

Northwest Blacksmith Association



Policies & Procedures Manual

**Containing references to the Officers & Directors (and
their job descriptions, activities & functions),
Procedures employed in the pursuit of the Association's goals, Committees and
Sub-Committees, Events, Publications and Services, and the By-Laws of the
Association.**

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Document overview:

The overall structure for the organization of this document will be that of the most current Organization Chart. This chart (See page 8) shows a Board of Directors (9 persons), elected by the general membership, which oversees four major departments (standing committees), each having 4 to 7 minor departments (sub-committees), plus a Nominating and Elections Committee answerable directly to the Board.

From the Organization Chart, we have the following Board, Committees, and Sub-Committees, in outline form:

I. NWBA Board of Directors

**Personnel: President; Vice-President; Secretary; Treasurer:
Plus 5 additional Directors, total 9 members.**

II. Finance & Budget Committee

Personnel: Treasurer and Directors assigned

**II.A.1. Assets & Inventories Committee
II.A.2. Auctions Committee
II.A.3. Registration
II.A.4. Donations Committee
II.A.5. Insurance Committee
II.A.6. Website Finances**

III. Member Services Committee

Personnel: Directors assigned to Member Services

**III.B.1. Archives
III.B.2. Grants, Education & Workshops
III.B.3. Library Committee
III.B.4. Board Training Committee**

IV. Communications Committee

Personnel: Directors assigned to Communications

**IV.C.1. Advertising
IV.C.2. Manuals Committee
IV.C.3. Hot Iron News and Website Committee**

V. Events & Programs Committee

**Personnel: Directors assigned to Events & Programs
Committee:**

**V.D.1. Audio & Visual Committee
V.D.2. Conference Coordination
V.D.3. Safety Committee
V.D.4. Trailers
V.D.5. Mentoring Center Committee
V.D.6. Event Administration**

VI. Nominations & Elections Committee

Personnel: Chair and members selected by President

This document will follow the above outline, and use the above numbering system for reference. Although some text will undoubtedly repeat portions of the NWBA By-Laws and/or the NWBA Conference Manual, it is not the intent of this document to include whole sections of either of them, and references will be made to the relevant sections of the appropriate documents when most practical.

Job Descriptions are another matter. Although the procedures found herein may resemble job descriptions in many respects; they are not meant to be job descriptions per se; they are meant to be descriptive of the Policies & Procedures used in the pursuit of the office-holder's activities.

Introduction

First, there is much that could be included in this Policies & Procedures Manual, but including all of what could be included is not in our best interest. Indeed, the less cluttered and more straightforward this document is, the more useful it will be, so brevity is a virtue that we will pursue.

Second, there is an item most would call “Administration”, which some would say is missing from the list of departments or committees. Administration is missing as a department because no department is large enough to include all of it, nor exclusive enough to include it and only it; as Officers & Directors, we are all administrators. Indeed, we have also deleted the (Finance) sub-committee labeled “Fiduciary” for much the same reason; as NWBA Officers, Directors, or Committee Chairs, we all have fiduciary responsibilities, and no single committee or sub-committee can hold them all.

Third, we have chosen a “common denominator” for this document, that of “**Activities**”. Everything in a given section is keyed to the **activities** of that committee, sub-committee, or the personnel involved.

Fourth, this document contains both Policies, and Procedures, for the NWBA’s activities. The Policies determine the course of our actions; they are the results of our decisions, and are meant to stand as such until changed. Procedures are the nuts-and-bolts of how we currently get it done, and as long as we are operating within the parameters of the Policies, the Procedures can be fluid.

Fifth, just as the Policies flow from, and are measured against our By-Laws and State & Federal parameters, our Procedures flow from and are measured against our Policies.

Sixth, while there are some tasks that must be accomplished in ways prescribed by law, or by Bylaw, most of the Procedures are intended to be used for reference, as being descriptive of how we are currently doing things.

Last, this document is a “Working Document”, and as long as we are a dynamic organization, it can never be “finished” or “perfected”. The document will be under constant, or periodic, review and revision.

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Replace with OrgChart.

I. NWBA Board of Directors:

Personnel: President, Vice-President, Secretary, Treasurer, plus Five additional Directors (Total 9 members).
{See By-Laws, Article VI, for job descriptions and duties of Officers & Directors.}

Activities:

- A. Regular Meetings, see NWBA By-Laws,
- B. Emergency Meetings, see NWBA By-Laws,

Procedures: See NWBA By-Laws for background.

Treasurer and Secretary will have their own detailed manuals.

Overview: To conduct the business of the Association efficiently, the Board strives to utilize the structure inherent in the organization chart as set forth July 1, 2006 [last Revised June 2014] and subsequent revisions.

In order for this to occur, sub-committees must function as intended, and delegated tasks must be accomplished on schedule. Reports from sub-committees are submitted to standing committee chairs in time for inclusion in board meeting agendas.

As counterpoint to these sub-committee responsibilities, the Board must hold up its end by distributing the Board Meeting Minutes in a timely manner after each meeting, in order for the Officers, Directors (including Standing Committee chairs, of course) and sub-committees to continue functioning without undue delay. Timely communication keeps the necessary processes moving along.

Communications from the NWBA Board takes two forms:

1. Communications to the Board members are encouraged through the Board forum. In terms of the Board Meeting Minutes, the Secretary posts a draft of the minutes online for the Board to review within 1 month after the Board meeting date. Minutes are then approved at the next meeting and only after approval are the minutes posted online for the membership to view, not the general public.
2. Communications to the membership is accomplished by including the salient points of board proceedings in the President's column in the quarterly newsletter, the *Hot Iron News* and by posting the Board meeting minutes online.

3. Monthly Email Newsletters are sent by the Website Administrator about the Mentoring Center and specific NWBA related news.

Conflict of Interest at the Board level:

In any non-profit organization, when assets **may** be allocated for the benefit of the few, rather than for the benefit of all, guidelines of propriety and the avoidance of even the perception of conflict of interest must be followed. **Full disclosure** of conflicts of interest among Board Members allows us to deal with issues by applying standards of **fairness** and **reasonableness**, without compromising the decision-making process or the organization's integrity.

The Board makes NWBA Policies, whether they are made by decision, by recognition (of what already is being done), or by ratification of what is suggested or recommended.

II.A. Finance & Budget Committee

Personnel: Chaired by Treasurer

Activities: Specifics are explained in Treasurer notes

Budget: Requested Annually

Procedures: The Treasurer keeps the accounts of the Association, depositing funds and paying obligations in a timely manner, keeping the records current, and filing all necessary forms with various local, state and federal agencies. The Association's bank records are currently kept on computer, in a Quicken Basic database, which is backed up on flash drives. Paper bank statements and all receipts are also filed, and kept for 10 years.

The Treasurer prepares appropriate reports for each board meeting, including one for submission to the up-coming issue of the *Hot Iron News*. Currently, a short version of a Profit & Loss Report is used for publication; a long version of the same is used for analysis, and a Rolling 12-Month Report of strategic statistics extracted from an Itemized categories Report is also included. The strategic statistics track three income-versus-expense areas:

- 1) Dues Income (plus advertising income) versus Printing & Publishing Costs (including postage);
- 2) Conference Income (including Auctions) versus Conference Expenses;
- 3) Total Income versus Total Expenses.

The complete trust of the Association is placed in the Treasurer, and to protect the integrity of the Association, and that of the Treasurer, oversight and outside review mechanisms are provided. This occurs on two levels: first, as referred to in Policy **II.A.103**, below, in regards to all incoming mail from banks, vendors, members, advertisers, and others, and secondly, in an annual review (always an option, but not always exercised by the NWBA President). Also, where there is both a Treasurer and a CPA, some level of oversight can be accomplished, as each reviews income and expenditures on a regular basis.

All tax documents will be filed by a CPA [2012]

Policies:

II.A.101. Treasurer shall make payment only on submittal of appropriate paperwork.

II.A.102. Treasurer shall only accept funds submitted in US\$.

II.A.103. Mail to the Treasurer shall go through the NWBA Mail Drop, where it is logged and reviewed by the Secretary.

II.A.104. Mail received from the NWBA Mail Drop shall be sorted by the Secretary or in an emergency another Board Member.

II.A.105. Sensitive financial information, including but not limited to, bank account numbers, online ID's and passwords, and policy numbers, shall be kept in a safe

location with current board members or their designees. **II.A.106.** Generally speaking, only Board Members **shall** have the capacity to legally bind the Association financially. However, certain offices or individuals **may** have such authority attached to them, or delegated to them, including but not limited to:

- 1) any Sub-Committee having an approved annual budget,
- 2) Conference Coordinators
- 3) Sub-Committees charged with negotiating contracts
- 4) Any NWBA member directed by the Board to purchase or contract for an item or items approved by the Board.

II.A.1. Assets & Inventories Committee:

Personnel: Chair works under the Finance & Budget Chair.

Activities: Keep inventories of NWBA assets, including those used in the Mentoring Center, and anything stored in the trailers.

Procedures: This committee is custodian of all Inventories. Inventories of Association Assets (at cost) are used in preparing Annual Tax Reports. Financial records are used for actual costs, other sub-committee members are consulted for replacement/insurance values. An inventory of the contents of the Mentoring Center and anything stored in the Trailers, with serial numbers, is maintained. A periodic inventory of the contents of the Library media is desired.

Policies:

II.A.1.111. Sub-Committee shall use replacement values in maintaining inventories of NWBA trailers and their contents, for insurance purposes.

II.A.1.112. All larger tools and equipment shall be identified with a name plate and serial number, and recorded in the inventory.

II.A.1.113. All small and hand tools shall be identified as property of the NWBA by stamps, imprints, embossing, or identifying paint or other marking

II.A.2. Auction Committee:

Personnel: Auction Chair. Auctioneer(s). Auction Crew of up to 6 to 8. Also involved during the auction are at least 2 Recorders/Clerks, a Sorter, and the Treasurer.

Activities: Administers the NWBA Auction at the NWBA conference.

Policies:

II.A.2.121. A person who donates an auction item that sells for \$250 or more shall receive one year's membership without cost.

Procedures:

- 1) Chain of command:
 - a) Auction Chair has final authority in matters of Procedure; Treasurer is consulted in regards to Policies; Auctioneer is in charge of activity on the Auction Floor during the Auction.
 - b) Auctioneer has an Auctioneer's Assistant, who is in turn assisted by a Floor Crew of 6 to 8 people, headed up by the Crew Manager. The Floor Crew consists of Spotters, Assemblers, Movers and others who ensure a smooth flow of items to and from the Auction Platform.

- c) The Auction Chair has a team of 2 Recorders (one to fill out the auction tag and one to record the bid for double checking), a Sorter, and a Cashier (usually, the Treasurer).
 - d) Meetings between Auctioneer and/or Auction Coordinator and Auction Crew members will be called on-site and as needed.
- 2) Preparation for Auction(s):
- a) A Tag is available for the donor to write the title and their name. Each tag has a place for the following information: Item Number, Description, Donated by, and Bidder Number (blank until sold). Tag remain attached to the Item until delivered to the buyer after payment has been recorded.
 - b) Tags must be attached firmly; wire, string, safety pin, tape, etc., may be used, as is appropriate to the item. Paper Items should be placed in protective plastic enclosures, and the tag taped on the outside. Bidder Number space must be left clear in all cases.
 - c) Each Auction Item is recorded on a handwritten Master Auction Log sheet, *See Appendix for an example of the Master Auction Log.*
 - d) Auctioneer and Auction Coordinator decide which items go to Silent Auction and which go to Live Auction. Helpers place items on, under or beside the appropriate table.
 - e) Multiple items are grouped (by each, by pairs or other multiple, or by whole group) by Auctioneer, Auction Coordinator, or designated person. Numbers are assigned per lot.
- 3) Bidding eligibility: Bidders must have a bidder number. Registrants and Guests will use their Registration Number. Visitors (the general public) will be given a Bidder number before the auction begins.
- 4) Silent Auction:
- a) Silent Auction Items are placed on a separate table or tables, and each item is accompanied by a Silent Auction Bid Sheet with a Item Number assigned. *See Appendix for an example of a Silent Auction Bid Sheet.*
 - b) A pen accompanies each Bid Sheet.
 - c) All Silent Auction Items are entered onto an Auctioneer's 3-part Tally Sheet, in order of placement on table(s).
 - d) When Auctioneer closes Silent Auction at pre-announced time, Recorders pick up pens. First Recorder enters winning Bidder Numbers on tags with red Sharpie.
 - e) Verifier follows First Recorder, double-checking bidder numbers on tags and sheets.
 - f) Second Recorder follows, entering bidder numbers onto 3-part Auctioneer's Tally Sheets. Completed Tally Sheets go to Sorter.
 - g) Sorter separates first 2 sheets from third sheet, which is perforated, and is torn into individual slips, one for each item/lot. Slips are placed in sorting bin, according to bidder number.
 - h) Silent Auction items are paid for with Live Auction items, after completion of Live Auction, except by special arrangement with Auction Coordinator.
- 5) Live Auction:

- a) Process and ordering of Auction Items is pre-determined by Auctioneer, Auction Chair, and Floor Crew Manager.
 - b) Arrangement of Items on and around tables is according to space available at a particular conference.
 - c) Floor Crew moves items to Auctioneer's Assistant from tables, then Auctioneer's Assistant hands off to Auctioneer. When item has been sold, another member of Floor Crew takes item to "sold", or pick-up area.
 - d) Auctioneer's Assistant assigns the Auction Item Number, as item is handed off to Auctioneer, so that Recorder(s) can identify the correct item on 3-part Tally Sheet and the Master Auction Log.
 - e) Spotters assist the Auctioneer in recognizing bidders and soliciting bids.
 - f) A First Recorder enters Bidder Number and Amount of Bid on 3-part Tally Sheets. A Second Recorder verifies the accuracy of the numbers. The Clerk records the Bidder Number on the Item Tag with a red Sharpie.
 - g) Completed Tally Sheets are transferred to the Sorter, who separates the first 2 pages from the third page, which is torn into individual strips, one for each lot. This is identical to the procedure for the Silent Auction.
 - h) Individual slips are filed in the sorting bin according to bidder number.
- 6) Completing the transactions:
- a) After the Live Auction, all winning bidders form a line approaching the Cashier.
 - b) Each Bidder gives his or her Bidder Number, and the Sorter pulls all the slips from the bin with that bidder number entered upon them.
 - c) Amounts from all his/her slips are totaled and cashier accepts payment from Bidder. A receipt for cash payment may be made, if requested.
 - d) When paid, cashier passes slips and receipt, if any, to pick-up personnel, who pull items and presents items, receipt, and slips to bidder. Transaction is now complete.
 - e) We accept Cash, check and Credit/Debit Cards for payment.
 - f) Any allowance for early checkout shall proceed in such a way as to avoid interfering with, or distracting from, the ongoing operation of the Auction.
- 7) Miscellaneous Auction Procedures:
- a) Everything regarding Auctions is based on accuracy with numbers; lot numbers, bidder numbers, winning bid numbers. Redundancy in personnel is the result of desiring the greatest accuracy with these numbers.
 - b) The Treasurer is responsible for the cash and cash-box, and sits with the recorders, clerk, sorter, and others during the Live Auction. The Treasurer is the watchdog of Auction Policies, and arbitrates disputes and misunderstandings when necessary.
 - c) The Treasurer records any and all instances where an Auction Item sells for \$250 or more, noting item description, donor's name, and selling price. This information is forwarded to the Secretary, and to the Communications Chair.
 - d) Communications Chair ensures that the Donor's name is announced in the HIN, and his/ her name is forwarded to the Secretary, as all donors of

items bringing \$250 or more at auction are rewarded with a free year's membership.

II.A.3. Registration:

Personnel: Conference Administration includes Events & Programs Committee and Treasurer. Also, liaisons with Gallery Helpers, Archives committee, Librarian, Refreshment Crew, and Auction Committee.

Explanatory notes:

Registration, Merchandise Sales, Gallery, Auction Set-up, Refreshments, and Library are almost always set up in the same general area of one building. Registration is located in a prominent area close to the main entrance, usually with Merchandise Sales next in line, as some personnel will be cross-trained to assist in either venue as needed.

The Events & Programs Committee is responsible for the overall coordination of **all** the entities mentioned above, and ensures that each group has an equitable portion of the available space and resources.

The Head Registrar works under direction of the Treasurer and is responsible for both the Registration and Merchandise Sales areas, and as such, is responsible for the incoming conference-related funds from them.

Activities: Handling the incoming funds and accompanying paperwork at the NWBA conferences, including but not limited to, registration and merchandise sales.

Registration Policies and Procedures:

Background: Registration is the hub of the conference. Registration personnel welcome members and guests, answer all kinds of questions, give directions, handle emergencies, make decisions, receive money, and “other duties as may be required.” Registration is also the repository for Lost & Found items.

Registration Personnel:

Head Registrar, assisted by 1 to 3 additional registration clerks. An additional clerk may be assigned to collect and record camping fees, when necessary for a specific venue.

Merchandise Sales Personnel:

One to two sales clerks per shift for each day of the conference; these persons may be cross-trained to assist with registration as needed.

Registration Process For Conferences (revised May 2013)

Pre Registration has simplified much of this process, so most of conference registration is already been handled by the Treasurer.

If an attendee is preregistered, a packet will be ready with all the attendees paperwork made up by the Head Registrar.

If the attendee has not preregistered, he/she then fills out a Registration Form, as is current practice, and brings it to the first available helper.

Process:

- Welcome person to conference
- Receive Registration Form from attendee
- Asks if membership dues are current
- Verifies membership on Roster
- Lists guest(s) by name(s)
- Assigns Registration (bidder) # and logs same on Master List (the hand written one). **Note:** Guests receive same # as member.
- Gives back issues of Hot Iron News as needed, especially to **NEW** Members.
- Directs member where to take auction item after completing registration.
- Totals the fees
- Collects the money
- Writes name and # on badge(s)
- Retains top two copies of Registration Form.
- Hands **pink** copy, badge(s), and A copy of safety guidelines is given to **NEW** members.
- Reminds attendees that badges must be worn at all times
- Informs Member of eligibility for Hands-on Workshops and of location for drawings (guests are not eligible for workshops).

This would be an ideal situation, which we know doesn't happen very often. Probably, unless we really do a good job of setting up and recruiting volunteers, we will not have as many people as we need. But, we can always hope and work toward good, happy recruits who are willing to donate two hours (or more) for the good of the organization.

Checklist of Supplies:

- Registration Forms (triplicate, NCR)
- Office Supplies – located in blue totes marked “Registration.”
- Badges – brought from Pre-Registration
- Adding Machine and extension cord – in blue “Auction” tote

- Cash Boxes – one for Registration & Dues; second for Merchandise Sales; third for Auction. [2008]
- Latest available extra issues of *Hot Iron News*,
- Current Membership Roster – provided by Secretary
- Conference Schedule – provided by Conference Coordinator
- Tables & Chairs for Registration & Sales – see Conference Manual
- Receipt Book and validation Cards for camping, if Fairgrounds is not handling this directly.

Policies:

- II.A.3.131.** Head Registrar shall be responsible for the handling of incoming funds at NWBA conferences, and shall be responsible for the funds until turned over to the Treasurer.
- II.A.3.132.** Registration Personnel shall maintain one cashbox for conference registration and a second cashbox for Merchandise Sales. Auction receipts may require a third box.
- II.A.3.133.** Head Registrar shall maintain a system of written receipts for each conference auction, that adequately records incoming funds in such a way as to be useful in extracting helpful data for decision-making on the part of NWBA committees and the board, and for accurate record keeping.
- II.A.3.134.** Copies of paperwork shall be submitted with funds when turned over to Treasurer
- II.A.3.135.** All conference attendees, whether Members, Guests, Demonstrators, or Visitors, shall have a badge.
- II.A.3.137.** Main Demonstrators shall not be charged conference fees; Hands-On Demonstrators shall pay the regular fees. Spouses of Main Demonstrators, and their Family Members shall not pay registration Fees.
- II.A.3.138.** Student Guest Program attendees, including their Teacher(s)/Instructor(s), as introduced by their NWBA Host, shall fill out Registration Forms, and shall receive and wear badges, but shall not be charged any fees.
- II.A.3.139.** Minor children of Attendees shall receive a badge, but no fees shall be assessed if under the age of 10.
- II.A.3.140.** Minor children shall be under the supervision of an appropriate adult at all times during the conference.

II.A.4. Donations Committee:

Personnel: Treasurer, chair, volunteers.

Activities: To process donations of tangible assets, including but not limited to, tools and equipment, artifacts, and items of historic interest to the NWBA.

Procedures: Tangible assets are occasionally offered to the NWBA as donations. Some offered items are a good fit for the NWBA, while others, good intentions notwithstanding, may not make as much sense to the NWBA as they do to the donor. The Donations Sub-Committee has the responsibility for evaluating the intended donation, to determine whether the item has an immediate use within our current programs, or whether it should more appropriately be sold at the next NWBA auction, and the proceeds used to further the intended program.

Donations may be offered by grieving persons, of course, and sensitivity and diplomacy need to be exercised in the process.

The contact person is the NWBA Treasurer, who chairs the sub-committee. The Sub-Committee advises the Board of offered, impending and completed donations.

Policies:

II.A.4.151. The Donations Sub-Committee shall evaluate all intended donations for their suitability for current needs or programs of the NWBA.

II.A.4.152. All donations shall be acknowledged in the *Hot Iron News*, with deference given to anonymity whenever requested.

II.A.4.153 All donations are now tax deductible and the following form shall be given to donors.

II.A.5. Insurance Committee.

Personnel: chair; volunteers.

Activities: Oversight of NWBA insurances.

Procedures: This committee periodically reviews Association's insurance needs and acts accordingly. Currently, we have a Liability policy for ongoing operations. Directors & Officers Liability coverage is a separate policy. We now have Liability, Comprehensive, and Contents Insurance for the Trailers & their contents. Policies are renewed annually, currently in October.

A member of the Insurance Sub-Committee is responsible for obtaining coverage for each specific conference, as each facility requires that they be placed on our policy as an "Additional Insured".

The Treasurer works with the Events & Programs Committee to determine who will tow the NWBA Trailers to and from events, and solicit driver and towing vehicle information for submission to the insurance carrier (via the agent). The Insurance chair maintains a list of Driver & Vehicle Information.

Policies:

II.A.5.161. The NWBA shall maintain:

- a. Liability Insurance for its Directors & Officers.
- b. General Liability coverage for ongoing operations.
- c. Coverage for any & all NWBA Trailers & their contents.

II.A.5.162. Drivers towing NWBA Trailers to or from conferences shall provide their driver and vehicle information a minimum of 2 weeks in advance of the event, as required by the Insurance carrier.

[March, 2008]

II.A.6. Website Finances

Personnel: Treasurer.

Activities: Handling of transactions via the website.

Funds are received into a Paypal account, and are transferred into the checking account each month. The Treasurer is notified when a transfer has been initiated, and a statement of that month's transactions, in a pdf format, is subsequently sent to the Treasurer.

Transactions on the website fall into the following categories:

- Memberships, both new and renewals,
- Pre-Registrations for conferences.

Memberships: New Members and Renewals A receipt for each membership transaction is received from PayPal, and the person's contact information is forwarded to the Secretary. One receipt is printed for the Treasurer records; the information is then forwarded to the Secretary for processing.

Pre-Registrations: Receipts for Pre-Registrations will include the following information:

- Name and contact information of registrant,
- Name(s) and numbers of family members and/or guests,
- Registration Number

- Choice of full conference or 1-day-only,
- Dinner Tickets if applicable.

Receipts will be printed out and placed in a binder. Pre-assembled badges will be affixed with clear labels of each person's name and hometown and registration number. Each preregistered member will have a packet ready and waiting at the Registration Desk. Leftover badges go to the conference to be used in the regular registration process.

III.B. Member Services Committee.

Personnel: Chair: and members of following committees

Activities: Oversees programs targeted towards NWBA members and prospective members, administers member benefits and services.

The Member Services Chair oversees all the sub-committees charged with providing NWBA members with access to benefits reserved for our members and prospective members. Some of these benefits are also available to non-members at specific times

III.B.1.1. The NWBA Roster shall be made available to all members in good standing; however, the Roster shall not be used as a sales tool, nor shall it be given nor rented to a non-member or outside organization without the express approval of the NWBA board.

III.B.1. Archives Committee

Personnel: Chair and volunteers

Activities: Catalog, document, store, transport and display portions of, the NWBA ironwork archives.

Budget: request submitted annually

Procedures: The Archives Sub-Committee is responsible for the acquisition, storage, transportation, maintenance, display, and general safeguarding of the NWBA Archives. The Sub-Committee makes the Archives, or portions of it, available for

study to the widest possible audience, through displays at conferences and other board-sanctioned functions which serve the educational mission of the NWBA.

The NWBA Archives consists principally of items representative of techniques demonstrated at our various conferences and workshops, and intends to consist of pieces made at NWBA conferences. The Archives also contains items that illustrate the history and development of the NWBA.

New items for the Archives are acquired at every NWBA Conference; but also may be acquired by donation, or, with board approval, by purchase. At conferences, the sub-committee works in concert with the Auction Sub-Committee to determine which demonstrator item or items will be archived and which will be auctioned. As a courtesy, the demonstrator is consulted for his or her preferences, and has the right of refusal for any which might be a source of embarrassment.

The “chain of command” for Conference acquisitions is: *Events*

& Programs Committee Chair > Auction Sub-Committee > Archive Sub-Committee.

Items produced at most “Hands-On” Workshops are not eligible for the Archives. The Archives Sub-Committee submits an annual budget to the board for ongoing operations.

Items acquired for the Archives are catalogued, numbered, and photographed for inclusion in the Archive Database. A comprehensive set of information is collected for each item.

The Archive Sub-Committee arranges for permanent, secure storage, and arranges for a subset of the Archives to be displayed at the NWBA conference. Transportation, unpacking, setting up, tearing down, repacking, and transportation back to storage all are the responsibilities of the Archives Sub-Committee.

Policies:

III.B.1.211. The Archives Sub-Committee shall catalog, document and safely store the NWBA ironwork archives.

III.B.1.212. The Archives Sub-Committee shall choose a subset of articles from the archives to display at each NWBA conference, and other events as approved by the NWBA board.

III.B.1.213. The Archives Sub-Committee shall coordinate with the Auction Sub-Committee in acquiring demonstrator items at NWBA Conferences.

III.B.1.214. The Archives Sub-Committee shall submit an annual budget for operations to the NWBA board.

III.B.1.215. The Archives Sub-Committee shall arrange for secure, permanent storage for the NWBA Archives.

III.B.2. Grants Education & Workshop Committee.

Personnel: Chair and volunteers

Activities: Administer the Al Bart Educational Grant Program

Procedures:

Overview

The purpose of the Al Bart Grant Program is to provide financial support to NWBA members of all skill levels who would like to develop their blacksmithing skills and share what they have learned with the NWBA membership and the public.

Guidelines and Goals:

The clear objective is to fund a minimum of \$1500 in grants in any calendar year, and more, if appropriate.

To promote the Al Bart Grant Program, the Education Chair responsibilities:

1. Insure an announcement in the *Hot Iron News*
2. Promote the program at conferences
3. Keep the NWBA board apprised of the mechanics of the program.

Criteria for Selection:

1. Applicants should show strong desire to increase their skill level and share what they have learned with others.
2. There is a limit of one (1) grant per applicant, per year.

Amount and types of grants:

1. Maximum of \$300 per class or workshop.
2. Grants are not awarded for conference attendance.

3. Grants are not awarded for product development.

Grant Recipient Obligations:

Recipients are required to share the results of their learning in the form of one or more of the following:

1. Article in the *Hot Iron News*
2. Demonstration at an NWBA conference
3. Teaching a Hands-On Class

Application Deadlines and Notifications:

1. Applicants should submit their applications at least 30 days prior to the class or workshop.
2. Earlier applications will have a better chance of acceptance over later applications.
3. Committee will report back to applicants in a timely manner.
4. Disbursements of funds will be made to the applicant.

Conflicts of interest: (should be reviewed 7/14)

1. If a Grants Committee member is teaching a class for which an applicant has applied, the committee member will recuse himself from the decision making process for that applicant.
2. No Grants Committee member may be awarded an AI Bart Grant.
3. No NWBA Board member may be awarded an AL Bart Grant.

Summary:

The goal of the Grants Committee is to promote the dissemination of blacksmithing knowledge throughout the NWBA and beyond. It is the responsibility of the Grants Committee to:

1. Evaluate grant opportunities, and award grants appropriately,
2. Notify the applicants of their approval status in a timely manner,
3. Notify the NWBA Treasurer when funds are to be disbursed,
4. Follow up with the applicant to ensure that recipient obligations are completed,

5. Make report to the NWBA Board regarding current program status. Committee uses a standard worksheet for all applicants, and keeps a file copy of same.

Policies:

III.B.2.221. Any person, whether an NWBA member in good standing or not, shall be eligible for an AL Bart Grant, except:

- a. Officers & Directors of the NWBA, and
- b. Members of the Grants Sub-Committee.

III.B.2.222. The limit on an individual grant shall be \$300.

III.B.2.223. A grant recipient shall be expected to pass on the knowledge gained via submitting an article to the Hot Iron news or by teaching a Hands-On Workshop at a subsequent NWBA conference.

III.B.2.224. A grant recipient shall only be entitled to one grant per year.

III.B.2.225. The treasurer shall make the grant funds payable to the applicant.

III.B.2.226. The Sub-Committee chair shall forward a report of the grant recipients to the treasurer at the end of the year, as well as make a report to the board.

III.B.2.227. Information about the Al Bart Grant Program shall be published regularly in the *Hot Iron News*. Twice a year is suggested as appropriate.

III.B.2.228. A member of the Grants Sub-Committee shall recuse himself or herself from deliberations regarding any grant candidates who might use grant funding to attend a workshop, or like event, held by the Sub-Committee member, or in which the member has a financial interest.

III.B.3. Library Committee

Personnel: Chair and volunteers

Activities: Maintain NWBA Library of books and tapes; display same at NWBA conferences; facilitate lending and return of same via USPS.

Budget: Request submitted annually

Procedures: The position of NWBA Librarian is a volunteer position, approved by the NWBA Board of Directors. There is no set length of service for the position. The Board may direct that the Library be surrendered and the position vacated without resort to litigation.

The duties of the NWBA Librarian are:

- Keep and maintain the existing library materials for the use of the membership.
- Increase the material contained in the Library by purchase, donation, or creation (Ex.: videotapes of demonstrations).
- Ensure that the library materials are available to the membership at all times, and stored in the Mentoring Center.
- Store, maintain and transport the Library's audio-visual equipment to the NWBA venues as needed.
- Submit all purchases of books, tapes and DVD's to the NWBA treasurer for reimbursement.
- Submit a written report of the Library's condition for each Board Meeting.

Maintaining Library Materials: most maintenance issues involve wear and tear from mishandling and/or soiling. Borrowers are encouraged to keep the materials away from food and shop pollution, and to wash their hands before handling materials, whether books, pamphlets, tapes, or DVD's. The Librarian performs repairs with acid-free tape as necessary, and retires an item to the Library Archives when no longer suitable for lending. A replacement is then sought. Video tapes and DVD's are inspected for scratches and fingerprints. Tapes are requested returned as rewound.

Increase: Donations to the NWBA Library are encouraged, both from members and commercial vendors. Any and all donations should be acknowledged in the *Hot Iron News*.

Library Availability: As of 2014, the NWBA Library is to be permanently stored in the Mentoring Center and available at our monthly meetings.

Materials are available at all times, unless already on loan. A list of materials available is posted on the blacksmith.org website. Materials can be ordered by mail, email, or phone, from the Librarian.

Audio-visual Equipment: the Librarian stores, maintains and transports the NWBA TV/VCR/DVD player to and from all NWBA venues. At this time the Library is working to transfer all VCR tapes to DVD. Members are discouraged from handling or tampering with the equipment. In addition to Library tapes and DVD's, members' own media may be displayed for the membership during conferences.

Library Reports: the Librarian makes a report on the Library Petty Cash Fund, and on the library materials, including any new materials recently purchased, at each Board Meeting. Report is forwarded to Education Committee Chair in advance of meeting.

Policies:

III.B.3.251. Library shall display materials at all NWBA conferences.

III.B.3.252. Librarian shall maintain a rate schedule for materials sent through the mail, and checked out at conferences, subject to periodic review.

III.B.3.253. Librarian shall have an annual budget for acquiring new material, and shall be responsible for selecting same.

III.B.3.254. Any NWBA member in good standing shall be eligible to borrow Library material.

III.B.3.255. Borrower shall be responsible for replacing lost or damaged books and/or tapes.

III.B.3.256. Library use by membership is free.

III.B.4. Board Member Training Sub-Committee.

Personnel: Chair and volunteers.

Activities: Furnish information to incumbent and incoming board members regarding their duties, responsibilities, and activities.

Procedures: Sub-Committee is responsible for any and all board training seminars, the distribution of appropriate NWBA Manuals, and any other printed or

electronic information deemed necessary or useful to the NWBA Board's members in the execution of their office.

As the NWBA believes that it is in our best interest to equip its Board Members with appropriate knowledge and skill sets regarding their functioning as our governing body, the Sub-Committee periodically makes available opportunities for NWBA Board Members to attend Board Training Seminars.

Resources: Manuals and other printed material published by the NWBA Manuals Sub-Committee are made available to all NWBA Board members. The Manuals Sub-Committee is a sub-set of the Publications and Communications Committee; see OrgChart, pg. 6.

Policies:

III.B.4.261. Any NWBA Board Member may attend an appropriate Washington State board training seminar, or equivalent function designed to enhance a board member's skill set, which has been approved by the Board, at no cost to the individual.

III.B.4.262. A Board Member attending the Washington State seminar may apply for reimbursement of his or her mileage to and from the seminar.

IV.C. Communications Committee.

Personnel: Chair and volunteers, editor

Activities: Oversee all the printed and electronic

information the NWBA publishes, for members and non-members.

IV.C.1. Advertising

Personnel: Editor & Communications Chair

Activities: Oversee the NWBA advertising for NWBA events and publications.

Procedures: Advertising includes both ads placed by others in the Hot Iron News, and advertising done by the NWBA, in conference advertising, promotions, and in the publications of others.

Policies:

IV.C.1.311. Editor shall oversee advertising for NWBA conferences, working with conference coordinators and printers/publishers.

IV.C.1.312. Paid display advertising shall be allowed in the HIN, up to a maximum of 4 pages, with first consideration given to NWBA members. No member discount shall be given.

IV.C.1.313. Classified ads shall be available to all NWBA members in good standing at no cost.

IV.C.1.314. Classified ads for non-members shall be subject to Rates & Word Limits set by the Editor.

IV.C.1.315. Display Ad Rates shall be according to Rate Cards set by the Editor and subject to review by the Board.

IV.C.1.316. All paid advertising shall be paid to the NWBA in advance of publication.

IV.C.1.317. Classified Ads shall expire after four insertions, but may be re-instated by re-submission.

IV.C.2. Manuals Committee.

Personnel: Chair & Volunteers

Activities: Oversee the development and publication of the various NWBA manuals and subsequent revisions.

Procedures: Manuals Sub-Committee compiles, revises and maintains all published NWBA support documents.

The NWBA Articles of Incorporation and the NWBA By-Laws are both considered to be “Perfected Documents”; i.e., they can only be revised by

precise and specified procedures, which include ratification by the general membership.

In contrast, the various manuals used by the NWBA board, its committees and sub-committees, for guidance in the pursuit of their everyday tasks, are all “Working Documents”, and as such, are always undergoing review and revision.

Manuals Sub-Committee captures and compiles Policy statements from Board Resolutions and Motions passed at Board Meetings. Sub-Committee also authors policies and procedures within guidelines set by Board and Board Members, for review by Board, incorporating into Policies & Procedures Manual upon approval.

Manuals Sub-Committee authors, or compiles, manuals for specific activities on request from Committee or Sub-Committee Chair, or NWBA Board.

Policies:

IV.C.2.321. All NWBA Board members is expected to download and read these NWBA publications:

- a. NWBA By-Laws
- b. Policies & Procedures Manual

IV.C.3. *Hot Iron News* & Website Committee

Personnel: Chair is the Editor & Volunteers

Activities: Oversee the publication and distribution of the *Hot Iron News*. Provide additional reporting and photographic services.

The Office of Editor:

The Office of Editor is unique within the Association, in that while there is a stipend paid for Editorial Services rendered, much of what the Editor does is on an unpaid, volunteer basis. The reporting, the photography, the attendance of regular and extra events, the conversations leading to the appearance of publishable material on the Editor's desk; most of this time spent is as an unpaid volunteer.

What the Association pays the editor for is the professional assembly, editing, publishing, printing and mailing of our quarterly newsletter, the *Hot Iron News* and the maintaining and updating on the organization's website www.blacksmith.org

This is important to remember when reviewing the annual contract, as **the contract is for the paid services the Editor renders**, although it does imply and acknowledge the inclusion of the volunteer aspects of the position.

NWBA Editor's Job Description.

Procedures:

The *Hot Iron News* is the quarterly newsletter of the Northwest Blacksmith Association, and is mailed to all members in good standing. Complimentary copies are exchanged with other blacksmithing associations, affiliates and friends of the organization as determined and approved by the Board. Assembly of each issue combines information which appears in each edition and only changes when new officers are elected, with other articles and information which is not repetitive, but is unique to the issue at hand.

Regularly Scheduled Information:

1. Each issue includes a page of the Association's vital statistics. This includes, but is not limited to:
 - A list of Officers and Directors
 - Committee Chairpersons
 - Sub-Committees
 - Contact Information • Dues Information
 - Declaration of Publication & Disclaimer • Statement of Logo Ownership
2. The President's Message
3. Comment from the members
4. A membership Application
5. The website address

6. A section of Classified Ads; Classified ads are included at no charge to NWBA members in good standing, while the Editor maintains a rate schedule for non members.
7. A notice of the date and time for the next Board Meeting and the next General Membership Meeting.
8. Announcements as available; announcements, usually of other organizations' upcoming events or those of a school, class, or workshop, are generally self-limiting. The Editor has discretion in placing on-going announcements, in consultation with the P & C Committee.
9. The back cover always displays the Mailing Permit and Return Address in a format approved by US Postal regulations.

Regularly scheduled material NOT appearing every issue:

Of the four quarterly issues, those published before a conference will contain the information most useful to the membership in preparation for the conferences, and the issue after a conference will report on the events of the conference.

For the issues preceding a conference, desired information includes:

- Conference Schedule
- Map and/or Directions
- Lodging (including Camping) information
- Bios on the Main Demonstrators

- Hands-On Class Schedule and Instructors, subjects, etc.
- A photo section of Auction Items from the last conference (credits are important).

- Board Meeting announcement (required by our By-Laws)
- General Membership Meeting announcement

- Conference Fees & Registration times

For the issues following a conference, desired information includes:

- A summary of the conference events

- Notes on Board actions (usually in President's message)

- A photo section of Gallery Items (credits are important); use larger images, without distortion.
- Drawings of the techniques demonstrated, with notes and explanations by the artist (especially desirable)
- A summary of the Hands-On Workshops and the instructors

- Any special demonstrations or exhibits

For any issue, there are some expected contributions; these include:

- Promotional articles on the AI Bart Grant Program. Usually written by the Chairperson of the Grants Sub-Committee, and expected to be submitted twice a year.
- Articles written by AI Bart Grant recipients, passing on the information learned that the Grant allowed them to pursue. (Not all AI Bart Grant recipients will write articles, as it is also acceptable for a recipient to teach a Hands-On session, or to give a demonstration, on the same subject.)
- A Financial Statement of the Association; the first issue of each year will have a year-end Financial Report which is more detailed, whereas the others will be more of a summary report. The issues immediately following conferences should include a financial recap of the conference.
- Shop Tips and Helpful Hints are especially sought after.
- The Editor attends all NWBA Conferences & Board Meetings, conversing with members, gathering images of the event and its component parts, following intriguing subject matter whenever and wherever found. Members are encouraged to write articles, submit Hot Tips, forward announcements, and pass along any material of interest to the Association and its members. Additional material may present itself if and when the Editor takes the opportunity to visit someone's forge or shop.

Occasionally, an obituary or memorial article is submitted. The *Hot Iron News* welcomes all material about blacksmithing, the Association, and its members. As many are modest about their accomplishments, we all too often, regrettably, only hear of someone's accomplishments posthumously. This is yet another reason to pursue every opportunity for publishable material.

Deadlines for each issue are published in the *Hot Iron News*. They are designed to allow about a month from deadline to mailing of the issue. A current member roster should be requested from the Secretary the same day the job is delivered to the press.

Delivery time to domestic addresses is usually 2 to 4 days for most. Foreign mailings are handled by the Secretary.

The Board reviews the Contract of the NWBA Editor annually, making recommendations or revisions. An example of the Editor's Contract Form is shown following this section. The Editor's Contract contains escape clauses for both parties.

For the website, the Editor will maintain the appearance and viability of the website performing updates and maintenance as required. The Editor will send monthly email newsletters to the membership. As the website continues to grow, the cross over between print and digital should become more seamless.

Policies:

IV.C.3.331. Annual Subscription to the *Hot Iron News* shall be by membership only; membership dues rates shall be established by the NWBA Board, and shall be subject to periodic review.

IV.C.3.332. Anyone who joins the NWBA during the year shall be entitled to all the issues of the *Hot Iron News* for that year, as NWBA memberships are on a calendar year basis. Persons with a quarter-year membership shall be entitled to the issue current in the quarter paid for.

IV.C.3.333. Each NWBA member shall be responsible for renewing his or her membership in a timely manner, published and/or mailed reminders notwithstanding.

IV.C.3.334. Dues are due annually.

IV.C.3.335. Any member who shall allow their membership to lapse shall **NOT** be entitled to receive the missed issues of the *Hot Iron News* without extra cost.

IV.C.3.336. Complimentary copies of the *Hot Iron News* shall be distributed by board members as they deem appropriate.

IV.C.3.337. One complimentary issue may be mailed free of charge to a person interested in becoming an NWBA member.

IV.C.3.338. The Editor shall have right of decision regarding use of color for an issue of the *Hot Iron News*. Budget increase for color is \$200 per issue as of 2012. Cost is borne by the advertiser, without markup.

IV.C.3.339. The Editor shall be a complimentary NWBA member, as his job includes both paid and unpaid aspects of producing the *Hot Iron News*.

IV.C.3.340. The Editor's Contract shall be reviewed annually at the third quarter board of directors' meeting, or in time for the renewal to be effected before the beginning of the next calendar year.

NorthWest Blacksmith Association Print and Web Media Editor

This agreement is between _____ and the Northwest Blacksmith Association (NWBA) and concerns the position of Editor of the NWBA's publication the ***Hot Iron News*** (HIN), and the NWBA website, www.blacksmith.org (website).

Hot Iron News Delivery

The editor shall deliver 1 HIN issue 30 days prior to the spring conference and 1 HIN issue 30 days prior to the fall conference to promote the conferences, and will deliver 2 issues in between this schedule with past conference coverage. Thereby delivering 4 quarterly issues.

The editor shall publish a color version of the HIN to the website, for viewing by current membership only, concurrently with sending it to the printer. The HIN will become available for public or non-member viewing after a 365 day period.

TASKS

The editor's responsibilities for publication of the Hot Iron News and website content includes:

PRINT HOT IRON NEWS:

- Gathering content in the form of articles, images, advertisements and all other appropriate materials.
- Assembling and editing this content in an appropriate and professional manner,
- submitting pre-press proof copies to the Communications Committee Chairperson for review prior to publishing,
- Getting printing bids from print shops, selecting the print shop to work with, and negotiating the final print and mailing agreement.
- Making the publication ready for printing, and transferring it to the printer by the best method available,
- Delivering the HIN to our current membership and affiliates as well as complimentary copies based off the most current NWBA roster. The editor is required to produce a minimum of 110% of the current member roster and the organization will compensate the editor at cost for any needs exceeding that percentage, such as for outreach copies.
- Delivery shall be timely; 2 issues each 30 days before a conference (Spring and Fall), and the conference follow up issues within 2 months after the respective conference.

WEBSITE:

- Website Content: the editor shall be responsible for gathering and publishing content for the NWBA website in addition to the content that will be published in the HIN. It will be the discretion of the editor as to where content is published, whether that be electronic or in hard print.
- Website functionality: the editor shall be responsible for the functioning of the website features, including the forum, article publishing, membership status, and gallery.
- The editor is NOT responsible for monitoring the forum contents and conversations.

Additionally, The editor is expected to attend all Board Meetings and Conferences.

OWNERSHIP OF CONTENT

NWBA owns all rights to content and all material developed by the Editor while serving the NWBA under this contract.

PAYMENT

The agreed upon editorial annual compensation for production and distribution plus editor fees exclusive of postage to be paid by the organization will be \$16000.00 and the organization will distribute the payment on a quarterly basis in conjunction with the quarterly issue of the HIN.

This results in a payment of \$4000.00 per HIN issue.

The quarterly payment will be subject to a 1% per day penalty for a missed mailing date deadline, up to to a maximum of 25%, except for a certified medical or family emergency.

Terms

The term of this agreement is valid for 4 issues and will be reviewed on an annual basis.

The NWBA reserves the right to terminate this agreement, in writing, within 30 days from the last issue's mailing.

The editor reserves the right to terminate this agreement, in writing, by giving 90 days notice.

The editor reserves the right to terminate this agreement with no notice in the case of medical emergency or other incapacitation, and the NWBA agrees to hold the editor harmless in such a situation.

The NWBA agrees to hold the editor harmless for good faith efforts in editing and publishing the Hot Iron News.

editor,

NWBA official representative

Date

Date

V.D. Events & Programs Committee

Personnel: Chair, and committee members

Activities: Oversee all NWBA sanctioned events and programs.

Procedures: The Events & Programs Committee has oversight responsibilities for all NWBA Conferences, as well as any NWBA sanctioned workshops. and running the Mentoring Center.

Specifically, the Events Chair is THE Coordinator of the yearly conference. In the NWBA Conference Manual, there is mention made of timelines and checklists; these are of utmost importance for the Events Chair, as the adherence to them is ultimately his responsibility, should they fall behind schedule.

As the three main schedule checkpoints are:

- a. Site and dates set one year in advance;
- b. Budget submitted for approval 9 months in advance;
- c. Schedule of events submitted to Communications Chair 6 months in advance,

these are the items that the Events Chair must be prepared to speak to at the corresponding board meetings. Keeping his hand on the pulse of progress will help in keeping the process on time, and on budget.

The Events and Programs Committee is responsible for scheduling demonstrators in the Mentoring Center. It is also responsible for running the Mentoring Center in all aspects.

V.D.1. Audio & Visual Committee

Personnel: Volunteer

Activities: Provide, maintain and operate sound systems, and coordinate with slide and video shows, at all NWBA sanctioned events.

Procedures: The NWBA has three complete sound systems, and any can use wireless microphone modules. Slide projectors are also available for Friday evening presentations.

The Sound Man sets up all systems. Sound is provided in all demonstration areas and in the area used for the business meeting and auction. Upon occasion, sound is provided for the Board Meeting as well.

Sound systems are set up and tested before the start of the event. All connections are made before powering up the amplifier/mixer. Speakers should be set forward of the microphone area, and on both sides, to avoid feedback. Cables should be run overhead or otherwise out of foot traffic areas; secure with tape as necessary.

Unauthorized personnel should not tamper with the sound system; call the Sound man for all adjustments and modifications.

As people are expecting to be able to hear what they have paid for, all demonstrators are to wear a wireless microphone. Two wireless microphones can be used with one sound system if necessary.

Policies:

V.D.1.411. Authorized personnel only shall set up, test, adjust, and/or operate the NWBA sound systems.

V.D.1.412. All demonstrators and Hands-On Demonstrators shall use wireless microphones.

V.D.2. Conference Coordination.

Personnel: 3 per conference - one for demos, one for hands on, one for ????????safety and security.

Activities: Plan for, execute, clean up after, and document each NWBA conference.

Procedures: The procedures for conference coordination are the subject of the NWBA Conference Manual, and in that format, they occupy many pages of text. It is not our intention to repeat those pages of text here; however, after this introduction, we will insert the Table of Contents, representing the subjects covered in the text, plus a listing of the standardized forms we currently use.

All board members should become familiar with the NWBA Conference Manual; reference copies are available upon request from the Manuals Sub-Committee. A Reference Copy Of the

Conference Manual is available in the NWBA Library, and is also published on blacksmith.org., in the Members Section, under Manuals.

Reference Copies of the NWBA Conference Manual are NOT to be used for coordinating a conference, as they do not have sufficient numbers of key documents for all the required tasks. An example would be Demonstrators' Contract forms: the reference manual has but one copy; two demonstrators require four copies at minimum, more if first choices don't pan out and additional people have to be contacted and negotiated with.

	Northwest Blacksmith Association	
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	Conference Coordinators' Manual	
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Timeline & Checklist – 3 pages

Forms:

- **Budget Forms – 6 ea.**
- **Contact List, NWBA, 2006 – 2 ea.**
- **Contact List, Blank Forms – 4 ea.**
- **Demonstrators Contract Forms – 6 ea.**
- **Hands-On Instructors Contract Forms – 10 ea.**
- **Vendors Contract Forms – 12 ea.**
- **Receipt Reimbursement Forms – 8 ea.**

Policies Relating to NWBA Conferences & their Coordinators – 2 pages

Blank pages for Notes – 50 ea.

Policies:

V.D.2.421. Each NWBA conference shall be planned and executed by at least two NWBA members.

V.D.2.422. Conference Coordination shall be accountable directly to the Board.

V.D.2.423. One or more of the Conference Coordinators shall be an NWBA Director, and all Conference Coordinators shall commit to attending all board meetings between their confirmation and the execution of the conference.

V.D.2.424. Conference Coordinators for a specific conference shall decide who will be the lead coordinator; each shall receive a copy of the NWBA Conference Manual

V.D.2.425. The NWBA Conference Manual shall be used to plan, execute, and document the conference.

V.D.2.427. Conference Coordinators shall adhere to the following schedule:

- Site & Dates locked in 1 year in advance.
- Budget submitted no later than 9 months before conference.
- Demonstrators' & Schedule of Events info. submitted to Editor 6 months in advance.

V.D.2.428. Contracts shall be executed for Site Rental, all Demonstrators & Hands-On Instructors, and for Catering.

V.D.2.429. No more than one out-of-region demonstrator shall be engaged for any conference.

V.D.2.430. An International Demonstrator shall be engaged only when he or she can also be scheduled to assist with another organization's event(s), so that travel costs may be split amongst two or more groups.

V.D.2.432. Conference information shall be submitted for publication in the Hot Iron News, and on the NWBA website, or for promotional fliers, to the Editor in a timely manner.

V.D.2.433. Vendors selling and/or demonstrating products or services at the conferences shall be or become NWBA members and pay conference fees to attend.

V.D.2.434. Vendors shall not be charged a space fee.

V.D.2.435. Vendors **demonstrating the use of equipment or machinery** shall furnish, in advance, a Certificate of Liability Insurance.

V.D.2.436. Coordinators shall record all expenditures on the Reimbursement List forms provided, and submit them to the Treasurer for payment.

V.D.2.437. All expenditures shall be documented by a vendor's invoice or receipt, and no reimbursement shall occur without proper receipt.

V.D.2.438. Coordinators shall strive to document all negotiations, contacts, challenges and solutions, for the benefit of the NWBA.

V.D.2.439. Coordinators shall **invite** all personnel who are to participate in the execution of his or her conference, to do so, especially the persons who "always" do certain tasks.

V.D.2.440. Coordinators are responsible for issuing Thank-Yous to all personnel promptly following the conference.

V.D.3. Safety Committee.

Personnel: Chair & volunteers

Activities: Oversee safety issues at conferences, including but not limited to, certifying operators of power equipment, maintaining first-aid kits, and overseeing use of propane equipment.

Procedures:

Authorized Personnel: Certified Operators are preferred for rental forklifts; no one without prior experience should be allowed to operate a fork lift. Power Hammers and generators also require experienced or designated operators. Members of the Equipment & Safety Sub-Committee have primary responsibility for monitoring safety issues during a conference; however, all board members share in this responsibility.

Safety Gear: Sub-Committee ensures that there is an adequate supply of safety glasses and earplugs on hand at each conference.

Check First Aid Kits before and after a conference, and replenish any missing supplies at the first opportunity.

Use only **inelastic** means to secure Propane Tanks, i.e., Straps and Ratchets, Rope, and Chains are acceptable, but NOT Rubber Straps and NOT Bungee Cords. This is not only an insurance issue, but also a Fire Marshall issue, and one that potentially can shut down a conference without warning or notice.

Signage: Post appropriate (Danger/Warning/Caution/Notice) Safety Signage at all demonstration and work areas.

Policies:

V.D.3.451. Safety chair shall be responsible for ensuring that power equipment, including but not limited to, fork lifts, generators, and power hammers, are operated only by experienced personnel.

V.D.3.452. Safety chair shall maintain NWBA First Aid kits, in main demonstrator area(s), and in Hands-On workshop area.

V.D.3.453. Propane tanks shall only be transported in an upright position, in an open truck, and shall be secured at all times.

V.D.3.454. Propane tanks shall be secured to an adjacent post, wall or equivalent support when on conference grounds, whether in use or not.

V.D.3.455. Propane tanks and valves in Mentoring Center shall be turned off when not in use.

V.D.3.456. The NWBA shall require all persons to wear safety glasses when in demonstration or work areas, and shall make them available at no cost at all conferences. Earplugs shall also be provided.

V.D.4.457. Safety Committee shall post signs regarding the requirements for safety glasses and ear plugs at the entrances to all demonstration and work areas.

V.D.5. Mentoring Center

Personnel: NWBA Board, volunteers

Activities: Running the Mentoring Center in Longview Washington at the Cowlitz County Expo Center. This includes scheduling demonstrators, solicitation and scheduling of volunteers, as well as organizing hammer-ins and workshops held there.

Policies:

V.D.4.477. Demonstrators for Mentoring Center events should be solicited and scheduled a few months in advance of each event.

V.D.4.478. Volunteers for Mentoring Center Registrar and Steward (opening, running, and closing) should be solicited and scheduled a few weeks in advance of each event. Back-up volunteers should also be scheduled.

V.D.4.478. The Mentoring Center Registrars shall be responsible for handling the incoming funds and accompanying paperwork at the NWBA Mentoring center events, including but not limited to, registration and merchandise sales. Mentoring Center Registrars shall be responsible for the funds until turned over to the treasurer. Membership Renewals and New Memberships shall be recorded and reported to the Secretary.

V.D.6. Event Administration

Personnel: NWBA Board

Activities: This is a catch-all for the myriad of details that need to be sorted out at any given conference, workshop or Mentoring Center event, specifically in regards to the areas beyond where the demonstrators work, i.e., where Registration, Sales, Gallery, Auction, Archives, HIN back issues, Library, Saturday dinner, refreshments, etc., etc. All Board Members are expected to jump in and help out to insure our members have a great NWBA experience.

Overview:

While the Conference Coordinators will typically take care of where the Demonstrators, Hands-On, Tailgate Sales, Black Smoke Alley, and most all other events, Conference Administration is “the rest of the story.”

In an ideal world, there is never any conflict or question, about where the Gallery is situated, or where the Library should go. At most conferences, questions do arise, and it’s usually the Head Registrar who has to decide what goes where. Registration takes first priority for placement, of course, because we need to get people registered before they wander off.

Registration is situated right inside the door, with Sales next in line, so the personnel can cover for each other when necessary. Registration and Sales are typically against a wall.

Auction receiving in the middle of the floor, so people can view the items from both sides.

The Library is happy in a quiet corner, with Gallery and Archives nearby.

The Auction now accommodates Early Checkout, so a floor plan will need to be worked out to accomplish that. The goal is to enable Early Checkout without distracting the crowd from the ongoing Auction.

In regards to the Mentoring Center and workshops or other NWBA events, the Board should be able to be counted on to back up and support the event.

VI.E.1. Nominations & Elections Committee,

Personnel: Three or more, appointed by President

Activities: Gather nominations for election to NWBA board of Directors, administer elections process.

See NWBA By-Laws

Important Notes: Discrepancies between certain aspects of the process as prescribed in the NWBA By-Laws, and the procedures as previously written, were brought to light during the 2009 Election. In order to document the changes made during this Election, and a few additional changes that seem logical and fair to assume we will implement in the next Election, we will use certain notations in the text following:

When a word is replaced or a phrase is changed, the original word or phrase will be placed in {these brackets}. The new word or phrase, in **Bold**, will then be followed by the date of the effective change in [these brackets].

The first example of this is in the first paragraph below, where you will see: ...”{Secretary} Board [2009]”...

Please read on, keeping in mind the Board has yet to take formal action on the Nominations/Elections process for the future. While the final form will undoubtedly look somewhat different, the following is presented for reference:
(notes written Feb. 5, 2010)

Procedures: The elections process has three distinct parts, the first of which is gathering nominations. This is spelled out in some detail in the NWBA By-Laws.

A Nominating Committee, answering directly to the {Secretary} Board [2009], consisting of a chair and at least two additional persons, are all appointed by the President.

Committee members canvass the membership, before and during the fall conference, and present their candidates at that conference’s general meeting, when the nominating period is opened.

The nominating period is then kept open for the next 30 days, when it is closed by the {Secretary} Committee Chair [2009].

{Beginning the second stage, a person in charge of the balloting process takes over.} The {person in charge} Committee Chair then [2009] makes sure that all the candidates are still willing to run for election, that everyone receives information on the duties of an NWBA Director, and that all the candidates submit a candidate’s statement and photo for publication in the fourth quarter issue of the *Hot Iron News*.

The {person in charge} Committee Chair [2010] also prepares a compilation of the candidates' statements, to accompany the ballots, which are then mailed to all NWBA members.

Everyone also receives a return envelope addressed to the {ballot Counter} Committee Chair, or the designated Election Ballot Mailing Address. [2010].

Ballots and the accompanying candidates' statements are mailed soon after the end of the nominating period, so that the ballots can be returned before the end of the year.

The third stage is receiving and counting the ballots. After the ballots have been received by the Committee Chair, and the cutoff date has been reached, {The Secretary and one additional person} the Nominations/Elections Committee Chair and one or two additional committee members or designees [2009] count the ballots {, if the Secretary is not currently running for office. If the Secretary is running for election, the Nominating Committee does the ballot counting.} [2009]

The ballot counts are then forwarded to the President, who in turn informs the candidates of the names of the winners. The ballot count for each candidate is also noted, so that any subsequent vacancies may be filled by appointment from the other candidates, in order of highest number of ballots received. Ties are resolved by a coin toss.

Materials Needed:

- **Member Mailing Labels, requested from Secretary.**
- **One Blank NWBA Envelope for each member**
- **One Return Envelope for each member.**
- **Mailing label for each Return Envelope, addressed to Nomination/Elections Committee Chair, or the designated mailing address for the Election Ballots. [2010]**
- **Stamps: Count US and Foreign labels and purchase accordingly.**
- **White paper for Candidates' Statements; Colored paper for Ballots.**

Practical Instructions for Mailing Ballots, etc:

- **Run Ballot on colored paper.**
- **Run Candidates' Statements on white paper, 2-sided.**
- **Run Ballot-Counter's address labels, with proper name and address, and place on Return Envelopes.**
- **Place Members' labels on NWBA Envelopes.**
- **Stuff NWBA envelopes with 1 Ballot, 1 Candidates' Statement sheet, and 1 Return Envelope each.**
- **Affix proper postage to each envelope, keeping Canadian & Foreign separate from US.**
- **Place in Mail.**

- **Pick up any remaining supplies, (and pay Mailing Service, if used).**
- **Committee Chair submits proper receipts to Treasurer for reimbursement. [2010]**

Policies:

III.B.2.488. No person serving on the Nominating Committee shall be, or become, a candidate for election.