



# **Tellico Village Woodworkers Club Resource Book**

[www.tvwoodworkers.com](http://www.tvwoodworkers.com)



# 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
- Where to buy lumber
- 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](http://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

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### **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 of 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”.

### **Elected Club Officer Duties:**

- The President shall preside at all board and General meetings; have the authority to sign checks: and oversee the appointment of the nominating committee by the

Board. In coordination with the Vice President, recruits members to fill committee vacancies. Approves board minutes before Secretary sends them to members.

- The Vice-President shall act for the President if absent and assist the President, as necessary, in all Club activities.
- The Secretary shall take and obtain the Board's approval of minutes of all Board meetings, and keep necessary records.
- The Treasurer shall receive and deposit dues and other income, have the authority to sign checks, pay bills, keep the Club's official financial records, establish and maintain necessary reserve accounts, recommend selling prices to the Board for each wood sale, and report on finances to the Board and membership.

## **Appointed 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.
- Examples of Committees include such functions as:
  - Audio/Visual
  - Historian
  - Kiln Management
  - Membership
  - Newsletter
  - Programs

## **Club Officer Election:**

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 May Board meeting. If a vacancy occurs during an officer's term, the Board may elect a replacement.

## **ARTICLE VI - Club Meetings**

General 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**

### **OFFICERS:**

- President Nancy Kessler (865-988-3838)  
[smallpaws2008@gmail.com](mailto:smallpaws2008@gmail.com)
- Vice President Steve Bolton (404-431-2649)  
[bolt120tv@gmail.com](mailto:bolt120tv@gmail.com)
- VP Wood Operations Vince Evans (845-562-6988)  
[vjmevans@yahoo.com](mailto:vjmevans@yahoo.com)
- Secretary Aaron Cox (865-657-5236)



[acdc1265@frontier.com](mailto:acdc1265@frontier.com)

- Treasurer Jack Ernst (678-794-0644)  
[jckernst@gmail.com](mailto:jckernst@gmail.com)
- Past President Bruce Barbre (865-567-0192)  
[bruceb612@gmail.com](mailto:bruceb612@gmail.com)

## GENERAL COMMITTEES

- Annual Picnic
  - Vince Evans (845-562-6988) [vjmevans@yahoo.com](mailto:vjmevans@yahoo.com)
  - Tom Borloglou (865-657-9197) [borlo@mindspring.com](mailto:borlo@mindspring.com)
- Audio/Visual
  - Ben LaPointe (301-466-8070) [benclapointe@gmail.com](mailto:benclapointe@gmail.com)
  - Susan Korf (925-998-7824) [sakorf@gmail.com](mailto:sakorf@gmail.com)
  - Hugh Moore (865-657-9948) [hkmoore1234@charter.net](mailto:hkmoore1234@charter.net)
  - Karen Randles (859-893-3784) [karen\\_randles1@mymail.eku.edu](mailto:karen_randles1@mymail.eku.edu)
- Historian
  - Ben LaPointe (301-466-8070) [benclapointe@gmail.com](mailto:benclapointe@gmail.com)
- Membership
  - Chris Campbell (458-8087) [chriscampbell4467@gmail.com](mailto:chriscampbell4467@gmail.com)
- Newsletter
  - Glenn Nief 865-850-1667. [glenn@treetobox.com](mailto:glenn@treetobox.com)
  - Photos – Ben LePoint\* Carl Hagen\*\* Tom Borloglou\*\*\*  
\* primary \*\*secondary \*\*\*tertiary backup
- Programs
  - Ned Miller (585-200-2236) [tenned@gmail.com](mailto:tenned@gmail.com)
  - Dennis Smith (865 803 9235) [carvinwood@gmail.com](mailto:carvinwood@gmail.com)
  - Neil Wilson (765-714-0020) [crawil@charter.net](mailto:crawil@charter.net)
- Tool Maintenance
  - Bill Nance (408-309-2942) [williamnance77@gmail.com](mailto:williamnance77@gmail.com)
  - John Johnson (657-5182) [johnsonmj1010@gmail.com](mailto:johnsonmj1010@gmail.com)
- Tool Sales
  - Tom Rigenbach (458-0915) [tommamiere@gmail.com](mailto:tommamiere@gmail.com)

- Aaron Cox (865 657 5236) [acdc1265@frontier.com](mailto:acdc1265@frontier.com)
- Nancy Kessler (865 988 3838) [smallpaws2008@gmail.com](mailto:smallpaws2008@gmail.com)
- Scott Duncan (860-966-3622) [sduncan37774@gmail.com](mailto:sduncan37774@gmail.com)
- Ed McMahon (815-520-5402) [mcmahoned56@gmail.com](mailto:mcmahoned56@gmail.com)
- Bill Whipple (518-878-8314) [b.whipple@hotmail.com](mailto:b.whipple@hotmail.com)
  
- Toys For Tots Committee
  - Bill Gulasey (501-517-9273) [wgulasey@gmail.com](mailto:wgulasey@gmail.com)
  
- Turning Blank Manager
  - Dick Hoffman (865-458-0455) [rbhoffmann@aol.com](mailto:rbhoffmann@aol.com)
  - Herb West (865-458-1830) [herbertwest@att.net](mailto:herbertwest@att.net)
  
- Website Manager
  - Karl (Dutch) Dutcher (760-788-8817) [x\\_rancher@hotmail.com](mailto:x_rancher@hotmail.com)
  
- Welcome Committee
  - Bob Ware (382-0553) [rdware348@gmail.com](mailto:rdware348@gmail.com)
  
- Wheel Chair Ramps
  - Scott Rotunda (518-708-5357) [scottrotunda@gmail.com](mailto:scottrotunda@gmail.com)
  
- Yacht Club Display Case
  - Rick Mannarino (386-8267) [rmannarino1380@charter.net](mailto:rmannarino1380@charter.net)

## LUMBER MANAGEMENT

- Chain Saw Operation & Maintenance
  - Dick Hoffman (458-0455) [rbhoffmann@aol.com](mailto:rbhoffmann@aol.com)
  - Rick VanAllen (865-776-0039) [rvanallen1128@gmail.com](mailto:rvanallen1128@gmail.com)
  
- Kiln Manager
  - Larry Gardner (908-892-2170) [fasttrain114@gmail.com](mailto:fasttrain114@gmail.com)
  - Dan Greenlee (314-378-0055) [dlgreenlee@att.net](mailto:dlgreenlee@att.net)
  
- Saw Master
  - Robbie Pierce (895-900-3611) [robbie37771@gmail.com](mailto:robbie37771@gmail.com)
  - Scott Christiansen (847-878-4604) [handymann2@comcast.net](mailto:handymann2@comcast.net)

- Wood Sales

- Mark Laven (408-207-7487)
- Randy Neuhaus (919-801-5945)

lavenmark@gmail.com

[rneuhaus22@gmail.com](mailto:rneuhaus22@gmail.com)

## Duties and Responsibilities

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### 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 cannot do so.
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. Makes annual payment to POA for two leased spaces. 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 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.
9. 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 to later be picked up by the Newsletter Chair.

## **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. Sends out final request for reservations one week before picnic to get accurate head count to buy food.
4. Arrange for emcee and someone to give the blessing.
5. Makes appropriate arrangements for food purchase and preparation.
6. Finds a receptionist to give out name tags and raffle tickets. Arranges for door prizes.
7. Plans for games and any special programs. Plans for game prizes. Obtains centerpieces for each table.
8. Arranges for appropriate supplies, such as: serving tables, grilling tables, coolers for drinks, Club banner, warming trays, trash container and bags, charcoal and lighter fluid, and various other set-up tools.
9. Arranges for volunteers as necessary to help setup before the start of the picnic.
10. 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. Takes photos of new members and members where photos are missing (or has someone else take them) 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.

## 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) Committee

The committee will internally decide how to operate per the following tasks/responsibilities. The committee may choose to elect a chairperson or to operate as a group with no chairperson. They will also 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.
- 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, and 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.

### Committee Duties and Responsibilities:

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 Committee

Overview: This committee 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

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### **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.

### **Blade Sharpening:**

Individual members use various sources to get their blades sharpened including those listed in Part 3 of this Resource Book. On occasion, a Club member may ask if members want to participate in a "Club order". If there is sufficient interest, the Club member will collect the blades at a General Meeting and then deliver them to the sharpener. He will then arrange for the return of the sharpened blades to the owners. The owners pay the Club member who in turn pays the blade sharpener.

### **Business Meetings:**

Club Business Meetings are held on the Saturday 10 days prior to the General Meetings. Business Meetings are held at Little Italy restaurant at 8:15 a.m. An optional breakfast is available during the meeting, paid for by each individual. There is no Business meeting in December. Business meetings are publicized via [tvwoodworkers.com](http://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](mailto: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](mailto:tvwoodworker@gmail.com), basically a wide variety of Club business topics. Business uses of [tvwoodworkers.com](http://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. Members are free to add the Club logo to any personal apparel. There is a local business that can embroider the Club logo on most any wearing apparel. To have this done, members may contact "Embroidery Boutique" at 865-392-1024 (formerly "Designs For You"), 141 Brooklyn Street, Knoxville, TN 37934.

## **Club Website (<http://www.tvwoodwookers.com>):**

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

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

## **Committees:**

TVWC has 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.

## **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 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 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](mailto:tvwoodworkers@gmail.com) describing the particular issue and requesting assistance.

## Nametags

The Club has wooden, laser engraved nametags for each member. Wearing of nametags is encouraged. A Club member brings the nametags to General Meetings and some other club events. After the meetings/events, the nametags are collected for use at the next meeting/event. The Membership Chair sees to it that a nametag is made for each new member.

## 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](http://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.

**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 an email to interested Club members. 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](mailto: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 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 Club does not accept Contract Requests for Chair Repair and Stairway Handrails. Additionally, TVWW is sensitive to Area Trade Contractors and to that end generally does not accept Contract Request for Renovation, Kitchen Cabinet, Deck projects, etc.

Furniture Refinishing projects typically receive limited interest from the TVWW and local sources may be found by using an internet search term: "furniture refinishers near me".

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 sent to the select group requesting all 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. These requests are advertised on [twwoodworkers.com](http://twwoodworkers.com). The advertisement will identify the requestor's contact information. 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 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 you, 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 needy 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 is 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 charity are 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.

Two types of tool sales are defined.

- The first type is an official Club event where the Club is approached and a Club member agrees to hold the event with consent of the Board.
- The second type is a private event where an individual(s) who is a friend of the seller holds the event, but the Club does not sanction the event, even though club members may be invited as a group. Sellers may also elect to open their sale to club members as a group prior to offering the tools to the public.

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.

The Sale Committee shall follow these tool-pricing guidelines:

- 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. 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 and the Club pays the POA for the electricity it uses to operate the kiln. The usage is determined by an electric meter that the Club installed inside the kiln.

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 regarding Club activity needs to be restricted and coordinated to respect the POA workers time and avoid misdirection or conflicting information occurring from too many people making our request. Therefore:**

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) the Club may use its own members and resources to retrieve the logs from the donor site.
3. If the donor wants part of the lumber cut from his log(s), the following applies:
  - + 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.
  - + 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.
  - + 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.
  - + The donor will receive his/her logs as randomly from those cut from the identified logs.
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.

## 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. Procuring logs (if any)
2. Transporting logs (if any)
3. Sawing lumber that can be sold
4. Sawing lumber that cannot be sold
5. Operating and maintaining the kiln (to include the reserve account for kiln maintenance/replacement)
6. Pine post beetle spray
7. Air drying materials

Lumber sales are NOT intended to turn a profit. A 'round-number' price is set to just cover all Club expenses associated with each load.

Note: The Treasurer tracks the expenses associated with each lumber cutting, monitors other lumber management expenses, and recommends prices to the Board. The price set by the Board at this time is typically \$1.00 per bf: a) will be the same for all members, whether or not they helped with the wood cutting; b) will not vary because some wood may be more desirable than other; c) will not vary if the wood is kiln dried or air dried; and d), may be routinely reduced if the wood isn't selling. The price may be different if lumber / log procurement costs are higher.

## 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

Responsibility: Lumber Sales Chair

Sales are conducted in a manner fair to all Club members. First board selection will be by any Club member having a "First Board Coupon" awarded for participation in Show and Tell or won in drawings (e.g. at the Club picnic). Second priority will be by chit holders presenting two "chits" earned by working at wood cuttings. All other boards will be selected in random order as described below. "First Board Coupons" and "Chits" are non-transferable.

Members are not allowed to select boards for another member in addition to themselves.

1. The process to determine the order of rotation for selecting boards at sales has historically followed the same general process. Every member present is given a unique number. The Chair then selects a random starting number and from there announces the first four or five numbers to each select one board, usually going up (i.e. if the random starting number was 17, then first pick would be 17, 18, 19, and 20, for example). When the first set have had time to select, then the next 4 or 5 numbers are called, continuing until the highest number has been called, then "wrapping around" to 1. When the last number is reached (e.g. 16 in the previous example), a new selection rotation is started, but the rotation for cycle two will be reversed, i.e., the last member to make a selection in round 1 will get to make the first selection in round 2 (e.g. 16, 15, 14, and 13 in the previous example). This process of reversing cycles will be repeated until most members present have selected all the boards they want. The Sales Chair may increase the number of members selecting at one time, or the number of boards each member may select in each turn when interest wanes or the sale needs to be expedited. Likewise, if only a few members are still selecting boards, they may



open the process up so all with continuing interest may select boards without any rotation.

2. At the end of most sales, some lumber remains. It is generally of lower quality, but not always. The Wood Sale Manager (or a Board officer) will examine the unsold lumber and determine which boards are of sufficient quality to be placed in the Barn for future sale (these would be good quality boards and those that have sizeable sections of good quality). The Sales Chair will offer the other unsold lumber to sale participants for free. Any lumber not taken for free will be disposed of by the Sales Chair.

## **Cutting Lumber**

Responsibility: Saw Master

Effective September 1, 2023, the Club policy was changed to prohibit any special cut requests from Club members. This policy change was adopted for multiple reasons, including:

1. The growth in Club membership and number of participants in Club wood sales has reduced the number of boards that are available to each individual during many sales.
2. The differential drying rates in the kiln for different sized boards reduces the effectiveness, consistency, and quality of the regular boards' drying process.

## **Managing Air Drying Operations**

Responsibility: A Lead with two backups

1. Note: Lumber will be kiln dried unless it is not feasible to do so.
2. Determines storage location for new lumber and re-stacks previously dried lumber as necessary.
3. Supervises stacking of lumber for air-drying.
4. Sees that powder post beetle spray is applied, if needed.
5. Stores powder post beetle spray and sprayer.
6. Assures stacks are properly stickered and covered.
7. Supervises un-stacking of lumber for lumber sales.
8. Keeps area free of trash and lumber debris.
9. Maintains an adequate supply of good stack covering materials.
10. If unwanted lumber accumulates, proposes to the Board that it be donated or trashed.

## Managing Turning Stock:

Responsibility: A lead with two backups; these members are referred to in this write up 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 it 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 30 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.

## Resources Available to Club Members

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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 your 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 you, 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 made their personal tools available to other members. Most of these can be borrowed from the owner and used in your own 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, you 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.

<b>Tool</b>	<b>Owner</b>	<b>Lend Out</b>	<b>Use In Shop</b>	<b>Owner / Last</b>	<b>Keeper First</b>	<b>Detailed Description</b>
<b>Air Brush - (requires air compressor)</b>	Member	X		Hoffmann	Dick	
<b>Band Saw 18"</b>	Club		X	Cirincione	Ron	1/2" Resaw Capacity for dry-non treated material only. Not for turning blanks.
<b>Bandsaw Convex Curve Cutter Jig</b>	Club	X		Hoffmann	Dick	
<b>Biscuit cutter: R1, R2, &amp; R3 sizes</b>	Member	X		Yeager	Gene	
<b>Biscuit joiner, MINI (1/2 - 3/4 biscuits)</b>	Member	X		Schmid	Don	
<b>Biscuit Jointer</b>	Club	X		Schmid	Don	Porter Cable
<b>Cabinet door handle jig</b>	Member	X		Brown	Bob	
<b>Cant Hook</b>	Club	X		Stored at	Kiln	
<b>Carving chisels</b>	Member	X		Kessler	Nancy	
<b>Circular Saw</b>	Club	X		Stored at	Kiln	
<b>Circular Saw</b>	Member	X		Kimbrel	Don	
<b>Clamps of different styles and sizes</b>	Member	X		Yeager	Gene	
<b>Clamps: 8 - 50" K Body REVO Parallel Bar Clamps</b>	Club	X		Ernst	Jack	
<b>CNC Carviewright Router</b>	Club		X	Cirincione	Ron	Pass-through board capacity of 14 1/2" W x 144"L x 5"H
<b>Dovetail fixture (Craftsman, up to 18 inch)</b>	Member	X		Yeager	Gene	
<b>Dovetail Jig - Craftsman</b>	Club	X		Ringenbach	Tom	
<b>Dovetail Jig- Leigh Std.</b>	Member	X		McFadden	Stu	
<b>Dovetail Router Tbl. Jig &amp; Bits - Leigh</b>	Club		X	Ringenbach	Tom	
<b>Drill Bit - Metric Set</b>	Club	X		Ringenbach	Tom	
<b>Drill Bits - Forstner (1/4 to 1" and 1" to 2 1/8" diam ea in 1/16" increments)</b>	Member	X		Schmid	Don	
<b>Drill Bits - Forstner Bit (4" diameter)</b>	Member	X		Yeager	Gene	
<b>Drill Bits - Forstner bits (2 3/4, 3 1/8, 3 1/4, &amp; 4")</b>	Member	X		Yeager	Gene	
<b>Drum Sander 25" dual drum</b>	Club		X	Cox	Aaron	Woodtek 25", JDS Dust Collector
<b>Drum Sander 38"</b>	Club		X	Johnson	John	Woodmaster W3875
<b>Elliptical Router Jigs</b>	Club	X		Hoffmann	Dick	

<b>Engraver (Dremel)</b>	Club	X		Ringenbach	Tom	
<b>Hinge template jig (1 3/8 and 1 3/4 doors)</b>	Member	X		Whipple	Bill	
<b>Horizontal borer (single bit)</b>	Member		X	Nance	Bill	
<b>Jet Mini Lathe (Variable Speed)</b>	Member	X		Knott	Mark	
<b>Jointer 8"</b>	Club		X	Barbre	Bruce	Powermatic Model 60HH with Helical Cutter Head
<b>Kreg Drawer Slide Mounting Jig</b>	Member	X		Borloglou	Tom	
<b>Lathe (Jet 18" throw, 40" length)</b>	Member		X	Hoffmann	Dick	
<b>Marita Hammer Drill 1/2"</b>	Member	X		Knott	Mark	
<b>Metal Detector</b>	Club	X		Stored at	Kiln	
<b>Miter guillotine chopper (Morso)</b>	Member		X	Nance	Bill	
<b>Miter Saw - Dewalt Sliding, Compound</b>	Club	N/A	N/A	Stored at	Barn	Double bevel with support arms
<b>Mortiser (1/4,5/16,3/8,1/2")</b>	Club		X	Gardner	Larry	
<b>Nail Gun - Pneumatic Pin Nailer</b>	Member	X		Hoffmann	Dick	
<b>Panel Cutting Saw &amp; Guide (8")</b>	Club	X		Donnelly	Lloyd	
<b>Planer 15"</b>	Club		X	Brown	Bob	Powermatic Model 15HH, Serial 080516, HH1028, Stock # 17912B
<b>Plug cutters</b>	Member	X		Yeager	Gene	
<b>Pneumatic Stapler</b>	Club	X		Needs a New	Home	
<b>Pocket Hole Jig</b>	Member	X		Knott	Mark	
<b>Power Hand Plane</b>	Member	X		Hoffmann	Dick	
<b>Precision Straight Edge</b>	Club	X		Brown	Bob	
<b>Rosette Drill Press Cutter</b>	Member	X		Yeager	Gene	
<b>Roto Zip Tool</b>	Club	X		Borloglou	Tom	
<b>Roto Zip Tool</b>	Member	X		Hoffmann	Dick	
<b>Router</b>	Member	X		Brunson	Dave	
<b>Router Bit - 22.5 degree Chamfer (1/2" shank)</b>	Member	X		Donnelly	Lloyd	
<b>Router Bit - 3/8" Bullnose (1/2" shank)</b>	Member	X		Donnelly	Lloyd	
<b>Router Bit - Bowl Routing Kit</b>	Member	X		Borloglou	Tom	
<b>Router Bit - Bullnose ( 1/2", 3/4" &amp; 1" all 1/2" shank)</b>	Member	X		Knott	Mark	
<b>Router Bit - four 1/4" beads - 1/2" shank</b>	Member	X		Hoffmann	Dick	

<b>Router Bit - Keyhole (½" shank)</b>	Member	X		Donnelly	Lloyd	
<b>Router Bit - T-Slot</b>	Member	X		Yeager	Gene	
<b>Router Bit - two 1/4" beads - 1/4" shank</b>	Member	X		Hoffmann	Dick	
<b>Router Bit -1" Straight (½" shank)</b>	Member	X		Donnelly	Lloyd	
<b>Router Bits - Mini Bits</b>	Member	X		Knott	Mark	
<b>Router Lathe (Spindale Machine)</b>	Club		X	Johnson	John	
<b>Slab-flattening Jig (Woodhaven 28" x 96")</b>	Member	X		Grenis	Tony	
<b>Slab-flattening router sled (homemade)</b>	Member	X		Brown	Bob	
<b>Spray Finish System (FULL HVLP &amp; T70 Gun)</b>	Club	X		Kessler	Nancy	
<b>Steam Box with steam generator: 40" and 24"</b>	Member	X		Hoffmann	Dick	
<b>Table saw 10" Grizzly</b>	Club		X	Grenis	Tony	#1023 SLWX
<b>Tap and die (Wood, 3/4 holes)</b>	Member	X		Coe	Norm	
<b>Tenoning Jig</b>	Member	X		Knott	Mark	
<b>Thread-making kit (1 1/2" x 6" for wood)</b>	Member	X		Lane	Tom	
<b>Vacuum Press (bags and vacuum pump)</b>	Club	X		Donnelly	Lloyd	Cast Manufacturing Model # MOA-V113A-AE
<b>Vacuum Press (bags and vacuum pump)</b>	Member	X		Hoffmann	Dick	
<b>Wood burning kit (Burnmaster)</b>	Member	X		Brown	Bob	
<b>Wood burning kit (two pens)</b>	Member	X		Nance	Bill	
<b>Wood lathe and chuck (Jet mini)</b>	Member	X		Brown	Bob	
<b>WorkSharp</b>	Club	X		Ringenbach	Tom	

## 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 you want to learn a new skill or improve on an existing skill, simply contact the mentor and make arrangements to talk or meet.

<b><u>Skill</u></b>	<b><u>Mentor</u></b>	<b><u>Mentor's Phone Number</u></b>
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

The Tellico Village Library also maintains a large number of books and videos on woodworking that can be checked out of the library. These include various woodworking books, books on wooden toys, instructional DVDs and DVDs of past Club programs.



## 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
- Discount: Need TVWW Card
- 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: specialty wood

### 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
- Specialty: none

**Company: Wilburn Hardware & Lumber**

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

**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: **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: **Highland Woodworking**

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

Company: **Klingspor**

- Address: Multiple
- Phone: 1-800-228-0000
- Website:  
*www.woodworkingshop.com*
- Distance: Online
- 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: 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*
- Distance: Online
- Note: none

Company: **Highland Woodworking**

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

Company: **Peachtree Woodworking**

- Address: 6684 Jimmy Carter Blvd. Suite 100 Norcross, GA 30071
- Phone: 1-(770) 458-0870
- Website: *ptreeusa.com*
- Distance: Online
- Note: none

## Power Tool Repairs

Company: **Dixie Industrial Service**

- Address: 2018 E. Main St. Chattanooga, TN 37404
- Phone: 423-698-8063
- Website: [dixieindustrialservice.com](http://dixieindustrialservice.com)
- Distance: 90 miles
- Note: none

## 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](http://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](http://woodturnerscatalog.com)
- Distance: Online
- Note: none

Company: **Penn State Industries**

- Address: 9900 Global Rd.  
Philadelphia, PA 19115
- Phone: 1-800-377-7297
- Website: [pennstateind.com](http://pennstateind.com)
- Distance: online
- Note: pen supplies

## Veneering

Company: **Veneer Supplies**

- Address: online only
- Phone: none
- Website: [veneersupplies.com](http://veneersupplies.com)
- Distance: online
- Note: none

## Wooden Wheels & Parts

Company: **Casey's Wood Products**

- Address: P.O. Box 365  
Woolwich, ME 04579
- Phone: 800-452-2739
- Website: caseyswood.com
- Distance: 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
- Distance: online
- Note: none

## 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:

<u>Number</u>	<u>Type</u>	<u>Approx. Dia.</u>	<u>Approx. Length</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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):

<u># Pieces</u>	<u>Thickness</u>	<u>Width</u>	<u>Length</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>Donor Name</u>	<u>Donor Address</u>	<u>Donor Phone #</u>	<u>Donor E-mail</u>
_____	_____	_____	_____

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 Wheel Chair Ramp**

This agreement pertains to the construction of a wheel chair 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:

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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

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**TVWW Website Overview (Instructions March 2021):**

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

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

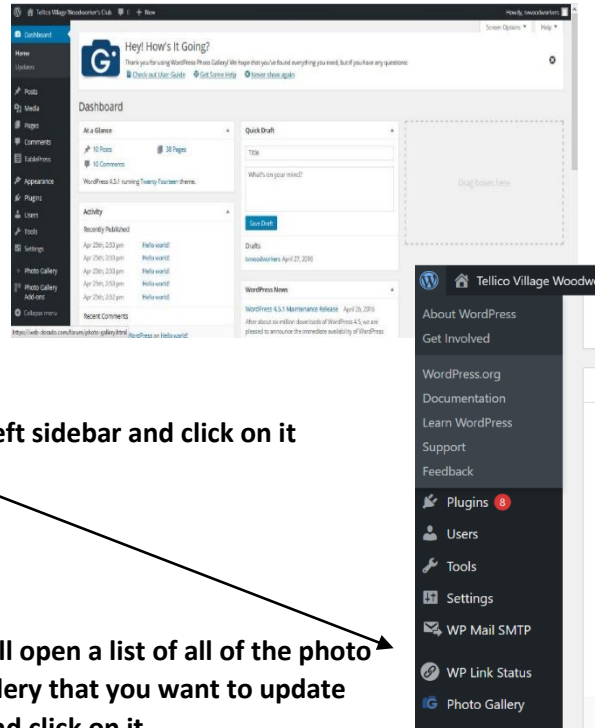
## Updating the “New on the Horizon” Page (12-2022)

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

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

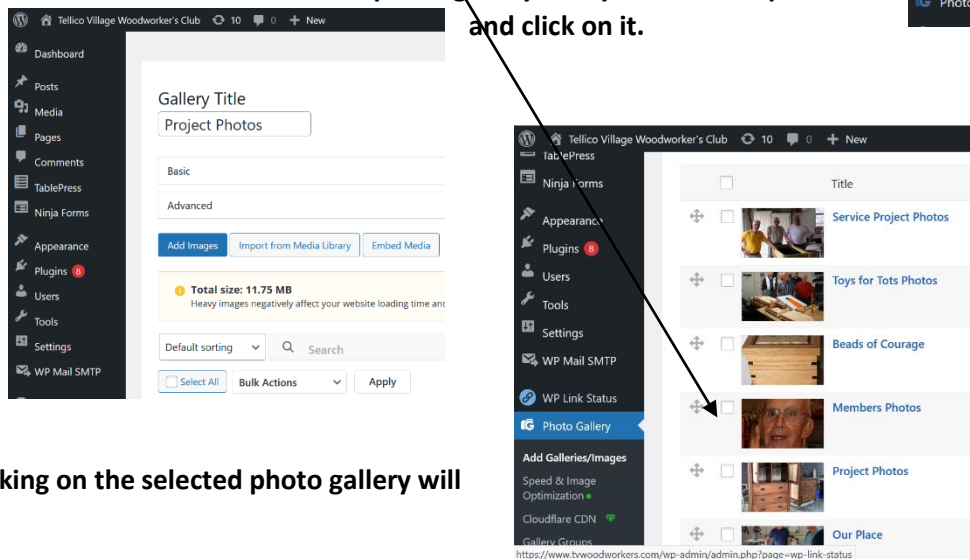
1. Before uploading the member project photos to the website, make sure to name them using the members name and project description such as: John Doe – River Table. Get all the pictures to be uploaded name and in one file folder on you computer.

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=`xxxxxxxxxxxx` 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.

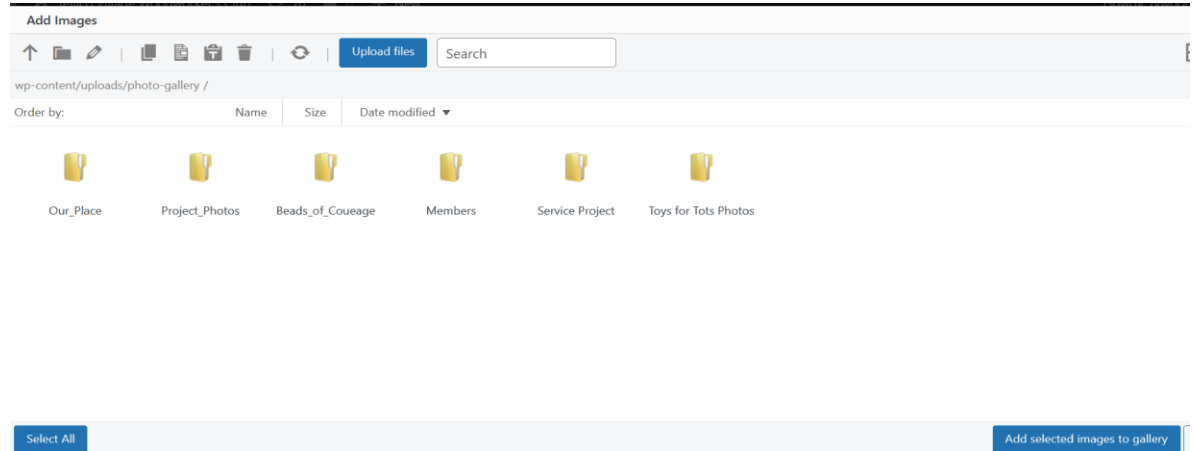


5. Clicking on the selected photo gallery will

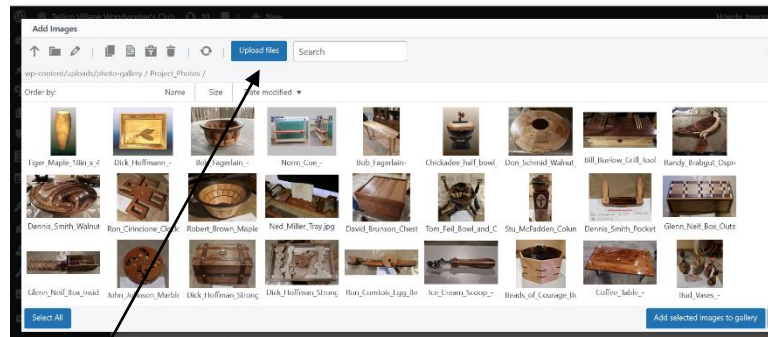
open



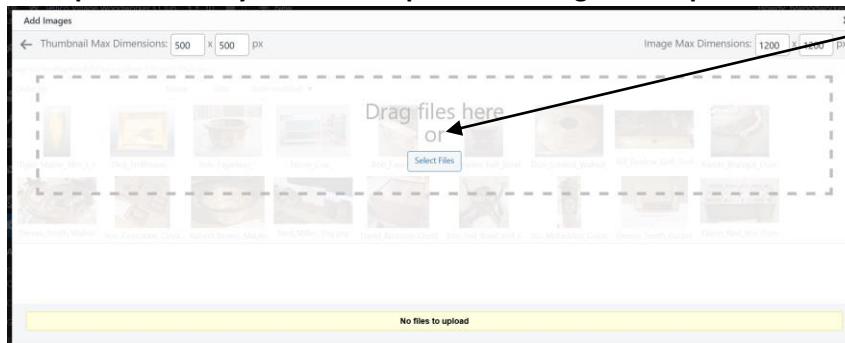
## the media library page.



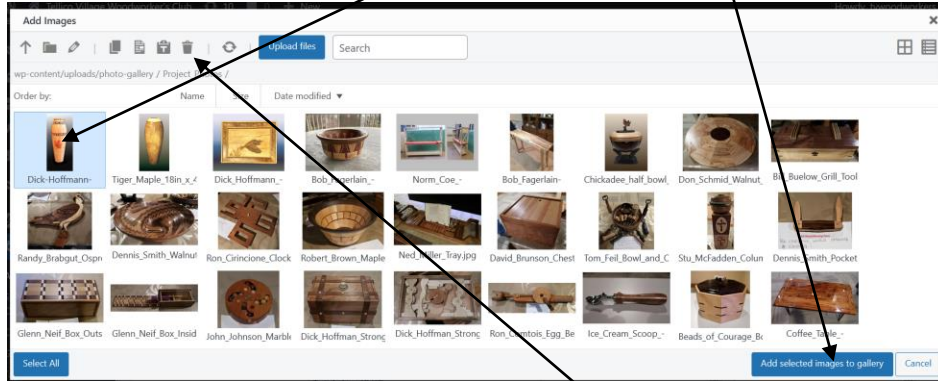
6. Click on the Project Photo folder and it will open the following page



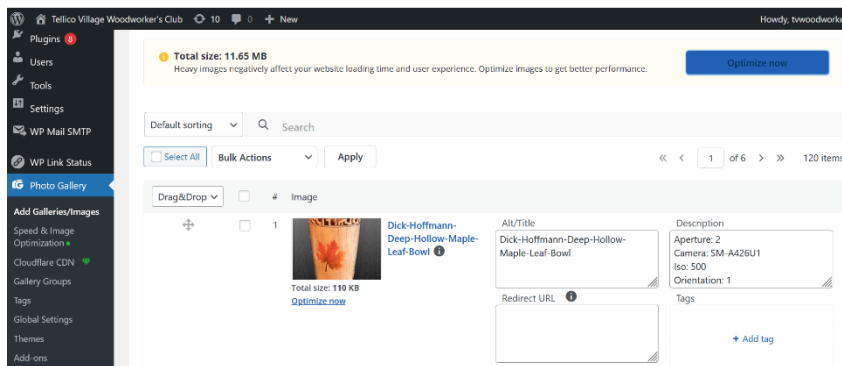
7. Click on the upload button and the following upload page will open. Find the picture or set of pictures that you want to upload and drag and drop them into the center of this box.



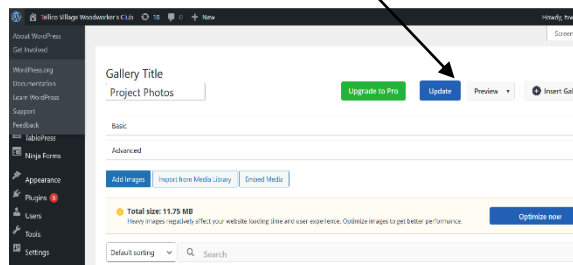
8. Once the files have uploaded, they will show up in the media gallery highlighted in light blue. To add them to the photo gallery, click on the blue ADD button.



9. When clicked, the pictures should show up in the photo gallery (below). Verify that they 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.

