

San Diego Fine Woodworkers Association

Draft Board Meeting Minutes – SDWFWA Library

February 1, 2026

Directors:

President	Gary Anderson (Present)
Vice-President	Erika Cheswick (Present)
Treasurer	Pete Sterling (Present)
Secretary	Oi Ling Kwan (Present)
Member Shop Director	Dallas Keck (Present)
Design in Wood Representative	James Strawn (Present)
Past President	Lou Adzima (Absent)

Meeting Minutes

Meeting is called to order at 1:03 p.m.

Welcome and Announcements

Gary

Gary announces next month's Board meeting will be designated as Leadership Meeting, similar to the one we had in 2025. It is scheduled for Sunday, March 8th, Noon to 4 pm and will begin with an informal lunch.

Organizational Chart update is still pending on feedback from some members.

Goals update: Website Manager Isaac needs additional software for the Web site and photo depository. Costs total \$110/month. Dallas approved it after extensive discussion with Isaac.

Key people are still needed for SDFWA: Communication Director, Events Director, and Administrative Assistant to the President.

More Membership involvement in Design in Wood.

Tables for Membership, ProClass and Volunteers will continue at Eye Openers. Idea of having SIG of the month at each Eye Opener to build on the success of the Annual Meeting. David Weisman has accepted the challenge of kicking off this concept at the February Eye Opener.

Financial Update

Pete

2025 Net Income is \$85,268.

Zelle is now set-up with QR code for direct payment to SDWFWA's bank account. To make payment, mobile app from payee's bank must be on the cell phone used. Instead of cash, Zelle can be used to pay for Shop supplies. Dallas invites Pete to inform Shift Supervisor at the next meeting on February 10 (Tuesday).

Rick Dally (former CPA) has agreed to conduct independent account review for SDFWA.

Pete will start preparing IRS and California tax forms this week (Goodsell & Company).

Pete prepared and distributed Conflict of Interest Policy prior to meeting. Motion to approve the Policy and adopt it going forward. Motion is approved unanimously.

Preparation for 2026 Budget is still on-going. Pete has just received the year-end credit card summaries; not all owners have responded to the budget request.

Additional activities Pete is working on include review of Insurance Policy (Kim McDonald) and Reimbursement Policy.

Design in Wood Update

Jim

Jim reports progress on Chair Shop. Suggests having a set of table and chairs available for raffle or at the Holiday Gift Sale. Options to build chairs in Toys SIG is received enthusiastically.

To promote public awareness of SDFWA, presence of our branding and highlighting community activities should be displayed prominently at DIW.

Shop Update

Dallas

Dallas indicated that Shop 4.0 (The Keck Pavillion) is effectively complete. Next focus is the Machine Room, placing wires in the ceiling and remove old wire no longer needed. Work days are now only on Tuesdays with occasional other days/times added-on as needed.

Shift Supervisor development – more engagement with members

Shop Policy – written policy currently in the works

More organization structure changes forthcoming, Assistant Tool Leads to be added.

Board Meeting Format Discussion

All

Next Board meeting is on April 5, 2026, 1:00 – 4:00 p.m. This will start the new format of Board meeting which will allow members to sit-in and observe except for the “Close door” Executive portion, if any. Members may be allowed question time for ½ hour at the end of meeting.

March 8 (2nd Sunday) is Leadership meeting, 1 – 4 p.m. in SDFWA Library.

Succession Planning

All

Discussion and identification of individuals suitable for succession of each Board position. Also discussed potential of raising the number of Board Members. Good progress has been made in identifying future leaders of the SDFWA. The next step is to follow-up, train them and take on additional responsibility.

Meeting adjourned at 3:55 p.m.

Respectfully submitted by Oi Ling Kwan, Secretary