund to set up an endowment. The income from the endowment fund will be used as needed by the trust. The library will be expanded with the purchase of four sets of shelves to accommodate more books. The trust will be cooperating with the Cincinnati Observatory to celebrate Ohio's bicentennial in 2003. A digital camera will be purchased by the trust with AWI paying for 50% and the trust paying 50%. The camera will be shared with AWI. The Student Loan Program is currently suspended while it is being re-evaluated by the Trust.

The membership committee's chair, Terry Kurdzionak, recommended that AWI's long-term members be recognized with some type of award to show our appreciation for their support. It was also recommended that AWI have an article in HT featuring a "Member of the Month". The final recommendation was for AWI to install a toll free phone line for its members. Mr. Pack said that our long distance charges are \$.056 per minutes. Mr. Lubic said he will implement the toll free member line as soon as possible.

The oversight committee reported that its duties should be modified. It is currently charged with handling employee complaints in addition to other duties. The executive director is responsible for all employee matters. Oversight committee involvement with an employee would conflict with the executive director's duties. Mr. Gilligan concurred with this. The oversight committee also needs an instrument to guide it in its responsibility to evaluate the executive director. The executive director must be given a set of goals, agreed upon by both the board and the executive director, which the committee can use to measure his performance.

Motion #4 was made by Fred Burckhardt to appoint David Christianson, Jim Door, and Robert Porter as ELM trustees for a two-year term. Seconded by Jack Kurdzionak. Voting was 3 yes, 0 no, 2 abstentions. Motion carried.

New business began with Mr. Lubic seeking guidance with a new situation.

An AWI member who is a shop owner has Yellow Page advertising stating the shop has a CMC on staff. Another member, a CMC formerly employed by the shop, was seeking redress of a grievance. The shop is still advertising a CMC but hasn't had the aggrieved member on staff for about a year. Mr. Gilligan advised and Mr. Lubic agreed that a cease and desist letter will be sent to the shop owner along with a copy to the CMC. If the shop owner refuses to cooperate, the state consumer protection office will be notified and the oversight commission will be asked to take action.

The meeting was recessed at 4:45 PM on 10 February until 9:15 AM on 11 February. Roll call was taken again; all officers named above were present as well as Mr. Lubic.

Strategic planning was discussed. The following topics were included:

- A. AWI's website, its potential, and its requirements for updating. B
- B. Video production, planning, and scheduling.
- C. Clock repair classes utilizing Laurie Penman and the future of clock repair course offerings.
- D. Production of a video program restoring the Riefler clocks at the Cincinnati Observatory. Laurie Penman will be doing the restoration.
- E. Pursue a relationship with Cincinnati Technical College.
- F. Develop continuing education one-week courses leading to certification.
- G. Certification standards as related to negotiations with American Watch Association's recommendations for WOSTEP to adopt a two-tiered educational program to meet the needs of American watchmakers.
- H. Continue to welcome hobbyists as members and encourage them to become professionals.

Mr. Lubic agreed to renew his contract with AWI for one year. The major provisions are: 1. Salary remains at current level. 2. Fringe benefits remain as they are. 3. No cost of living adjustment. Our general counsel will write this new one-year contract to go into effect July 1 to correspond with our fiscal year.

Motion #5 made by Jim Door to "designate the new position of assistant executive director as a key position according to the by-laws in article 11, Section 2". Seconded by Robert Porter. Voting was 4 yes, 0 no, and 1 not voting. Motion carried.

Motion #6 made by Jim Door to "approve for hiring, by Mr. Lubic, any one of the four candidates for the position of assistant executive director interviewed by the executive committee on 10 February 2001". Seconded by Fred Burckhardt. Voting was 4 yes, 0 no, 1 not voting. Motion carried.

Mr. Lubic agreed to accomplish the following goals before the annual meeting:

- A. Have a professional survey of the membership done to ascertain their needs. Survey results are to be ready for use by the board at that time.
- B. Have a presentation ready for JA type shows to be completed in the medium of Mr. Lubic's choice before July 2001.
- C. Have a complete list of our books displayed and ready for sale on our website.
- D. Conduct a telephone campaign for membership renewal. All members who

have not renewed their membership will be telephoned to encourage them to renew.

E. Announce to members in the March HT the installation of a toll free telephone number, a discount of 10% on book purchases for members, free shipping for library materials borrowed by members, and the award of a one-year free membership for passing a certification examination.

Meeting adjourned at 12:15 PM.

Motion as listed above	1	2	3	4	5	6
DeCorte	NV	NV	NV	Y	NV	NV
Porter	Y	Y	Y	A	Y	Y
J. Door	Y	Y	Y	A	Y	Y
Kurdzionak	Y	Y	Y	Y	Y	Y
Burckhardt	Y	Y	Y	Y	Y	Y
Yes vote	4	4	4	3	4	4
No vote	0	0	0	0	0	0
Abstain	0	0	0	2	0	0
Not voting	1	1	1	0	1	1

(Y) YES (N) NO (A) ABSTAIN (NV) NOT VOTING (NP) NOT PRESENT

Respectfully submitted,
Jack Kurdzionak,
secretary