Tellico Village Woodworkers Club Resource Book

www.tvwoodworkers.com

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Tellico Village Woodworkers Club Resource Book

Overview

Welcome to the Tellico Village Woodworkers Club whose purpose is to advance knowledge and expertise of the woodworking craft through meeting programs, mentoring classes, and sharing of woodworking skills, projects and experience to its membership. Through our woodworking skills, the Club actively contributes to the Tellico Village community and local non-profit organizations.

In this Club Resource Book we have put together information and guides that should be helpful to all Club members. This book identifies:

- Policies, practices and guidelines that reflects how the Club operates.
- Tools that are available for Club members to use .
- Members who can help you with a specific woodworking skill .
- Lumber suppliers.
- Where to find woodworking tools, specialty hardware, services, etc.

The Club maintains this Resource Book. The Book is on the Club website (www.tvwoodworkers.com). The intent is for members to print the Book, or selected sections, at home. (For members who do not have a computer or are not computer savvy, the membership chairperson can arrange for a hardcopy.)

We encourage members to send suggested new proven sources to the immediate past Club president, who maintains the Book. These new sources will be considered for possible inclusion in updated versions of the Book. Remember we are trying to keep the Book manageable in size so only major sources will be included.

The Resource Book consists of three parts:

- Overview
- General Club Information that includes:
    a. Current officers and committee chairs.
    b. The Club's By-Laws.
    c. Duties and responsibilities of officers and chairpersons.
    d. Club policies, practices, and guidelines.
    e. Log and lumber management policies and responsibilities.
- Resources available to Club members
    a. Large shop tools managed by the Club members.
    b. Portable tools managed by the Club members.

c. Loaner tools owned by Club members .
d. Technique and skill assistance.
e. Lumber yard and wood suppliers.
f. Suppliers of woodworking products and services.

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By-Laws

ARTICLE I - Name

The name of this organization shall be “Tellico Village Woodworkers Club” referred to herein as the "Club" or “TVWC.”

ARTICLE II - Purpose

The purpose of this not-for-profit organization is to promote further knowledge and expertise of the woodworking craft through learning and sharing experience.
No private inurement. All the non-profit’s money and assets must be used for furtherance of Club purposes, and not for private gain of any individual.

ARTICLE III - Membership

Individuals who have an interest in the woodworking craft and reside in Tellico Village and the surrounding community within the State of Tennessee are eligible to join the Tellico Village Club. The term of Membership shall be as long as dues are kept current.

ARTICLE IV – Dues

The Board shall establish the annual dues. Dues are payable upon joining and are renewable thereafter in April of each succeeding year.

ARTICLE V - Board of Directors

The Board of Directors shall be comprised of the elected Club officers: President, Vice-President, Vice-President Wood Operations, Treasurer, Secretary, plus the most recent Past President.
The Board will meet on a regular basis. A quorum of four (4) of the six (6) officers will be necessary to execute votes by the Board. The elected Club officers shall serve for a term of one year and perform the duties usually required of such officers including those as noted below. The By-Laws will serve as an outline to guide the officers. The terms of elected officers shall coincide with the Club year, from the conclusion of the April General meeting through the following April General meeting. The elected officers may be re-elected to their position or any other elected position in the manner as noted under “Club Officer Election.”

ARTICLE VI - Club Meetings

General and Business Meetings shall be held at a time and place as designated by the Board. A quorum shall be 20% of Club Membership.

ARTICLE VII - Amendment of By-Laws

These By-Laws can be amended at any General Meeting of the Club by a two-thirds vote of the active membership present, provided that previous notice of the amendment shall have been given 30 days in advance.

ARTICLE VIII - Disbanding the Club

In the event of the disbanding of the Club, any Club assets will be sold and the proceeds plus all remaining funds may be donated to a non-profit organization to be named by the members at such time.

ARTICLE IX – Liability

The Tellico Village Woodworkers Club, its officers and members shall not be held liable for any injury to participants at Club functions or activities. Members assume full responsibility for their own personal risk of injury to person or property by membership in the Tellico Village Woodworkers Club.

ARTICLE X – Contracts

Leases, notes, or other written contracts shall be signed by the president and attested by the secretary. The corporation shall hold no credit accounts.

Officers and Committee Chairpersons

Officer Elections:

In January the Board shall select a nominating committee who will present a slate of officers for election at the March General Meeting. At this time other nominations for any office may be made from the floor. The vote shall then proceed by voice or hand vote, or by secret ballot. Candidates receiving a majority of the votes shall be declared elected. The new officers will assume their duties at the April Board meeting and serve a 1 year term. If a vacancy occurs during an officer's term, the Board may elect a replacement.

OFFICERS:

- President — Randy Neuhaus (919-801-5945) Rneuhaus22@gmail.com
- Vice President — John Miranda (708-745-4127) Jemiranda823@gmail.com
- VP Wood Operations — Larry Gardner (908-892-2170) Fasttrain114@gmail.com

- Secretary — Sue Moloney (480-221-7211 ksmoloney@yahoo.com
- Treasurer — Tom Wiggins (678-910-0082) Thomasw77@bellsouth.net
- Past President — Steve Bolton (865-422-6682) bolt120tv@gmail.com

GENERAL COMMITTEES

The Board by a majority vote may from time to time create or dissolve Committees designed to assist running various functions of the Club. Upon creation of a Committee, the Board by majority vote will appoint an individual to run the Committee along with other individuals, if needed, to serve on the Committee

- Annual Picnic
  - John Miranda (708-745-4127) jemiranda823@gmail.com
- Audio/Visual
  - Ben LaPointe (301-466-8070) benclapointe@gmail.com
  - Susan Korf (925-998-7824) sakorf@gmail.com
  - Karen Randles (859-893-3784)
- Historian
  - Ben LaPointe (301-466-8070) benclapointe@gmail.com
- Membership
  - Chris Campbell (458-8087) chriscampbell4467@gmail.com
- Newsletter
  - Glenn Nief (865-850-1667) glenn@treetobox.com
  - Jerry Noeth (317-919-5567) jerryn161@comcast.net)
- Programs
  - Ned Miller (585-200-2236) tennned@gmail.com
  - Dennis Smith (865 803-9235) carvinwood@gmail.com
  - Neil Wilson (765-714-0020) crawil@charter.net
- Tool Maintenance
  - Bill Nance (408-309-2942) williamnance77@gmail.com
  - John Johnson (657-5182) johnsonmj1010@gmail.com
- Tool Sales
  - Tom Rigenbach (865-458-0915) tommamiere@gmail.com
  - Aaron Cox (865-657-5236) acdc1265@frontier.com
  - Nancy Kessler (865-988 3838) smallpaws2008@gmail.com
  - Scott Duncan (860-966-3622) sduncan37774@gmail.com
  - Ed McMahon (815-520-5402) mcmahoned56@gmail.com
  - Bill Whipple (518-878-8314) b.whipple@hotmail.com

- Toys For Tots Committee
  - Richard Ganch (219-688-2588) rich0153@comcast.net
- Turning Blank Manager
  - Dick Hoffmann (865-458-0455) rbhoffmann@aol.com
  - Herb West (865-458-1830) herbertwest@att.net
- Website Manager
  - Dick Hoffman (865-458-0455) rbhoffman@aol.com
  - Doug Wardell (865-292-1254) wardeldg@gmail.com
  - Keith Tarwelp (760-404-8934) ktarwelp@verizon.net
  - Jeff Hahn (210-273-0710) pj9014@hotmail.com
  - Sam Lu

  Welcome Committee

  Mike Lynch (847-217-4960) mikelynch897@gmail.com

- Wheel Chair Ramps
  - Scott Christiansen (847-878-4604) handymann2@comcast.net
- Yacht Club Display Case
  Richard Ganch (219-688-2588) rich0153@comcast.net

LUMBER MANAGEMENT
V. P. Wood Operations:
Larry Gardner (908-892-2170) fasttrain114@gmail.com

- Chain Saw Operation & Maintenance
  - Dan Greenlee (314-378-0055) dlgreenlee@att.net
- Kiln Manager
  - Dan Greenlee (314-378-0055) dlgreenlee@att.net
- Wood Cuttings
  - Larry Gardner (908-892-2170) fasttrain114@gmail.com
  - Scott Christiansen (847-878-4604) handymann2@comcast.net
- Wood Sales
  - Mark Laven (408-207-7487) **lavenmark@gmail.com**
  - Randy Neuhaus (919-801-5945) rneuhaus22@gmail.com

Duties and Responsibilities

OFFICERS

President

1. Serves on the Board of Directors and votes on Board matters. Attends Board, Business and General meetings.

2. Serves as primary contact for Club activities. Responds to all inquiries about the Club.
3. Assures that the Club follows its by-laws and its policies and practices. Assures that Board members and chairpersons carry out their duties and responsibilities.
4. Establishes dates, times, and places for Board, Business and General meetings, following past practice and coordinating with the Board. Prepares agendas and presides over meetings keeping them on track and productive. Brings gavel and officer nameplates to General meetings.
5. Signs checks when treasurer is unable.
6. Oversees appointment of nominating committee by the Board.
7. Coordinates with the Board and key Club members on a wide range of matters related to the planning of activities such as wood cuttings, wood sales, tool sales, annual picnic, and the Club's contribution to the Loudon County Sheriff's Toys for Tots Program. Sees that any issues are resolved in a collegial fashion. Sees that key vacancies are filled in a timely manner.
8. Recognizes members for their contributions to the Club.
9. Makes Past President aware of changes that need to be made to the Resource Book to reflect either Board decisions or other changes in the way the Club operates.
10. In coordination with the Vice President, recruits members to fill committee vacancies.
11. Approves Board and Business meeting minutes before Secretary sends them to the members.

Vice President

1. Serves on the Board of Directors and votes on Board matters. Attends Board, Business and General meetings.
2. Performs the duties of the President in his or her absence.
3. Manages service requests received by the Club; Community Service Requests, Contract Service Requests, and Fundraiser Service Requests. Publishes these requests through the Club's e-mail system, finds workers, and assures that requesters and workers get linked up. Reports on the status of Community Service Projects at Business and General meetings.
4. Sends updates to the Community Projects section to the Website Manager for posting to the Club's website.
5. Displays information about the current year's Community Service Projects at the Toys-For-Tots program: list of projects, contributing volunteers, and photos. Sends digital photos of current year's Community Service Projects to the Historian at the end of each calendar year. Reports the following prior year community projects statistics to the Newsletter Chair each January: # projects completed; # Tellico Village residents assisted; # organizations assisted; and, # Club members participating.

6. Makes sure the Club's brochure is up-to-date and that there are adequate supplies on hand. Provides the Club Secretary with brochures for distribution to various locations in Tellico Village.

Vice President Wood Operations

1. Serves on the Board of Directors and votes on Board matters, but does not sit in the line of ascension to the Club presidency.
2. Attends Board, Business and General Meetings.
3. Provides reports in the absence of Wood Operations chairpersons.
4. Provides overall management of the Wood Operations organization to provide quality wood products at reasonable cost to meet the needs and wants of Club members, balancing: needs (demand), acquisition (supply), inventory, cutting, drying, and sales.
5. Makes key members of the log and lumber management team aware of cutting and sale times, if they are not present at the Business meeting when these times are set.
6. In coordination with the various Wood Ops chairs, establishes policies and procedures to efficiently perform necessary activities. Provides updates for the Resource Book as needed. (Also see section on Club Policies, Practices and Guidelines)
7. In coordination with the Treasurer and other Wood Ops groups, recommends wood sale pricing necessary to “break even” for approval by the Board.
8. Promotes communications internally between the various Wood Ops chairs, the Board and Club membership.
9. Promotes communications externally between various Wood Ops groups and the POA, local tree service contractors and private donors.

Treasurer

1. Serves on the Board of Directors and votes on Board matters, but does not sit in the line of ascension to the Club presidency. Attends Board, Business and General meetings.
2. Maintains the Club checking account and reconciles monthly with bank statement.
3. Initiates budget discussion at the November Business meeting and prepares a budget proposal for approval at the January Business meeting. Updates budget as approved by Board.
4. Prepares Treasurer's report for Business and General meetings. Maintains an electronic file of these reports in PDF format and provides this file to the Historian at the end of each calendar year.

5. Collects Club dues (April 1 full year, October 1 half year) in conjunction with the Membership Chair.
6. Manages Wood Operation Finances. Collects or arranges for the collection of payments made by Club members at lumber sales. Pays or arranges for the payment of sawyer at lumber cuttings.
7. Makes periodic payments for kiln electric usage to the POA based on the kiln meter reading taken at the end of each drying cycle. Maintains kiln amortization fund to pay for major repairs and eventual replacement of components. Maintains profit/loss and yield records from each woodcutting. Re-assesses annually the cost of lumber production. Recommends, at the November Business meeting, a selling price for kiln-dried lumber.
8. Advises Board on use of funds for the benefit of Club. At each Business meeting, advises the Board of any donations made to the Club and processes these donations in accordance with Board decisions.
9. Accounts separately for cash donations received by the Club for the Loudon County Sheriff's Toys For Tots Program. Periodically transfers these donations to the Sheriff's department, typically annually.
10. Pays all authorized invoices for the Club. Reimburses members for expenses they incur on behalf of the Club. Obtains appropriate receipts and verifies their accuracy prior to payment. Keeps a file of paid receipts/invoices for 3 months.
11. Reports the following prior year statistics to the Newsletter Chair each January: # of board feet of lumber cut; # board feet of lumber sold; profit or loss from lumber operations; amount of money donated to Loudon County Sheriff by TVWC; amount of money in end-of-year operating budget; and, amount of money in end-of-year kiln replacement/maintenance fund.

Secretary

1. Serves on the Board of Directors and votes on Board matters, but does not sit in the line of ascension to the Club presidency. Attends Business, Board and General meetings and provides Secretary's reports at these meetings.
2. Sends Club meeting notices to advertisers, including the POA's Tel-E-Gram, the Village Connection, and the Tellico Village television channel.
3. Takes Board and Business meeting minutes. Maintains two electronic file folders of minutes--one in PDF and one in word processor format. Sends draft minutes in word processor format to the President for approval. Sends approved minutes in PDF to each Board member and the newsletter chair. Sends the annual PDF folder of minutes to the Historian at the end of each calendar year.
4. Keeps a running electronic file in word processor format of votes taken by the Board. Sends a PDF version of this file to the historian at the end of each calendar year.

5. Monitors all messages sent to the Club's e-mail address. Forwards them to Club members consistent with the request and Club policies/practices.
6. Using the Club's e-mail system: prepares and distributes Board, Business and General meeting notices; prepares and distributes wood sale/wood cutting notices; distributes special event notices submitted to secretary by other Club members (e.g., picnic, field trips, tool swaps, tool sales, blade sharpening, membership renewals); and, distributes “request for services” received from Club Vice President.
7. Resolves issues related to members not receiving Club emails.
8. Submits newspaper articles, invites journalists to TFT program night, and is the focal point for the Club on all publicity matters (mostly Toys for Tots). Maintains Tellico Village Directory listing for Club. Distributes and maintains an adequate supply of Club brochures at various locations within Tellico Village. Coordinates Club's participation at Tellico Village "events" (e.g., Club table at the POA's annual event to advertise Village Clubs/activities and display at Community Church). Advertises Club’s General meetings in Connection, POA publications, and Village TV station.

Past President

1. Serves on the Board of Directors and votes on Board matters.
2. Attends Club Business, Board and General meetings.
3. Serves as a consultant to the Board.
4. Maintains the Club's Resource Book. Forwards quarterly updates to the Website Manager for posting to Club website.
5. Serves as chair of the Club's nominating committee.
6. Organizes mentoring sessions at least annually. Mentoring may take place in member’s shops or off-site facilities. If off-site, makes all arrangements with facility and coordinates transportation and lodging with mentors and mentees. Obtains Board approval of any related expenses.
7. Reports the following prior year statistics to the Newsletter Chair each January: # of mentoring sessions (categories); # mentors; and # of mentees.
8. Assures that Committee Chairs report their End-of-Year statistics to the Historian and the Newsletter Chair early each calendar year.

GENERAL Committees

Annual Picnic Chair

1. Reserves a venue at least 9 months before the event.
2. Emails initial announcement of annual picnic 6 to 8 weeks prior to the event.

3. Sends out email for picnic reservations 3 weeks prior to picnic and makes announcement at monthly meeting.
4. Makes appropriate arrangements for catering.
5. Finds a receptionist to give out name tags and raffle tickets. Arranges for door prizes.
6. Plans for games and any special programs. Plans for game prizes. Obtains centerpieces for each table.
7. Arranges for volunteers as necessary to help setup before the start of the picnic.
8. Makes suggestions for improvements for next year's picnic.

Audio/Visual Committee Chair

1. Attends Business and General meetings when possible.
2. Shares responsibilities with a co-chair. Assures co-chair is capable of acting in his absence.
3. Serves as the Board's technical advisor on all matters pertaining to the Club's audio/visual equipment.
4. Sets up, operates, and takes down this equipment at Club functions. Understands the Yacht Club's audio/visual equipment so as to achieve an effective interface between it and the Club's equipment.
5. Coordinates with presenters at General meetings so that material to be shown is properly stored and then appropriately displayed.
6. With input (primarily digital photos/videos) from various sources, produces slide shows for us at different Club functions, e.g., Toys for Tots presentation.
7. When appropriate, has two committee members present at General meetings so that camera and microphones can be fully utilized in support of Program and Show and Tell presentations. Camera support is sometimes needed to allow members seated farther back in the audience to readily see what is being physically presented at the front of the room.

Historian

1. Attends Business and General meetings when possible.
2. Maintains an electronic history file organized by calendar year, backed up on CD or thumb drive. Provides access to Club members. Items for this file will be contributed at the end of each calendar year by others as follows:
    1. PDF file of newsletters from Newsletter Chair
    2. PDF file of Treasurer's reports from Treasurer
    3. PDF file of Board meeting minutes from Secretary
    4. PDF file of the Board's votes from Secretary
    5. Video/PowerPoint presentation from Toys for Tots chair
    6. Digital photos of Community Service Projects by Vice President

3. Maintains a paper file of other important documents relative to the history of the Club, e.g., publicity items, newspaper articles, letters, and pictures. Puts these documents in order, stores them in an appropriate file by year, and provides access to Club members.

Membership Chair

1. Attends Business and General meetings when possible. Finds someone to perform duties at General meetings when he/she cannot be there.
2. Orders new nametag from laser engraver and provides it to nametag box keeper. Annotates the latest copy of the Club's Membership Spreadsheet with new member's information, and files copy of member's application form. Emails a membership card to the new member.
3. On January 1st of each year, sends an e-mail to all members saying that their membership may be renewed at either the January, February, or March General meeting and that any changes to their personal information (e.g. e-mail address) may also be made there. After the March meeting, membership forms will be mailed to everyone who has not renewed, making it clear that they will be dropped from the Club's membership roster if they do not renew by April 15. Receives completed forms and dues payments and files forms. Notifies the Secretary of any e-mail address changes. Annotates the latest copy of the Club's Membership Spreadsheet with any changes to members' information, and files a copy of member's new application form (replacing the old). E-mails new membership cards to all who renew their membership.
4. Updates the Club's Membership Spreadsheet and the Club's Membership List on the Club's website to reflect new members, departed members, and when a member's status changes (i.e., name, address, phone number, e-mail), and promptly notifies the secretary of all e-mail changes.
5. If a member dies, updates the Membership Spreadsheet, removes form from file, updates the Membership List on the Club's website, and informs newsletter chair of the death so that it can be acknowledged in the next issue.
6. Sees that the photos of Club members on the Club's website are up to date. Responsible for photos of new members and members where photos are missing and sends them to the Website Manager for updating the Club’s website. Requests that the website manager have photos removed from the website when someone leaves the Club and when a member dies.
7. Periodically updates the Club membership list maintained by Klingspor, adding new members after there are 5 or more, and deleting those who have dropped out of the Club, at the end of each renewal cycle.
8. Reports the following prior year statistics to the Newsletter Chair each January: # member year before last; # members last year; and annual dues per member last year.

Newsletter Chair

1. Attends Business and General meetings when possible. Maintains a team of at least 2 members. Arranges for another newsletter team member to attend in his absence. Reports on newsletter status at these meetings.
2. Coordinates the production of the monthly newsletter. Takes photos (or arranges for others to do so) at Club meetings and events. Writes articles and solicits articles from others, editing as appropriate.
3. Publishing guidelines:
    a. Maintains, as nearly as possible, a target issue date of the first day of each calendar month for the corresponding newsletter.
    b. Recognizes and welcomes new Club members
    c. Identifies Board members and Committee Chairs
    d. Summarizes the last Board meeting decisions.
    e. In the February issue, reports on prior year statistics based on information provided each January by various officers and committee chairs.
    f. Publishes the dates of the upcoming Board and General meetings and the dates of other major Club activities to include woodcuttings, wood sales, offsite activities, annual picnic, and Toys for Tots program.
    g. Highlights program presentations and "Show and Tell" from the last General meeting.
    h. Recognizes the death of a member by identifying the member's name and date of death in the issue immediately following the death.
4. Maintains a file of monthly newsletters in PDF. Sends the current month's newsletter to the Secretary for transmission to Club members. Maintains the Newsletter and News on the Horizon sections of the Club's website. Sends the annual newsletter file to the historian at the end of each calendar year.
5. Maintains a file of all photos taken at Club events (for the newsletter) and forwards the file to the Club historian at the end of each calendar year.

Assistant Newsletter Chair

1. If the Newsletter Chair cannot be at the General meeting, has each “Show and Tell” presenter fill out a form documenting what they brought to the meeting. Collects completed forms and gives to the Newsletter Chair.

Program Chair

1. Attends Business and General meetings when possible. Maintains a team of three members. Arranges for another team member to be present if primary cannot be there. Reports on status of upcoming programs at these meetings.

2. Arranges for a program presentation at most General meetings. Seeks presenters that are interesting and who will contribute to members' knowledge and skills. Solicits program suggestions from Club members and discusses program possibilities with woodworking professionals in the area. Also, coordinates internally generated programs, e.g., the Club's Spring Challenge and Club tool swaps.
3. Invites outside presenters to have dinner with the Program Chair and the Club President at the Yacht Club the night of their presentation. Introduces the presenter at the General meeting.
4. Provides Newsletter Chair with program and field trip announcements for posting to the Club's website.
5. Arranges for field trips, which are normally day trips to companies in the area that are either involved in woodworking or with the sale of wood or other products of interest to Club members.
6. As early as possible, advises Audio/Visual Chair of technical support (e.g., lapel microphone, camera coverage, PowerPoint slides, and videos) needed by presenters at General meetings.

Toys For Tots (TFT) Chair

The TFT Chair will oversee a committee that will internally decide how to operate per the following tasks/responsibilities. The committee will ensure continuity from year to year by having at least one of the current members, who agrees to serve on the committee the following year.

- Presentation oversight: The committee will handle all aspects of the Club's TFT presentation.
- Checklist: Maintains a detailed journal of activities consistent with these duties and responsibilities. Obtains approval of checklist by the Club President and Vice President prior to the July Business meeting each year.
- Early planning: As soon as possible, after each year's December TFT presentation, secures a date for the next year's TFT presentation with the Community Church at Tellico Village. Advises Club President when this date has been secured. The Community Church will require Proof of Liability Insurance. The Proof of Liability Insurance form will need to be submitted at the time of Booking and in September when TVWC Liability Insurance Annual Renewal updates.
- Through e-mails and general meeting announcements, promotes the formation of teams in August. Organizes and leads the TFT "kick off" presentation at the September General meeting. Invites the Loudon County Sheriff and the Sheriff's TFT coordinator. At the meeting, explains how the program works, presents a

schedule of activities, an identifies the teams and individuals who have signed up to build toys

- Toy production assistance: Selects 1 to 3 toys for teams to build for each of the following groups: toddlers, young girls, young boys, older girls and older boys. These toys (with plans) should be appropriate for each age/gender group and should be appropriate to being made out of wood: jewelry boxes, games, toddler pull toys or rocking horses or motorcycles, toy kits, etc. The objective is to make fewer, really nice toys rather than make a large quantity of toys.
- Team Management: Facilitates the formation of toy building teams building "pre-selected" toys or teams that choose to build toys other than the "pre-selected". This specifically includes helping members who would like to be part of a team or create a new one.
- Publicity: Composes articles and has them published in local newspapers. Prepares a notice and arranges to have it aired on the village television channel. Keeps TFT section of Club's website up-to-date by sending changes to the website manager for posting to the website. Places the Club's TFT banner, announcing the Club's presentation, at the traffic light corner in the village. As soon as possible after the December presentation, removes this banner and stores it. Concurrently, erects another banner thanking the community for its support. Removes this second banner by mid-December.
- Collection and handling of purchased toys from Tellico Village residents: Places Club toy collection boxes at key locations in Tellico Village. Ensures that cash donation envelopes are attached to the boxes and restocked as needed. Periodically collects toys dropped in these boxes, stores them, and transports them to the December TFT presentation. Stores collection boxes for use the following year.
- December presentation at the Christian Life Center: Hosts a planning meeting prior to the November Board meeting with the Club President and Vice-President. Presents a script of what will take place and who is responsible for each aspect of the evening's activities. Invites special individuals to attend--typically local press, representatives of donor companies, and, groups that supported the Club's presentation. Coordinates facility setup. Prepares a slide show or video showing highlights of past TFT presentation, pictures of current teams/individuals building toys, and information on this year's Community Service Projects.
- Post- presentation activities: Oversees facility clean up. Supervises the transport of all the bagged/boxed toys the next morning to a collection site designated by the Sheriff. Prepares thank-you notes for the Club President's signature to the local newspaper(s) thanking the community for its support along with other appropriate groups or individuals. Reports back to the Club on the programs results. Creates an electronic copy (memory stick) of pictures, statistics, presentations, memos, etc., and sends it to the Club Historian for archival.

Reports the following prior year program results to the Newsletter Chair each January: # of toys made by TVWC and # of toys donated by Tellico Village residents.

Tool Maintenance Committee

Overview: This committee helps Club members apply good maintenance and repair practices to their shop equipment. The committee's primary focus is educational assistance, but it may visit member shops to assist in equipment repair and service. It helps Club members understand repair and maintenance needs, find and apply information available in user manuals and other reference materials, and establish sound and practical maintenance schedules.

The committee consists of several Club members who are knowledgeable and skilled in typical maintenance and repair of woodworking equipment and tools. Committee members are usually proficient in activities such as machine setup, tuning and alignment, replacement of consumable and wearable parts, lubrication, and minor disassembly/reassembly of key components. Experience and knowledge of topics such as motors, switches, and electrical components might be present at any given time, but is not required. Detailed technical or engineering knowledge might also be present, but is also not required.

<u>Committee Duties and Responsibilities:</u>

1. Provides information and demonstrations of preventive maintenance practices for typical woodworking shop equipment, e.g., inviting members to observe a scheduled maintenance and repair procedure or giving a brief maintenance presentation at a monthly meeting.
2. Compiles, stores, and loans useful reference materials for Club members' use in maintaining and repairing their own shop equipment.
3. Reviews requests for on-site shop visits to help Club members wanting help with either routine setup, tuning, maintenance, or minor repair to personal woodworking equipment. For more substantial equipment repair requests, reviews the nature and scale of the service request and makes appropriate recommendations and/or referrals to qualified individuals or service providers. Examples of referrals include (but are not limited to) topics such as parts vendors, motor and electrical repair, welding and metalworking services, and bearing sourcing/replacement, among others.
4. For repair requests where the Club member expresses an interest in attempting their own repair, assists the member on-site (within reason and to the extent possible given the circumstance) keeping in mind that the primary goal of the committee is not to be a repair source, but to help Club members develop skills and self-sufficiency.

Tool Sale Management Chair

1. Responds to requests for Club assistance with tool sales. Supports and manages these sales in accordance with the Club's published Tool Sale Guidelines (Documents later in this Book).

Website Manager

1. Maintains Club's website in accordance with technical needs and direction from the TVWC Board. Note: the only other TVWC members with direct access to the site will be the Membership Chair (membership list additions and deletions) and the Newsletter Chair (newsletter additions and deletions plus News on the Horizon changes), Kiln Manager (kiln status).
2. Provides the sole interface between the Club and the website host.
3. Trains Membership Chair and Newsletter Chair on procedures for updating their sections of the website.
4. Processes changes requested by the Club Vice President (community project information and photos), the Club Past President (Resource Book changes), Toys for Tots Chair (information and photos), and individual Club members (member project photos).
5. In addition to Membership Chair, takes photos of new Club members for inclusion in the website.
6. Sees that the following sections of the website stay current: Join, Contact Us, Mentoring Program, Technique and Skill Assistance, Member Photos, and Photo Gallery of Member Projects.
7. Once each year, provides a brief overview of the website at a general meeting.

Welcome Committee

1. Staffs a welcome table at General meetings.
2. Greets prospective members and guests, making them feel welcome.
3. Provides prospective members with information about the Club and answers and questions they may have.
4. Signs up new members, providing assistance with the sign up process.
5. Introduces guests, prospects and new members at the beginning of the meeting.

Wheel Chair Ramp Chair

The chair manages the Club's wheel chair ramp requests. Members have knowledge of: the American Disabilities Act (ADA) re. wheel chair ramps; Tellico Village and Loudon County building permit requirements; ramp designs; and, efficient and effective construction methods. The committee has a chair, a responsibility rotated among the members, and several members who can be called upon at different times to do the work. Sometimes the work can be urgent. However, members

volunteer with no obligation. As members, they only agree to be contacted by the committee chair to ascertain their willingness to work on a particular project. Serving on this committee is an excellent way for new members to both serve the Club and build camaraderie with some of its members.

Note: the TVWC does not construct wheel chair ramps for commercial entities due to the risk of public liability claims. The TVWC believes the liability risk associated with building ramps for homeowners is minimal because it is doing the work as "Good Samaritans," and not under contract. Committee responsibilities include:

1. Site Analysis: Upon receipt of a request from the Club's Vice-President, assemble a cadre of committee members visit the site to: fully understand homeowner's needs; assess the ability of the committee to meet those needs (especially with respect to ADA); prepare a preliminary design; and, estimate the cost of materials.
2. Homeowner Agreement: After the site analysis is complete and all aspects have been explained to the homeowner, the committee asks the Homeowner to sign the Club's Homeowner Wheel chair Ramp Construction Agreement. This agreement consists of four parts: 1) agreement with the preliminary design; 2) agreement with any construction that does not conform to ADA due to site constraints; 3) agreement to pay for all materials before the project begins (with the understanding that any surplus will at the end of the project be returned to the homeowner and that any shortfall will, at that time, be made up by the homeowner); and, 4) agreement that the committee, at the request of the homeowner, will remove the wheel chair ramp at no cost to the homeowner and that upon doing so, the ramp becomes the property of the TVWC. Without a signed Agreement, the project will not be pursued by the committee. The agreement form is addendum #2 at the end of the Resource Book.
3. Construction Material Management: In most cases the committee procures all construction materials. If the committee has useable materials from a previous project, the committee may make that material available to the homeowner at no cost. The committee either arranges for the no cost storage of previously used materials or disposes of them.
4. Construction and Installation: The committee members perform all aspects of construction, installation, and removal (if requested).
5. Record Keeping: The committee maintains a portfolio of completed projects with photos and cost figures. This data is used as an aid to interacting with homeowners on design and cost.

Yacht Club Display Case Chair

1. Maintains the woodworking display cabinet at the Yacht Club, to include the attachment of deceased member's nametags to the memorial plaque on the top of this cabinet.

LUMBER MANAGEMENT Supervised by Vice President Wood Operations

Club Chain Saw Operation/Maintenance Chair

1. The Club owns a chain saw to support the Club's log cutting activities, e.g., cutting off the ends of logs that are longer than 9 feet. This saw is not for individual Club member use.
2. The Club Chain Saw Operation Chair either operates the saw or instructs another Club member on how to operate it safely and with proper care
3. The lead is also responsible for properly storing and maintaining the saw.

Kiln Manager

1. Attends Business and General meetings when possible.
2. During cuttings, supervises loading of kiln and assures proper placement of stickers and stack probes.
3. Keeps the Lead for Log Cutting informed as to the progress of filling the kiln so the amount of lumber destined for the kiln is not over-cut.
4. Prepares kiln for drying.
5. Monitors lumber moisture content and adjusts temperatures during drying. Keeps Board informed on drying status.
6. Maintains kiln. Maintains a team of at least 3 Club members to help manage kiln stacking/un-stacking, operations, and maintenance. Trains team members. Assures that at least one team member is qualified to manage the kiln in his absence. Keeps Board informed of any kiln related issues.
7. On the day of a cutting, opens the Public Works gate about the time cutting is scheduled to begin. Ensures sufficient stickers are available. Supervises the stacking of lumber to include sawdust removal from boards, cutting boards that are too long, and proper placement of stickers and probes. Advises the Saw Master when the kiln is about half full and when it is about 3/4 full so the amount of lumber destined for the kiln is not over-cut.
8. Determines kiln-drying plan based on type(s) of lumber to be dried. Operates kiln in accordance with drying plan, making any adjustments dictated by moisture content or other factors. Monitors moisture content and

temperatures daily, either on-site or using remote monitoring. Assures hardware is functioning properly. Reports on drying progress at Board and General meetings.

9. Maintains current inventory of lumber in and outside of the kiln.
10. When inventorying lumber that has been loaded into the kiln for drying, records the types of lumber and the quantities available for Club members and log donors.
11. Reports on inventory status at Board and General meetings.
12. Opens the Public Works gate and kiln on day of lumber sale--about 1 hour prior to sale. Supervises the removal of lumber from the kiln. Coordinates with Lead for Lumber Sales to determine proper placement of lumber, as it is un-stacked. Assures probes and stickers are properly stored.
13. Takes the kiln electric meter reading at the end of each drying cycle and provides this reading to the Club treasurer.

Lumber Sales Chair

1. Assures a fair and standard process for members to select lumber for purchase by:
   a. Assigning a manager to oversee each sale.
   b. Announcing lumber types and price per board foot that is the price set by the Board for that sale. Members will be reminded that a board foot is 144 cubic inches (nominal 1" x 12" x 12") and that a 12" x 12" section of a nominal eight-quarter board constitutes 2 board feet.
   c. Displaying all the boards to be purchased before the sale begins (if possible).
   d. Conducting the sale according to the practices described in the section on Club Policies and Practices.
2. At the end of each sale, sees that:
   a. Unsold, good boards are stored for future sale.
   b. Any trash lumber and/or debris are transported to the trash area.
   c. Any items taken from the kiln storage are returned.
   d. Locking up the storage closet and/or back of the kiln
   e. Disposing of any trash.
   f. Ensuring any items taken from the kiln storage are returned.
   g. Locking up the storage closet and/or back of the kiln.
3. Maintains current inventories of lumber both in the barn and determines when to clear un-sold boards from the barn or to hold a sale for un-sold wood.
4. Reports on inventory status at Board and General meetings.

Saw Master

1. Attends Business and General meetings when possible. Coordinates with the Board on log cutting times, which logs will be cut, and any unusual situations that might need to be addressed.
2. Assures that his backup is capable of acting for him in his absence.
3. Coordinates all matters involving the Club's presence on the POA site during cuttings and arranges for Public Works equipment operator support for cutting. Coordinates the Club's proposed cutting date with Public Works to assure it is acceptable. Calls Public Works after each cutting to be sure the Club has left the cutting site in proper order.
4. Evaluates routine (free to the Club) log offers to determine if the Club wants the logs. Discusses the offer with the Vice President of Wood Operations before making a final decision. In most cases, arranges for log donor to transport logs to POA yard.
5. Informs the Lumber Sales Chair of any commitments made to a log "donor." If a donor requests a special cut for their portion of the load, e.g., oversized boards for a mantel, the lead informs them that any non-standard size board (i.e., other than 4/4) will not be placed in the kiln for kiln drying. Rather, it is to be taken by the donor following the cutting as wet lumber to be air-dried or other processing on the part of the donor.
6. Evaluates special log opportunities, e.g., walnut and cherry where a cost to the Club is involved. Obtains Board approval if time permits. Otherwise, obtains approval of the Vice President of Wood Operations. Makes arrangements for delivery to the POA site and for payment to the seller/transporter.
7. Asks that all logs be cut to 9 feet, but no longer.
8. Maintains an inventory (by species and by bf) of logs at the POA yard waiting to be cut.
9. Arranges for appropriate sawyer. Informs the Lumber Sales Chair of a) any special requests that he has approved for other Club members before the cutting and, b) any commitments he has made to a log donor before the cutting.
10. Provides, or arranges for, ancillary equipment for use during the cuttings, e.g., sawdust shovels, a chain saw, a metal detector, a draw knife, an axe or hatchet. Arranges for someone to scan logs with a metal detector prior to cutting.
11. Determines board thickness based on log type/shape and any special requests. Determines which cuts go to the trash pile. Determines which cuts will go to the kiln and which cuts will be air dried in coordination with the Kiln Manager and/or the Lead for Air Drying Operation and Maintenance.

12. Determines payment amount for the sawyer and arranges for payment of sawyer.
13. Maintains a list of contacts and phone numbers--Public Works, sawyers, and log transporters.

Saw Master's Assistant

1. Able to perform all aspects of the Saw Master's job when needed.
2. Assists the Saw Master at Club wood cuttings.
3. Assures that the tools used in cutting such as shovels to move sawdust, drawknife to remove bark, axes, etc.) are available and in good condition.
4. Assures that the special tools required to deal with problem logs are available (currently stored in the kiln).
5. Assures supplies (tags, staples markers) are on hand to tag the boards as they are cut.

Policies, Practices, and Guidelines

Purpose:

Some of the Club's policies, practices and guidelines have been developed informally over a number of years. This section documents them.

Annual Picnic:

The Club holds a picnic each year for members and their spouses. This is a social event with very little business conducted. One or more Club members volunteer to organize the picnic.

Audio/Visual Equipment:

The Club has its own audio equipment that it uses at its General Meetings and other Club events. The screen and projector at the Yacht Club are often used (utilizing the Club's computer) to display photos and other visuals during General Meetings.

Business Meetings:

Club Business Meetings are held on the Saturday 10 days prior to the General Meetings. Business Meetings are held at Choto Recreation Center at 8:15 a.m. There is no Business meeting in December. Business meetings are publicized via tvwoodworkers.com, the Club newsletter, and other Tellico Village publications. Business Meetings are open to all Club members. Technically, a vote by the Board at Business meetings would be a vote by only its six officers. However, on most votes, the Board invites all attending members to participate in the voting process.

Cancellation of Club Meetings and Events:

Occasionally a meeting or event needs to be cancelled due to weather, a scheduling conflict, or some other unavoidable situation. In all such cases, an e-mail announcing the cancellation will be sent to each Club member through the Club's e-mail system.

Dues:

The Fiscal Year for the Club begins January 1. The Club dues are $20.00 per year, payable January 1. After April 30, anyone who has not paid their dues will be dropped from the Club roster and be ineligible for any Club benefits. New members joining after July 1st (6 months into the Fiscal Year) only have to pay $10.00. The Board can change the annual dues amount at any time.

Club E-mail (tvwoodworkers@gmail.com):

The Club secretary utilizes this e-mail when the Club needs to communicate with all its members. The Club secretary controls the type of messages that are acceptable for tvwoodworker@gmail.com, basically a wide variety of Club business topics. Business uses of tvwoodworkers.com are: advertising Club events such as meetings, log cuttings, lumber sales, picnics, and field trips; seeking volunteers to work on community and contract service requests; publicizing requests by individual Club members for information, materials, equipment, or buyers for their woodworking material or equipment; notifying the Club of the death of a member; and, distributing newsletters and other Club documents such as surveys and questionnaires. It may also be used to distribute information about a business provided: a) the business is non-profit; b) the information has broad relevance to Club members; and, c) the Board has approved its distribution.

Club Wearing Apparel:

The Club procures and sells to Club members Club caps and aprons with the Club logo which are available through member Barry Brandt. Additionally, members are free to add the Club logo to any personal apparel. A local business, Embroidery Boutique (865-392-1024) at 141 Brooklyn St., Knoxville, TN 37934 can embroider the Club logo on most any member supplied wearing apparel.

Club Website (http://www.tvwoodworkers.com):

The Club maintains this public website. Among other items of interest to Club members, it contains:

- Newsletters
- Membership List
- Photos of Club Members
- Resource Book

Committees:

TVWC has approximately 19 committees which are the backbone of Club operations. Committees are small and staffed with volunteer Club members. The Board determines how many committees are needed, their structure, and their responsibilities.

There are three types of committee structures:

1) a chair (e.g., Historian);
2) a coordination/facilitation group (e.g., Toys For Tots); and,
3) a chair with one or more backups (e.g., Audio Visual).

Co-chairs volunteer with the understanding that they will assist the chair and eventually assume the chair position. Backups volunteer with the understanding that they will substitute for the chair as necessary.

Because committees contribute so much to the success of the Club, it is important that they stay staffed with qualified people. When a committee vacancy occurs, the Club President, with the help of the current chair and sometimes others, will recruit a replacement. To maximize the lead time for recruitment, each Spring the president will contact all committee chairs and the current Toys For Tots Committee members to: a) ascertain their willingness to serve for another year; and, b) obtain any recommendations they might have regarding potential replacements should they want to step down. When possible, replacements should be trained by either the chair or the incumbent. Should a recruit have reservations about assuming a job without being exposed its requirements, there can be a "trial period" before a final decision is made.

Display Case at Yacht Club

The Club owns and maintains a display case at the Yacht Club to showcase the talents of its members. The case holds smaller items, which are periodically rotated. The Club memorializes its deceased members by mounting their nametags on plaques at the top of the display case. If existing nametag is unavailable, Membership Chair shall purchase another from current name tag vendor.

Field Trips

From time to time, the Club's Program Committee will organize field trips, normally day trips to companies in the area who are involved either with woodworking or with the sale of wood or other products of interest to the Club. Car-pooling is normally used. Spouses are invited when the Board believes they would enjoy the outing, which sometimes includes lunch in the area.

Mentoring Program

The Club has a mentoring program to expand its member’s knowledge and abilities. Under this program, the Past President, with Board approval, will periodically propose a list of possible techniques or projects (e.g., making a table saw sled or making routed trays). If there is sufficient interest from members, the Past President will advertise for mentors. The mentors coordinate work sessions, normally in the mentor's shop, where each participant will get to make his or her own project under the mentor's tutelage. Normally each mentee will provide his or her own materials. Sometimes, if the project requires unusual tools, jigs or fixtures, the Board may decide to buy these items for all to use in making the project. Mentoring may also be been conducted at a site outside Tellico Village such as the Arrowmont School of Arts and Crafts, which is a national art education

center. Offsite mentoring might be multi-day, have an associated facility fee, and, require offsite lodging at the attendees' expense.
For more specific assistance / mentoring, e.g. help on a specific project or piece of a project, members should send an email to tvwoodworkers@gmail.com describing the particular issue and requesting assistance, and another member will be solicited to aid.

Nametags

The Club provides each member with a laser engraved nametag. The Membership Chair sees to it that a nametag is ordered, received, and delivered to each new member. Wearing of nametags is encouraged. The Membership Chair brings the nametags to General Meetings and other club events. Members may retain his/her nametag, or may house the nametag with the Membership Chair after each function.

Officer Term Limits

There are no officer term limits. Officers may serve as long as they are willing, provided they are elected each year by the membership as provided for in the By-Laws. However, the Vice President serves a one-year term and then with Club approval will serve the second year as President, followed by a third year as Past President.

Requests for Services

The Club receives a wide variety of requests for its services. For management purposes, it has divided them into three categories: Community Service Project Requests, Contract Service Requests, and, Requests for Donations to Fundraisers. All three are described below. Community Service Projects are considered to be "Club" projects because members doing this work represent the Club and Club management is most often involved. On the other hand, Contract Service Requests and Requests for Donations to Fundraisers are not considered to be "Club" projects, because members participate as individuals, representing themselves, with no Club involvement beyond publicizing the request.

Community Service Project Requests

The Club receives many requests for woodworking projects from individuals and organizations in the area, e.g., requests for furniture repair, tables, shelving, signs, birdhouses, lecterns, cutouts, and wheelchair ramps. Many requests are from churches and charitable organizations. These requests are often charitable in nature and are undertaken because the Club's unique knowledge, skills, and abilities can be employed to do work that would otherwise be either impossible or difficult for the requestor to do. These requests are made known to Club members using tvwoodworkers.com and in most cases one or more Club members will volunteer to do the project, charging neither for

their labor nor the use of their equipment or supplies. The requestor frequently buys the material, but sometimes either the Club or the Club member doing the work donates it. Club officers will sometimes get involved in coordinating large projects. The Club Vice President reports on the status of community service projects at both Business Meetings and General Meetings. Community service project work will be limited to Loudon and Monroe counties, unless the Board approves an exception. TVWW Club does not accept Community Service Requests for Chair Repair and Stairway Handrails.

Contract Service Requests

The Club also receives requests, mostly from individuals, where the requestor is looking to hire a Club member to do a woodworking project. These requests are announced via the website Members section. Any member interested in taking on the project is put in touch with the requestor. At this point, the Club has no further involvement in the project and keeps no records of it. Assuming there is interest, the Club member and the requestor come to terms on the project's composition and costs. The current procedure is as follows:

A Contract Service Request Bulletin Board has been created under the Members Tab at the TVWW Website. This allows members to view the Contract Request at any time and reduces the email distribution to only those members wishing to receive notification at the time of new postings. The Contract Request Bulletin Board content is controlled by TVWW Club authorized Website Administrators.

If a person wishes to make a Contract Service Request, they should send an email to tvwoodworkers@gmail.com The Contract Service Request should explain: the Type of Work Needed including any drawing or photos, Contact Information, etc. The email is then routed to the Vice President for review. The Vice Presidents' review ensures the Contract Request is appropriate for announcement by the TVWW Club.

TVWW Club is ONLY a conduit between the Contract Requestor and TVWW Member. All discussion, negotiations and agreements are between this parties. TVWW is sensitive to Area Trade Contractors and to that end generally does not announce Contract Requests for Renovation, Kitchen Cabinet, Deck projects, etc.

The Contract Bulletin Board Process.

1. The Vice President will post a copy of the dated Contract Service Request after the Vice President has reviewed and approved the Contract Service Request.

2. A notification email will be set to the select group who has requested to receive all notifications of Contract Service Requests. Members can opt in or out with an email request to the Vice President.

3. The Contract Service Request tab will allow any member to access and view the Contract Service Request Bulletin Board.

4. Contract Service Requests will remain on the Bulletin Board for a period of 60 days and then be deleted.

Requests for Donations to a Fundraiser

The Club also receives requests to donate handcrafted items to organizations that plan to sell them to raise funds. When the requestor provides the specifics of the requested donation, i.e. organization, contact information and time frame, these requests are advertised on tvwoodworkers.com. Members choosing to donate will make their own make arrangements to get their donations to the requestor. The Club vice president will inform the requestor that the request has been advertised and that they will be contacted by any member choosing to donate, not the Club. At this point, the Club has no further involvement in the donations and keeps no record of manhours or donations made.

Tools Available For Member Use

As a member benefit, there are many tools available for member use. Each of these tools is assigned a tool "Keeper," a Club member, who is responsible for maintaining the tool and making it available to members, free of charge. Note: If a Keeper is unable to continue as such, he/she should notify the Club President so that a replacement can be found.

The Club will pay for replacement parts and/or professional servicing of these tools, upon approval of the TVWC Board. Each tool (when possible) will have attached a plaque stating it is a Club asset and is housed by the Keeper. Each Keeper has signed an agreement to follow the guidelines set forth here. See "Location of Tools Available For Member Use" in this Book's Table of Contents to find out where these tools are located and who their Keepers are.

Large Shop Tools

Several professional grade shop tools are located in the shops of current Club members (Keepers). If a member desires to use these tools he/she should; a) contact the Keeper of the tool and set up a time to use the tool and, b) sign a form that waives liability for the Club and the Keeper, if asked to do so by the Keeper.

Portable Tools

These tools may be used in a member's own shop. If a member desires to use one of these tools he/she should contact the Keeper of the tool and set up a time to pick up the tool. It is expected that members will use these tools in a reasonable timeframe and return them promptly.

Toys For Tots Presentation (TFTP)

Each year the Club provides the Loudon County Sheriff with hundreds of toys for Loudon County resident children at Christmas. Club members make many of these. Building these toys provides an opportunity for members to share their knowledge and skills and get to know each other better. Some Club members work alone, but groups of woodworkers are commonly formed. The Club also collects hundreds of commercial toys via drop boxes that it places throughout Tellico Village.

The Club typically has two co-chairs that coordinate the Club's contribution to the Loudon County Sheriff's Toys For Tots Program. The intent is for each co-chair to serve for two years for continuity, with one co-chair leaving each year as a new one comes on. In early December, the public is invited to attend a Club-sponsored presentation where the toys are put on display. This presentation is held in the Christian Life Center of the Community Church at Tellico Village. The Club makes a donation to the church for the use of the meeting space. On the day of the presentation, Club members meet at the Christian Life Center to set up tables and chairs and to display the toys. That evening toys and monetary donations are presented to the Sheriff. Spouses of Club members bring cookies to the presentation and provide punch for everyone to enjoy. The morning after the presentation, Club members remove the toys from the Christian Life Center and deliver them to a central distribution point managed by the Sheriff's Office.

The Board may decide to set aside a small quantity of toys produced by the Club for specific worthy organizations other than the Sheriff's TFTP. Also, if some toys are either not distributed by the Sheriff's Office or come in after the Sheriff's TFTP is over, the Board may decide to donate these toys to another organization such as Children's Hospital.

Financial donations to the Sheriff's TFTP

Sometimes people give money in lieu of giving toys. In these cases, the Club accepts the money and passes it on to the Sheriff the night of the Club's Toys for Tots presentation. Sometimes people want to donate to the Sheriff's TFTP because they are grateful for free services rendered by a Club member. In these instances, which occur throughout the year, the donor is asked to mail the check directly to the Loudon County Sheriff's Office, made out to "Loudon County Sheriff's Office

Toys For Tots Program". Handled in this manner, the donation is tax deductible (without further documentation by either the Sheriff's Office or by the Club) since the Sheriff's TFTP a 501-3C Corporation.

Financial donations to the Club

Sometimes people want to donate to the Club. In these cases, the donor is asked to make the check out to the "Tellico Village Woodworkers Club" and the donor is told the amount is not tax deductible. The Club Treasurer keeps track of these donations and informs the Board of them at each Business meeting. The Board then decides if it wants the donations to be used for the Club's benefit or for another purpose, e.g., the Sheriff's TFTP. All donations earmarked for a specific Club associated charity shall be presented to that charity at the end of the fiscal year. Those earmarked for the Sheriff's TFTP program are passed on to the Sheriff the night of the Club's Toys for Tots presentation.

Tool Sales Guidelines

Tool sales for the purposes of clearing up estates, preparing for moving, etc. are frequent events for the Club. In the interest of having these events run as smoothly as possible and to provide the fairest environment for the seller and woodworkers, the guidelines listed below should be followed.

Official Club Tool Sales are conducted with the approval of the Board:

- Sales conducted for a current member relocating.
- Sales conducted on behalf of a family member of a deceased current or former member.

We no longer have club sanctioned tool sales for persons unaffiliated with the club due to oversaturation of the market. Club members may provide guidance regarding estimated pricing, and recommend methods of advertising.

Club members shall be notified of the type of event, the sale starting time and date, and the closing time of any silent auctions.

The guidelines below apply to official Club events only, although private sellers may find them useful for managing a private event.

A Sale Committee of knowledgeable, volunteer, Club members will be formed to handle all aspects of the sale. More specifically, the Sale Committee shall advise the seller of the following requirements:

- Tools for family members, friends, or to be retained by the seller must be marked and set aside prior to preparation and pricing for the sale. Sale Committee

members may assist with this process at their option. No other items may be set aside prior to the sale.

- Once the pricing and sale preparation begins, the seller is not to sell tools (other than those previously set aside) to any individual until after the official Club sale is complete.
- The seller is not to change any of the prices set by the Sale Committee until the official Club sale is complete.
- Sale items must be woodworking related.

The Sale Committee shall follow these tool-pricing guidelines:

Definition of Silent Auction for tool sale purposes: Persons may enter bids on a bid sheet per required starting bid, and bid increments. When more than one member is interested, there shall be a live auction bidding, consisting ONLY of members who have entered a bid on the bid sheet. The highest bidder is the winner. This method shall be performed as it is in the best interest of the shop owner.

- Tools should be priced with the twin goals of providing the best return for the seller along with selling all of the items.
- High value items (over $75.00 suggested price) should be sold by silent auction to ensure the best return for the seller along with an equal opportunity for all Club members to bid on the items. The final auction shall be a live auction consisting ONLY of those who have entered a bid on the silent auction bid sheet.
  Bids below the suggested value can be accepted or rejected by the seller.
- Items below $75.00 in estimated value may also be sold by silent auction to either obtain a higher return for the seller or give more Club members an option to purchase an item.
- Mid-value items should be priced individually.
- Low-value items may be individually priced or combined into 'value bundles.'

The Sale Committee shall manage the sale according to the following guidelines:

- Both the starting time of the sale and the closing time of the silent auctions should be strictly adhered to.
- No items are to be sold prior to stated times.
- The Sale Committee shall assign one or two of its members to be responsible for the collection and accounting of funds.

Tool Swaps

The Club periodically holds tool swaps "for its members only." These events may replace a General meeting and have historically been held at the Tellico Village Tugaloo Pavilion. These swaps allow members to opportunity to sell unneeded tools and wood to other members. There are three categories: 1) Silent Auction Items (the larger, more

expensive tools); 2) Tag Items (smaller items offered for a specific price and/or “best offer”; and, 3) Free Items (for the taking). The Club only facilitates, i.e. all transactions are between the seller and the buyer.

Club Lumber Purchases

Occasionally the Club receives offers to buy lumber. If the Club determines that it would be advantageous to its members to purchase this lumber, it normally does so with the intent to sell it to the membership at prices that will allow the Club to recover costs. Sales of procured lumber are normally handled in the same manner as sales of Club produced lumber.

Log and Lumber Management

A major activity of the Club is to produce low-cost lumber for sale to its members. The Property Owners Association (POA), at no expense to the Club, allows the Club to use the POA storage yard to store logs and to cut them into lumber. The Club hires different sawyers to cut its logs into lumber. Club members perform all the other work done at a cutting. They remove slabs cut from the logs, clear sawdust from around the saw, remove lumber as it is sawn, and transport sawn boards to the kiln. A team of Club members cleans the sawdust off the boards and properly stacks it in the kiln for drying. Dried lumber is then sold to Club members at cost.

A Club member donated money for the Club to build a state-of-the-art kiln. The kiln is only for Club use. The kiln allows the Club to turn green lumber into a professionally dried product in one-tenth the time it used to take for air-drying. Normally, the kiln is put into operation right after it is loaded with green lumber. The kiln is not for use by individual Club members or by anyone outside the Club, even if they are willing to pay.

The Club has set up an amortization fund to provide for the maintenance and replacement of the kiln and/or its components. The Club has an account with LCUB for electricity. The Barn building and surrounding areas have security cameras.

The Club also has a secured enclosed storage facility next to the kiln building to provide dry storage for unsold lumber and some of the Club's equipment (e.g., chain saw) and supplies.

Occasionally, the Board becomes aware of a substantial quantity of dried lumber being offered for sale. The Board may bid on the entire lot and then sell it to Club members on a cost recovery basis. When the Club either has lumber or related materials that are no longer wanted by anyone in the Club, the Club disposes of it.

The following describes specific responsibilities for each aspect of the Club's log and lumber management activity and identifies individual Club members who carry out these responsibilities:

Coordinating With Public Works

Communication with the Public Works personnel regarding Club activity: Speak with One Voice: only authorized members are allowed to communicate with POA personnel club activities including cuttings, policies, etc.

1. Communication regarding Club activity, Club requests, Club direction, etc. at the Public Works Lot must be made by the VP of Wood Operations, the Club President, Club Vice President, Kiln Manager or Assistant, Saw Master or Assistant, or Wood Sale Manager. All other Club members should `work through one of these Club positions and not directly with any POA workers. Specific responsibilities include:
2. During cuttings, communication to POA workers shall be by the Saw Master or his/her designee. ALL others must work through this Club representative. This includes:
   - Coordination of all matters involving the Club's presence on the POA site during cuttings and arranging for Public Works equipment operator support for cutting.
   - Communication of the Club's proposed cutting date with Public Works to assure it is acceptable.
   - Calling Public Works after each cutting to be sure the Club has left the cutting site in proper order.

Obtaining Logs

Responsibility: Vice President of Wood Operations or Saw Master:

1. Evaluates routine log offers (no cost to the Club) to determine if the Club wants the logs. Except in rare cases, the log(s) should be no longer than 9' and the Club must get at least 75% of the lumber to be cut from each log.
2. There are several alternatives to delivering the logs to the saw-cutting area in the POA yard. 1) Preferred: the log donor may arrange for delivery of the log(s) to the TVWC cut site at the POA yard; 2) the Club may arrange for delivery to the POA yard using tree services or other commercial vendors.
3. If the donor wants part of the lumber cut from his log(s), the following applies:
   + The donor must complete a form and provide it to obtain the Saw Master's approval prior to the cutting. This form is Addendum 1 to this Resource Book.

- The Club must get at least 75% of the lumber to be cut from each log(s). In other words, the donor may receive up to 25% of the lumber cut from each donated log.
- To avoid any confusion at the time of cutting, the donor logs, from which he wants his lumber cut, must clearly identified, when they are delivered to the POA yard.
- As the donor logs are cut, they shall be identified in order, “Name A,” “Name B,” “Name C,” and “Name D.” The donor will receive the 25% allocation by donor choice or selection: Group A, Group B, Group C, or Group D; each will represent a random 25% (best approximation) of the cutting.

4. The donating individual must notify the VP of Wood Operations or the Saw Master when the log(s) are to be delivered to the POA yard so that they can have an opportunity to be present at the time of delivery and arrange for the log ends to be marked.

   The donating individual or his representative must be present at the wood cutting where his lumber will be cut to ensure proper marking of the donor’s logs and cut lumber. In addition, if the donor does not want his or her lumber kiln dried, or only part of it kiln dried, he/she must transport the wet cut lumber away from the cut site on the day of cutting.

   To the extent possible, to enable the donating individual or his designated representative’s attendance at the cutting, the Club's Saw Master will assure that the donating individual is aware of the date and time of the Club's wood cutting, and will do so as early in advance of the cutting as possible.

5. Evaluates special log opportunities, e.g., walnut and cherry where a cost is involved. Obtains Board approval if time permits. Otherwise, obtains approval from either the President or Vice President. Makes arrangements for delivery to POA site and for payment to the seller/transporter.
6. All donated logs are to be cut to 9 feet long (maximum), when possible. Logs cut shorter than five feet long cannot be used because they cannot handle properly on the saw mill.

Managing Turning Stock

Responsibility: A lead with two backups (Shall be referred to as Turning Blank Managers.)

1. Turning blanks are pieces of wood suitable for lathe work. They are generally sections of logs/limbs (straight sections, crotches, burls, etc.). The Club obtains blanks from a number of sources such as Club woodcuttings, Club members, non-Club members, and tree surgeons. Turning blanks need special handling as outlined here.
2. **Delivery of Turning Blank Material to the Club:** Turning blank material should not be delivered to the Club or accepted on behalf of the Club without the approval of a Turning Blank Manager. Any member who obtains such material for the Club or learns of its availability should first contact a Turning Blank Manager to see if the Club wants it, and if so, how it should be handled. (for the names of our Turning Blank Managers, see Resource Book-Lumber Management Section: Individuals Responsible by Area). Note: If a member acquires some turning blank material and wants to dispense it to Club members from their home, they may do so without contacting a Turning Blank Manager.
3. **Turning Blank Material Generated from Club Wood Cuttings:** Sometimes, turning blank material is generated at wood cuttings, either by design or as a byproduct of cutting lumber. A Turning Blank Manager should be present at wood cuttings to see that any such material is properly prepared and stored. If none of the Turning Blank Managers can be present, then the Saw Master should be so advised before the cutting. Then after the cutting, a Turning Blank Manager should contact the Saw Master to find out the status of any turning material generated during the cutting and then see that is properly handled.
4. **Preparation and Storage:** If turning pieces obtained by the Club are deemed to be too large, they should be sawed into manageable sizes. In general, a turning blank should be cut so that its length is slightly longer than the log/limb diameter. Large crotch pieces may need to be sawed vertically through the crotch. If a Club member or a Turning Blank Manager does not have access to a chain saw, the Club Chain Saw Manager should be contacted and arrangements made to have him cut the blanks. After sawing, the ends of the blanks need to be promptly sealed with wax or a wax emulsion to prevent cracking. If this is not done by the Club member who obtained the blanks, then it should either be done by the Turning Blank Manager or by others under the Turning Blank Manager's supervision. The blanks may either be stored outside the kiln or on the floor between the kiln storage racks.
5. **Making Blanks Available to Club Members:** Blanks are priced at a nominal fee to members, normally on a first come, first serve basis. Normally, members desiring blanks can simply go to the kiln storage area and pick them up. If the gate to the

kiln area is locked, members should make arrangements with a Turning Blank manager to gain access.

6. **Notification of Club Members:** When new turning blanks have been obtained, properly prepared, and stored, a Turning Blank Manager should prepare an e-mail for the Club Secretary to transmit to all members announcing its availability. This e-mail should describe the new stock as to type of wood, number of pieces, general dimensions, and where it is located. It should also say it is available on a first come, first serve basis, unless the Board has decided otherwise.

7. **Disposal of Unwanted Material:** About 90 days after the Secretary's e-mail notification has been sent to Club members, Turning Blank Managers should either trash the unwanted material or make arrangements to give the material to turners in other organizations, such as the Smoky Mountain Turners.

Scheduling Lumber Sales and Cuttings

Responsibility: Board

1. The Board, with input from those attending Board meetings, determines a date/time/place for each lumber sale and/or cutting.
2. The Saw-Master informs all Club members of place, time, date, and price per board foot of each wood cutting.
3. The Wood Sales Chair informs all Club members of the place, time, date, price per board foot (as determined by the Board) and wood species available for the wood sale. The sale will commence immediately following the emptying of the kiln.

Lumber Sales

Types of Lumber Sales

1. Normal sales: Sale of 4/qtr. boards cut and dried in the club's kiln. Coupons and tokens can be used in this type of lumber sale. Pricing, unless changed by the Board, will be per usable board feet (less splits, rot, very large knots, etc.) :
2. Special sales: Sale of purchased wood or special cuts such as slabs, natural edge boards, thick boards over 4 quarters, quarter sawn boards, etc. will be sold in a different type of sale. Use of electronic tokens or first board coupons can't be used.

Pricing Lumber

Responsibility: Board, with input from Treasurer and the VP of Wood Operations, sets the selling price per board foot taking into account the following major expenses:
1. Cost of purchasing lumber for resell (if any).
2. Procuring logs (if any).
3. Transporting logs (if any).
4. Sawing lumber that can be sold.
5. Unusable or donor lumber that can't be sold.
6. Operating and maintaining the kiln (to include the reserve account for kiln maintenance/replacement).

Normal 4 qtr. Lumber Pricing.

Pricing for lumber cut at 4 qtrs. Using Club logs, unless changed by the Board, will be per usable board feet (less splits, rot, very large knots, etc.) :
a. Premium wood cut from club logs (walnut, cherry, maple): $2/ bf
b. Other wood cut from club logs (oak, hackberry, cedar, poplar, etc.): $1/ bf
c. Sales to reduce the volume of excess stored wood: bf price set by the Board.

Purchased and Special Cut Pricing

Price for purchased or special cut lumber is not standard and may vary from sale to sale.
a. Lumber purchased from a 3 rd party: pass thru cost rounded up to nearest $/bf
b. Each category of cut will be priced by the Board and be sold separately.
Lumber sales are NOT intended to turn a profit. A 'round-number' price is set to just cover all Club expenses associated with each sale.

Scheduling Lumber Sales and Cuttings

Responsibility: Board

1. The Board, with input from those attending Board meetings, determines a date/time/place for each lumber sale and/or cutting.
2. The Wood Sales Chair informs all Club members of the place, time, date, price per board foot (as determined by the Board) and wood species available for the wood sale.
3. The sale will commence immediately following the emptying of the kiln.
4. If the Club is considering purchasing or having the sawyer make special cuts such as

natural edge slabs, quarter sawn, thick boards (greater the 4 qtrs), then the following procedures should be followed:

a. An email survey should be sent to the membership in order to determine interest levels, given a price/bf

b. If there is sufficient interest, a second email should be sent to those who have expressed interest. It will ask members to respond back

I. If they would like to receive priority in picking boards at the sale by committing to purchasing x number of board feet, or

II. If are interested but do not want to commit to a specific amount of lumber.

c. Based on response, the Board will inform the membership via email of their go or no-go decision along with date and time if go.

Responsibility: Lumber Sales Chair

Only paid members may participate in lumber sales. Members are not allowed to select boards for another member in addition to themselves, however, what a member wishes to do with the lumber after purchase is up to the club member.

Coupons: To encourage participation in the monthly meeting 'Show & Tell" section, one coupon per meeting will be randomly given to those members sharing a Show & Tell project. Coupons may also be given out as awards, prizes or other reasons if approved by the Board.

Tokens: As incentive to participate and in appreciation of those who work at the log cutting, "electronically recorded tokens" will be earned for each morning/midday/afternoon shift worked at the woodcuttings.

Background: While the goal is to give those working at the cuttings some advantage in purchasing lumber, the following outlines the **background thinking** on implementing a fair process for use of the tokens:

- If only those that help at a cutting get first picks at a sale, there is a good chance that high demand wood with a limited number of boards such as walnut, would only be available to the first picks. No other members would be able to purchase such wood.
- If "working hard" for the Club is a reason for gaining tokens, then there are many members that give a significant amount of time to the Club (program committee members, membership chairperson, Club officers, keepers of Club tools, webmaster, mentors, membership chair, etc.) that should be included in the

token program. Between all these members as well as members that work at cuttings, most members would have tokens, which dilutes their value at a wood sale.

- There are many members who are often unable to help at cuttings due to age, medical conditions, etc. With first picks going just to those with tokens, other club members would be at a severe disadvantage in obtaining high value wood.
- New members just joining the Club who have not had an opportunity to work at a cutting should also have a chance of purchasing wood, both common (oak, poplar, cherry, etc.) and uncommon (walnut, maple, sycamore, etc.).

Rules of Token Use:

1. "Tokens" will be awarded at the end of each wood cutting shift.
2. They will be awarded electronically and displayed, by member, on the www.tvwoodworkers.com website found in the left sidebar under "Lumber Operations -Events" and then click, "Log Cutting Registration" (password available from Vice President Lumber Operations)
3. Tokens are non-transferable and expire 365 days after issue.
4. To use the tokens, two (2) unexpired tokens may be traded in at the wood sale.
5. Use of the tokens will increase the chance of having an early pick in round 1 of the sale.
6. Members may not use more than 2 tokens, i.e. one preferential selection opportunity, at any wood sale.
7. Unused and unexpired tokens may be used at later wood sales.

Normal sales Process

1. Tokens and First Board Selection coupons can be used but must be noted at registration.
2. All members that wish to participate in the sale must register and get a unique NUMBER.
3. Anyone turning in two (2) tokens will also get a unique LETTER used in only the first round.
4. All members with a "First Board Selection coupon" will be called to pick one board each before the rounds start.
5. A random starting number and a random starting letter will be generated (i.e. 15 & C)
6. In round 1, starting with the random number and random letter, small groups of both numbers and letters will be called simultaneously to pick one board. (i.e 15-20 and C-G).

7. Any member with both a NUMBER and a LETTER, must choose to whichever is most advantageous, but not both.
8. This continues through all assigned letters and numbers for round 1, circling around to any numbers and letters that are before the starting number and letter (i.e. 1-14 and A-B).
9. Round 2 continues using only numbers and reverses the picking order (last pick in round 1 gets first pick in round 2.) Tokens are only used in Round 1.
10. Each addition around reverses direction.
11. When there are only a few members picking in a round, the Sale Chair may suspend rounds and open it to all members to pick any of the remaining boards.
12. At the end of the sale, any boards not taken will be stored in the Barn. These boards will be available to purchase between scheduled sales. Members must arrangement to have the barn unlocked, log the any board sale on the clipboard hanging on a post inside the barn, and pay the Club treasure by check or at the next meeting.

Special Sales Process

Each category of purchased wood or special cuts such as wide slabs, natural edge boards, thick boards 4+qtrs., quarter sawn lumber, etc. will be sold in separate sales. Different sales for different categories should generally on the same day, one sale after another. Use of tokens or “First Board Selection Coupons” can’t be used.
For each category to be sold will use the following procedures;
1. Members participating in a category will be assigned a unique number.
2. First priority will be given to those members who made a commitment to purchase a specific number of board feet in the category.
a. A random starting number will be generated (i.e. 23).
b. Round 1, starting with the random number, a small group of numbers will be called (i.e. 23-28) and any member having made a purchase commitment and, has a number in that range, will select 1 board. The round continues thru the last assigned number and circles back to numbers prior to the random number (i.e. 1-22).
c. Round 2 reverses pick order so the last number to pick in round 1 gets the first pick in round 2.
d. Rounds continue, reversing order in each new round, until all commitments have been filled or there are no usable boards left.
3. If boards are left over after the above, everyone is then eligible to participate in the next set of rounds.
a. A new random number is generated
b. Rounds proceed as above but starting with the new random number.

c. Rounds continue as long as members are selecting boards.
d. When there are only a few members picking in a round, the Sale Chair may suspend rounds and open it to all members to pick any of the remaining boards.
4. At the end of the sale, any boards not taken will be stored in the Barn. Theseboards will be available to purchase between scheduled sales. Members must arrangement to have the barn unlocked, log the any board sale on the clipboard hanging on a post inside the barn, and pay the Club treasurer by check or at the next meeting.

Resources Available to Club Members

This section of the Resource Book is designed to aid Club members in finding woodworking tools, products, and services both locally and nationally. It also includes information on Club owned tools, specialty tools that Club members own that the owner has agreed to lend to Club members, and Club members that have volunteered to serve as mentors helping other Club members learning a unique woodworking skill.

This section will be periodically updated as you and other Club members identify new resources. If you have something you think should be added, contact the Club President or Past President. We want the Resource Book to be manageable in size so it can be easily printed. Any additions must be unique and be a well-established sizable business. Please understand that not all suggested additions will make the book. For that reason, we have also included a section where you can add your personal favorites.

Tools Available for Member Use

As a member benefit, there are many tools available for member use. There are three types of tools:

1. Large stationary shop tools owned by the Club, located in Club member shops. These "Keeper," Club members, are responsible for maintaining the tool and making it available to members free of charge.
2. The Club also owns a number of loaner portable tools that can be used in a member's own shop, also free of charge.
3. Lastly, many Club members have offered their personal tools available to other members. Most of these can be borrowed from the owner and used in members' shop. Others are large stationary tools that must be used in the owner's shop.

To use any of these tools, simply call the owner or keeper and make arrangements to use it. Please make sure that if you borrow portable tools, use them promptly and return it the owner in a timely manner.

The following is a consolidated alphabetized list of available tools showing:

5. A description of the tool
6. If the tool is owned by the Club or a Club member,
7. Whether the tool is portable, and
8. The keeper/owner.

Tool	Owner	Lend Out	Use In Shop	Tool Keeper		Detailed Description	Model # Serial #
Air Brush - (requires air compressor)	Member	X		Hoffmann	Dick		
Band Saw 18"	Club		X	Cirincione	Ron	Rikon 18" Band Saw	Model # 10-340
Band Saw	Club		X	Rotunda	Scott	Powermatic14" 1.5HP	Model # PWBS-14 Serial# 80612
Bandsaw Tensioning Device	Club	X					
Bandsaw Convex Curve Cutter Jig	Club	X		Hoffmann	Dick		
Biscuit cutter: R1, R2, & R3 sizes	Member	X		Yeager	Gene		
Biscuit joiner, MINI (1/2 - 3/4 biscuits)	Member	X		Schmid	Don	Ryobi	
Biscuit Jointer	Club	X		Schmid	Don	Porter Cable 557	Serial #3667-2009 34-49
Cabinet door handle jig	Member	X		Brown	Bob		
Cant Hook	Club	X		Stored at Barn			
Circular Saw	Club	X		Stored at Barn			
Clamps of different styles and sizes	Member	X		Yeager	Gene		
Clamps 8"- 50" K Body Parallel Bar Clamps	Club	X		Ernst	Jack	Revo	
CNC Carvewright Router	Club		X	Cirincione	Ron	Capacity of 14 1/2" W x 144"L x 5"H	
Dovetail fixture (Craftsman, up to 18 inch)	Member	X		Yeager	Gene		
Dovetail Jig – Craftsman	Club	X		Ringenbach	Tom		
Dovetail Jig- Leigh Std.	Member	X		McFadden	Stu		
Dovetail Router Tbl. Jig & Bits	Club		X	Ringenbach	Tom	Leigh	

Drill Bit - Metric Set	Club	X		Ringenbach	Tom		
Drill Bits - Forstner (1/4 to 1" in 1/8" inc. and 1" to 2 1/8" in 1/16" increments)	Member	X		Schmid	Don		
Drill Bits - Forstner Bit (4" diameter)	Member	X		Yeager	Gene		
Drill Bits - Forstner bits (2 3/4, 3 1/8, 3 1/4, & 4")	Member	X		Yeager	Gene		
Drum Sander 25" dual drum	Club		X	Cox	Aaron	Woodtek 25", JDS Dust Collector	Model # 00352 Date Code: 06-2
Drum Sander 38"	Club		X	Johnson	John	Woodmaster W3875	Model #W-3875 Serial #W!-487
Elliptical Router Jigs	Club	X		Hoffmann	Dick		
Engraver (Dremel)	Club	X		Ringenbach	Tom		
Hinge template jig (1 3/8 and 1 3/4 doors)	Member	X		Whipple	Bill	Rockwell	Capable of 8" Doors, Max 4 Hing bit
Horizontal borer (single bit)	Member		X	Nance	Bill		
Jet Mini Lathe (Variable Speed)	Member	X		Knott	Mark		
Jointer 8"	Club		X	Barbre	Bruce	Powermatic, Helical Cutter Head	Model# 60HH Serial# 080760HH
Drawer Slide Mounting Jig	Member	X		Borloglou	Tom	Kreg	
Lathe	Member		X	Hoffmann	Dick	Jet 18" Throw, 40" length	
Machine Alignment System	Club	X		Miller	Ned	A-Line It	
Marita Hammer Drill 1/2"	Member	X		Knott	Mark		
Metal Detector	Club	X		Stored at Barn			
Miter guillotine chopper	Member		X	Nance	Bill	Morso	
Miter Saw	Club		X	Stored at Barn		Dewalt Sliding Compound	**RAMP Build Team Equipment**
Mortiser (1/4,5/16,3/8,1/2"▯)	Club		X	Gardner	Larry	Powermatic	Model #719T Serial # 1305719T
Mortiser (1/4",3/8",1/2"▯)	Club	X		Nuehaus	Randy	Wen	Model 43013
Nail/Staple Pneumatic Gun	Club	X		Miller	Ned		

Nail Gun - Pneumatic Pin Nailer	Member	X		Hoffmann	Dick		
Panel Cutting Saw & Guide (8")	Club	X		Donnelly	Lloyd		
Planer 15"	Club		X	Nief	Glenn	Powermatic	Model 15HH, Serial 080516, HH1
Plane, Block	Club	X		Brown	Bob	Lie-Nelson	Model L-N041
Plug cutters	Member	X		Yeager	Gene		
Pneumatic Pin Nailer	Club	X		Brown	Bob	Porter Cable	Model Pin 100
Pneumatic Crown Stapler	Club	X		Miller	Ned	Porter Cable	Model 150 A Serial #027029
Pocket Hole Jig	Member	X		Knott	Mark		
Power Hand Plane	Member	X		Hoffmann	Dick		
Precision Straight Edge	Club	X		Brown	Bob	Woodpecker	
Rosette Drill Press Cutter	Member	X		Yeager	Gene		
Roto Zip Tool	Club	X		Borloglou	Tom		
Roto Zip Tool	Member	X		Hoffmann	Dick		
Router, Variable Spd, Plunge	Club		X	Nief	Glenn	Porter Cable	Model #7539 Type 2, Serial #045
Router, Slab Flattening	Club		X	Grenis	Tony		
Router Bit - 22.5 degree Chamfer (½" shank)	Member	X		Donnelly	Lloyd		
Router Bit - 3/8" Bullnose (½" shank)	Member	X		Donnelly	Lloyd		
Router Bit - Bowl Routing Kit	Member	X		Borloglou	Tom		
Router Bit - Bullnose (½", ¾" & 1" all ½" shank)	Member	X		Knott	Mark		
Router Bit - four 1/4" beads - 1/2" shank	Member	X		Hoffmann	Dick		
Router Bit - Keyhole (½" shank)	Member	X		Donnelly	Lloyd		
Router Bit - T-Slot	Member	X		Yeager	Gene		
Router Bit - two 1/4" beads -1/4" shank	Member	X		Hoffmann	Dick		

Router Bit -1" Straight (½" shank)	Member	X		Donnelly	Lloyd		
Router Bits - Mini Bits	Member	X		Knott	Mark		
Router Fluting Jig	Club			Miller	Ned	Rockwell	
Router, Plunge for Slab Flattening	Club	X		Grenis	Tony	Dewalt	Model # DW625 Serial #045112
Slab-Flattening Router Bit	Club	X		Grenis	Tony	Woodpecker	Ultra Shear
Slab-flattening Jig (Woodhaven 28" x 96")	Member	X		Grenis	Tony	Woodhaven	28" x 96"
Spray Finish System	Club	X		New Home		Fuli HVLP & T70 Gun	
Steam Box with steam generator: 40" and 24"	Member	X		Hoffmann	Dick		
Table saw 10" Grizzly	Club		X	Grenis	Tony	#1023 SLWX	Model #G1023SLWX Serial #941
Tap and die (Wood, 3/4 holes)	Member	X		Coe	Norm		
Tenoning Jig	Member	X		Knott	Mark		
Thread-making kit (1 1/2" x 6" for wood)	Member	X		Lane	Tom		
Vacuum Press (bags and vacuum pump)	Club	X		Donnelly	Lloyd	Cast Manufacturing Vacuum Pressing Systems	Model # MOA-V113A-AE
Vacuum Press (bags and vacuum pump)	Member	X		Hoffmann	Dick		
Wood burning kit	Member	X		Brown	Bob	Burnmaster	
Wood burning kit (two pens)	Member	X		Nance	Bill		
Wood lathe and chuck	Member	X		Brown	Bob	Jet Mini	
WorkSharp	Club	X		Ringenbach	Tom	Worksharp	Model # WS3000

Technique & Skill Assistance

To help develop woodworking skills, a number of members have volunteered to help answer questions and guide other Club members in a specific woodworking skill. If a member wishes to learn a new skill or improve on an existing skill, simply contact the mentor and make arrangements to talk or meet. If a member wishes to share their knowledge, and offer skill assistance, contact the Past President for inclusion in this listing.

Skill	Mentor	Mentor's Phone Number
Finishing/Refinishing	Dick Hoffmann	865-458-0455
Inlays	Dick Hoffmann	865-458-0455
Intarsia	Rick Mannarino	865-386-8267
Turning	Dick Hoffmann Tom Borloglou	865-458-0455 865-657-9197
Veneering	Lloyd Donnelly	865-458-4194

Lumber Yards & Wood Supply (within Driving Distance)

Company: A&M Supply

- Address: 6602 Deane Hill Dr SW, Knoxville, TN 37919
- Phone:(865) 558-3599
- Website: *www.a-msupply.com*
- Distance: 31 miles
- Proof of TVWC membership is required to purchase.
- Specialty: High grade lumber & plywood

Company: Cline Brothers Lumber

- Address: 8318 Highway 2, Dalton, GA 30721
- Phone (706) 259-3241
- Website: wdcline@windstream.net
- Distance: 56 miles
- Discount: none
- Specialty: low price hardwood lumber

Company: Jefferies Lumber

- Address: 8807 Valgro Rd, Knoxville
- Phone: (865) 573-5876
- Website: none
- Distance: 45 miles
- Discount: none
- Specialty: Domestic and exotic wood, specialty wood, turning and pen blanks

CAG Lumber Company

- 4050 Old Cornelia Hwy.
- Gainesville, GA 30507
- Stephen Brown
- 1-888-433-3377
- 770-869-0282 Fax
- CAG LUMBER.com
- Call before going to insure he's there
  Domestic & Imported Lumber

Company: Sloan Village Hardware

- Address: 200 Mialaquo Rd, Loudon, TN
- Phone:(865) 458-6336
- Website: none
- Distance: Under 10 Miles
- Discount: 10% on Woodworking

Company: Wilburn Hardware & Lumber

- Address: 109 W Broadway St,
  Lenoir City
- Phone: 986-3501
- Website: none
- Distance: Under 10 Miles
- Discount: %10 except lumber

Company: Woodcraft of Knoxville

- Address: 8023 Kingston Pike *Knoxville*
- Phone: 539-9330
- Website: *www.woodcraft.com*
- Distance: 25 miles
- Discount: 10% only in Summer
- Specialty: Woodworking Supplies

Suppliers of Woodworking Products and Services

Band Saw Blades

Company: **Woodcraft of Knoxville**

- Address: 8023 Kingston Pike
  Knoxville
- Phone: 539-9330
- Website: *www.woodcraft.com*
- Distance: 25 miles
- Note: 10% only in Summer

Company**: Highland Woodworking**

- Address: 1045 N. Highland Ave. NE, Atlanta, GA 30306
- Phone: 404-872-4466
- Website: highlandwoodworking.com
- Distance: Online
- Note: none

Company**: Holston Gases**

- Address: 545 W. Baxter Ave Knoxville, TN 37921
- Phone: (865) 573-1917
- Website: holstongases.com
- Distance: 38 miles
- Note: Make blades to order in less than 2 hours. Lenex blades $20-$35/blade

Company**: Bibb Tool Co**

- Address: 69 Lentz Rd., Macon, GA 31220
- Phone: 1-800-996-2422
- Website: bibbtool.com
- Distance: Online
- Note: Low Price Hi-Quality

Company: **Klingspor**

- Address: Multiple
- Phone: 1-800-228-0000
- Website: www.woodworkingshop.com
- Distance: Online
- Call to register as woodworking club member
- Note: 10% discount for all items without power cord

Carving

Company: **Woodcraft of Knoxville**

- Address: 8023 Kingston Pike *Knoxville*
- Phone: 539-9330
- Website: *www.woodcraft.com*
- Distance: 25 miles
- Note: 10% only in Summer:

Company**: Highland Woodworking**

- Address: 1045 N. Highland Ave. NE, Atlanta, GA 30306
- Phone: 404-872-4466
- Website: highlandwoodworking.com
- Distance: Online
- Note: none

Finishing

Company: **Woodcraft of Knoxville**

- Address: 8023 Kingston Pike *Knoxville*
- Phone: 539-9330
- Website: *www.woodcraft.com*
- Distance: 25 miles
- Note: 10% only in Summer

Company**: Highland Woodworking**

- Address: 1045 N. Highland Ave. NE, Atlanta, GA 30306
- Phone: 404-872-4466
- Website: highlandwoodworking.com
- Distance: Online
- Note: none

Company: **Sherman Williams Paint Store**

- Address: 836 Highway 321 N Lenoir City
- Phone: 865 986 6114
- Website: Sherman-williams.com
- Distance: Under 10 miles
- Discount: Varies on product
- Specialties: Finishes
-

Company: **Crystalac**

Phone: 423-727-6425
Website: the CrystaLac store.com
Discount: 10% use code TELLICO10

General Woodworking Supplies

Company: **Woodcraft of Knoxville**

- Address: 8023 Kingston Pike
  Knoxville
- Phone: 865-539-9330
- Website: *www.woodcraft.com*
- Distance: 25 miles
- Note: 10% only in Summer

Company**: Rockler**

- Address: 4365 Willow Drive
  Medina, MN 55340
- Phone: 1-800-279-4441
- Website: rockler.com
- Online

Company**: Highland Woodworking**

- Address: 1045 N. Highland Ave. NE,
  Atlanta, GA 30306
- Phone: 404-872-4466
- Website: highlandwoodworking.com
- Online

Company**: Peachtree Woodworking**

- Address: 6684 Jimmy Carter Blvd. Suite
  100 Norcross, GA 30071
- Phone: 1-(770) 458-0870
- Website: ptreeusa.com
- Online

Power Tool Repairs

Company**: Dixie Industrial Service**

- Address: 2018 E. Main St. Chattanooga, TN 37404
- Phone: 423-698-8063
- Website: dixieindustrialservice.com
- Distance: 90 miles

Sharpening

Company: Kinney Sharpening
1110 Lovell Rd
Knoxville, TN
Phone: 865-671-1281

Company: **Woodcraft of Knoxville**

- Address: 8023 Kingston Pike
  Knoxville
- Phone: 539-9330
- Website: *www.woodcraft.com*
- Distance: 25 miles
- Note: 10% only in Summer

Turning

Company: **Wood Turners Catalog**

- Address: 1287 E. 1120 S.
  Provo, Utah 84606
- Phone: 1 800 551-8876
- Website: woodturnerscatalog.com
- Online

Company: **Penn State Industries**

- Address: 9900 Global Rd.
  Philadelphia, PA 19115
- Phone: 1-800-377-7297
- Website: pennstateind.com
- Online
- Note: pen supplies

Veneering

Company**: Veneer Supplies**

- Address: online only
- Phone: none
- Website: veneersupplies.com
- Online

Wooden Wheels & Parts

Company: **Casey's Wood Products**

- Address: P.O. Box 365
  Woolwich, ME 04579
- Phone: 800-452-2739
- Website: caseyswood.com
- Online
- Note: Club places order for T4Ts

Company**: Woodworks Ltd.**

- Address: 4521 Anderson Blvd.
  Haltom City, TX 76117
- Phone: (800) 722-0311
- Website: craftparts.com
- Online

Personal Favorites Resources

Please add other companies (not listed above) that you frequently use……

Specialty:

Company**:**

- Address:
- Phone:
- Website:
- Distance:

Specialty:

Company**:**

- Address:
- Phone:
- Website:
- Distance:

Specialty:

Company**:**

- Address:
- Phone:
- Website:
- Distance:

Specialty:

Company**:**

- Address:
- Phone:
- Website:
- Distance:

Specialty:

Company**:**

- Address:
- Phone:
- Website:
- Distance:

Specialty:

Company**:**

- Address:
- Phone:
- Website:
- Distance:

ADDENDUMS

To print any of the forms in this section, go to the Tellico Village Woodworking Club website home page and click on the “Print Forms” tab (below the Resource Book tab).

#1 -- AGREEMENT BETWEEN TVWC AND LOG DONORS

Agreement Between TVWC and Log Donors

I plan to donate the following log(s) to the TVWC:

Number	Type	Approx. Dia.	Approx. Length
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I will arrange for the delivery of the above log(s) to the TVWC cut site at the POA yard and will notify the TVWC saw master when the delivery is to take place.

Before my log(s) is delivered to the POA yard, I agree to paint my last name clearly on the bark of all logs from which I want my lumber cut.

I understand that the TVWC will give me the following lumber to be cut from my donated log(s):

# Pieces	Thickness	Width	Length
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I or my representative will be present at the time my lumber is cut.

Donor Name	Donor Address	Donor Phone #	Donor E-mail
_____	_____	_____	_____

Donor signature_____ Date_____

Saw Master signature_____ Date_____

#2--AGREEMENT BETWEEN HOMEOWNER & TVWC FOR CONSTRUCTION OF A WHEEL CHAIR RAMP

Agreement between Homeowner & TVWC for construction of a Wheelchair Ramp

This agreement pertains to the construction of a wheelchair ramp on the property of a homeowner by representatives of the Tellico Village Woodworkers Club (TVWC).

I the undersigned:

1. Agree with the preliminary ramp design shown to me by the TVWC representative.
2. Understand that this design has to deviate from the requirements of the American Disabilities Act in the way described below:

_____
_____
_____
_____
_____
_____.

3. Understand that if a building permit is required, that I must apply for it and that work cannot proceed without the permit.
4. Agree to pay for all materials based on the estimate given to me by the TVWC representative before any construction begins. I understand that if the estimate is low, I will pay the additional amount and if the estimate is high, I will receive a refund.
5. Understand that if either I or my family requests that the TVWC remove the constructed ramp, the TVWC will do so as promptly as possible at no cost to me. Should this be done, I understand that the ramp is then the property of the TVWC.

Signed this date ( ):
Homeowner_____

Procedures for Updating Club Website

TVWW Website Overview (Instructions March 2021):

Updating (Adding) Newsletters (Instructions 3-2021):

Updating (Adding) Member List (Instructions 9-9-2022):

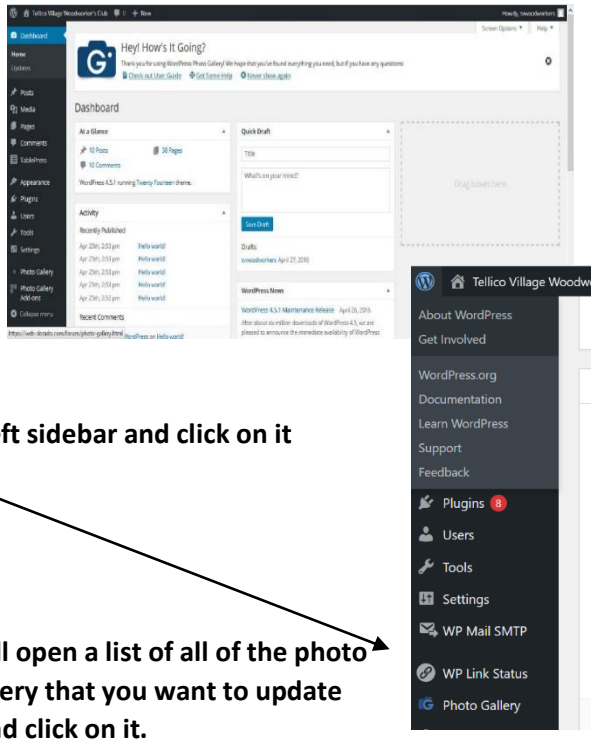
Updating the “New on the Horizon” Page (12-2022)

Updating the “Current Kiln Lumber Status” Page (Instructions 12-2022)

Updating Member Project Photos (Instructions 12-2-22):

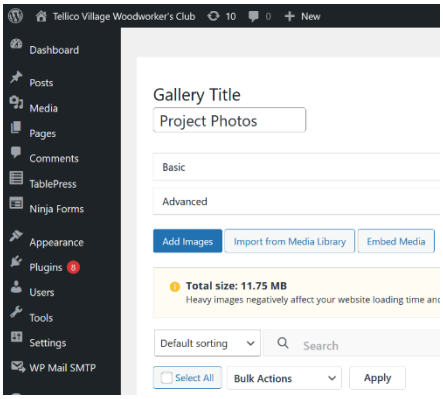
1. **Before uploading the member project photos to the website, make sure to name them using the members name and project description such as: John Doe – River Table. Get all the pictures to be uploaded name and in one file folder on you computer.**

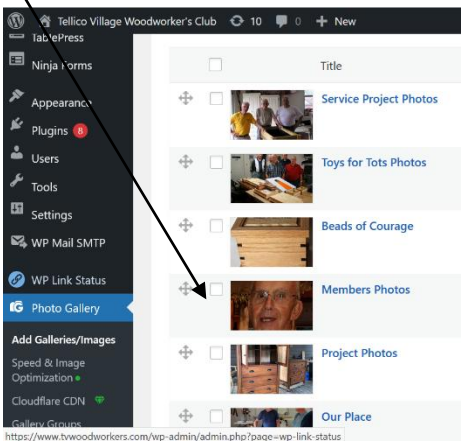
2. **Open the website in the admin mode:**
   - **Type: tvwoodworkers.com/wp-admin in the address line of your internet browser**
   - **This will open a login page: user name=xxxxxxxxxxx and password= xxxxxxxxxxxx**
   - **This opens the website admin area (shown here)**



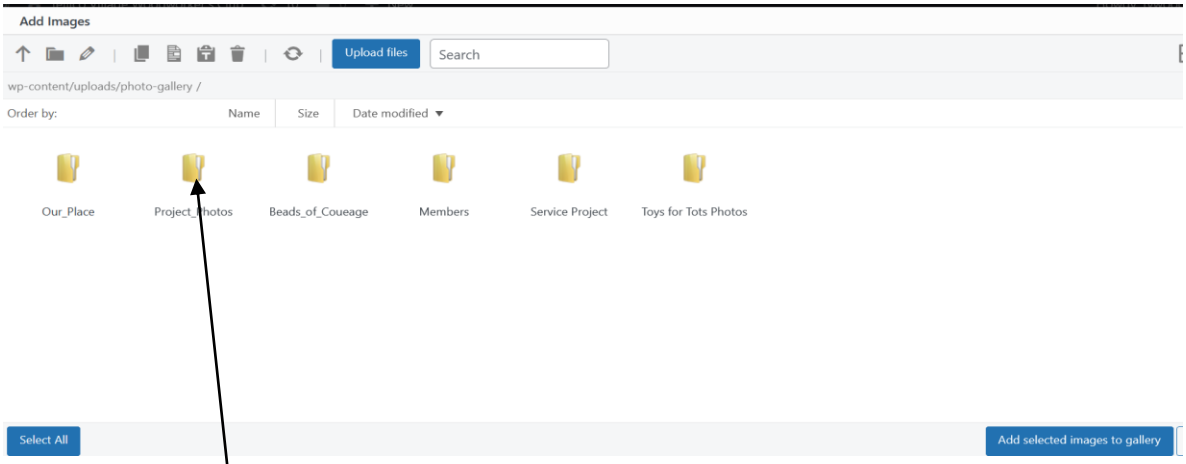
3. **Scroll down to find "Photo Gallery" on the left sidebar and click on it**

4. **This will open the Photo Gallery page . It will open a list of all of the photo galleries on the website. Find the photo gallery that you want to update and click on it.**

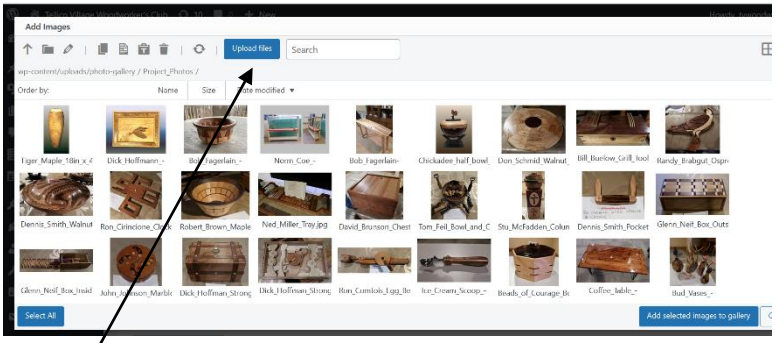




5. **Clicking on the selected photo gallery will open the media library page.**



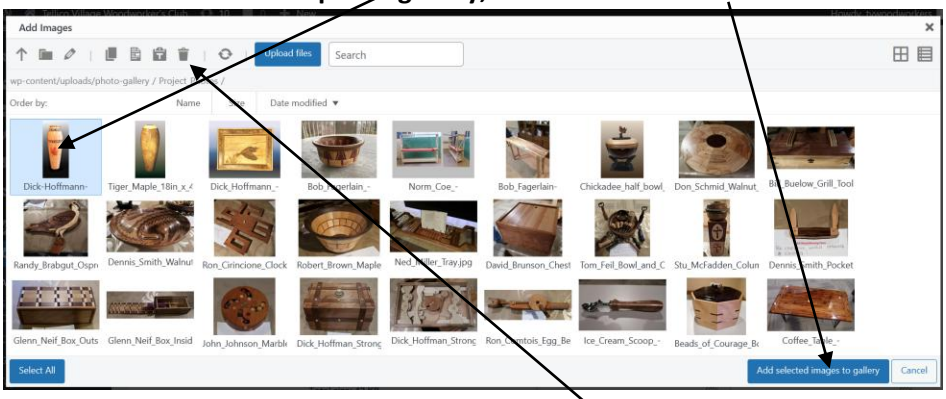
6. **Click on the Project Photo folder and it will open the following page**



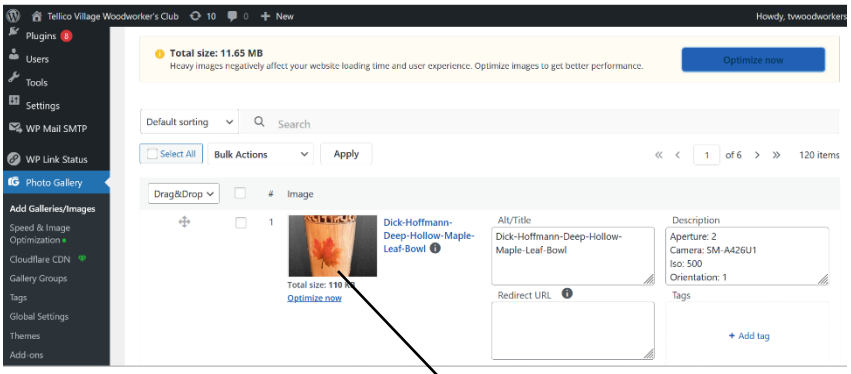
7. **Click on the upload button and the following upload page will open. Find the picture or set of pictures that you want to upload and drag and drop them into the center of this box.**



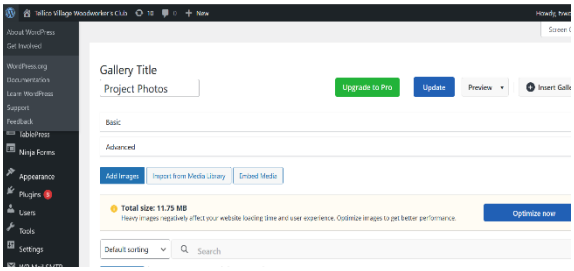
8. **Once the files have uploaded, they will show up in the media gallery highlighted in light blue. To add them to the photo gallery, click on the blue ADD button.**



9. **When clicked, the pictures should show up in the photo gallery (below). Verify that the are all there and named correctly. (If not, select the bad photo and delete them by selecting them and then deleting them by clicking on the trash can icon. Next re-add them using the prior steps)**



10. **Scroll up and click the blue update button then go to the website and verify that all the photo were properly added to the site and all the descriptions are correct.**



Done.