



# CHAPTER OFFICERS NEWSLETTER

PUBLISHED BY THE NAWCC CHAPTER RELATIONS COMMITTEE  
*Dedicated to Serving the Needs of our Chapters in the NAWCC*

NAWCC CHAPTER OFFICERS NEWSLETTER

MAY 2015

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## Chapter Relations Committee

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New York

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New York

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Michigan

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**Eugene R. Volk**  
North Carolina

NAWCC Staff

**Steve Humphrey**  
Pennsylvania

**Pam Lindenberger**  
Pennsylvania

### Who we are, our aim, and our purpose:

The **Chapter Relations Committee (CRC)** was formed in October of 2008 to focus on the relationship between the Chapters and the National Organization. Its primary objectives are to strengthen the NAWCC chapters; establish confidence, trust, and accountability between all the parties through timely and open communications; and give guidance and support to the chapters.

### CHAPTER DOCUMENT UPDATES

The Chapter Constitution for 501c(7) chapters was updated and is now posted on the Web site. The Chapter Handbook has been updated and is available online. All members are welcome to review the documents below and send any comments to me at [LBSadowski@aol.com](mailto:LBSadowski@aol.com). ([Chapter Documents](#) can also be found in the [MEMBER](#) section of [www.nawcc.org](http://www.nawcc.org)).

[Chapter 501c\(7\) Constitution](#)

[Chapter Handbook](#)

### ON THE CLOCK: CHANGING THE INDUSTRIALIZED WORLD



**On the Clock: Changing the Industrialized World** opened at the National Watch and Clock Museum on Friday, April 24. Time recorders from Edward J. Watkins and pieces from the Museum's collection will highlight the important advancements in labor in the United States. The exhibit also highlights the first time-recording companies, the typical workday in the nineteenth century, labor unions, and the possibilities the future workday may hold. On the Clock is sponsored by the E. G. Watkins Family Foundation, runs through December, and is included with Museum admission.

### CRC RECEPTION AT THE 2015 NATIONAL CONVENTION

Send a representative from your chapter to the **Chapter Representatives' Reception** at the 2015 NAWCC National Convention. Chapter Representatives will meet and share with NAWCC Executive Director Steve Humphrey, members of the NAWCC Board, members of the NAWCC Chapter Relations Committee, and other Chapter Representatives from across the country - and around the world.

The reception will be **Wednesday, June 17, 2015 from 5:30 to 6:30 p.m.** in the **Presidential Suite of the Marriott Hotel**, adjacent to the **Chattanooga Convention Center**. Admission is \$20 and you must register in advance.

The Chapter Relations Reception features beer, wine and soft drinks, finger foods, desserts and door prizes, and takes place right before the **2015 NAWCC Convention Keynote Address**. Voice your concerns, share ideas, offer suggestions, and make new friends - at the 2015 NAWCC Chapter Representatives' Reception!

**Register for this special event online or by mail when you register for the convention** or, if you've already registered, add this event to your existing registration **online** or via mail or phone. It is easy to register online or by mail when you sign up for the Convention, if you have already registered you can still add this event or any other event [online](#), [mail in](#) or call the Registration Chair on the form at [nawcc2015.org](http://nawcc2015.org).

## NAWCC AWARDS

Ever wonder how an NAWCC member earns an award? Any member or chapter (yes, chapters, too) who has received an award had to be nominated by someone. The time and commitment it takes to nominate a member for an award recognizes the hard work done on behalf of members and chapters by the recipient.

NAWCC Awards include:

- Fellow Award
- Silver Star Fellow Award
- Chapter of the Year Award
- James W. Gibbs Literary Award
- Henry B. Fried Watch Award
- Dana J. Blackwell Clock Award

There are many other awards given by the organization or different parts of the organization. To find out about all the awards, visit:

<http://www.nawcc.org/index.php/awards>



### NAWCC Online Courses

Now you can learn about time – when and where you want! After our kick-off of online workshops last year, we now have several different courses available to NAWCC members. Online learning offers a virtual learning environment with the same level of technical content and standard of learning as face-to-face courses, but without travel time and substantial cost.

Log on to NAWCC's website and your member account 24/7 to access [My NAWCC Online Courses](#). Take a course when it is convenient for you, at a pace that works for you, enabling you to stop and re-start the program. Please be sure to review our [Policies and System Requirements](#) before registering.

## PLEASE UPDATE YOUR ROSTER AND OFFICERS LIST REGULARLY WITH NATIONAL

**Annual request for chapter rosters** – A request was sent to each chapter in April for a copy of their current membership roster. If yours has not yet been provided to Member Services, please do so ASAP.

Also, please remember to provide Member Services with your current chapter officers list. Check the website and the Chapter Officers Listing in the Publications. Deadline for changes to appear is two months prior to publication. It never hurts to contact the National office if there are questions or concerns regarding anything chapter related, to maintain accurate email addresses and officer lists. Just a simple phone call (877-255-1849) or email ([membership@nawcc.org](mailto:membership@nawcc.org)) will keep our records straight.

Thanks!

Pam

## IRS FILING REMINDER FOR U.S. CHAPTERS

All U.S. Chapters are responsible for filing a 990-N electronic return if your normal gross receipts are less than \$50,000. If your normal gross receipts are \$50,000 or more, you will need to file a form 990 or 990EZ. These are returns to be filed annually by nonprofits with the Internal Revenue Service (IRS). Returns are due by the 15th day of the 5th month after the close of your chapter fiscal year. If you are not recognized as a nonprofit, then you would file a standard business return. If you have questions regarding IRS filing, you can check [the chapter document section of the website](#) or call Executive Director Steve Humphrey to discuss. The NAWCC is recognized by the IRS to administer an exempt group on behalf of its chapters. Requirements to be part of the exempt group are included in the above referenced documents. Chapters with normal gross receipts of less than \$5,000 can qualify for exempt status under the small organizations rule (but are still required to file the 990-N).

The NAWCC has provided a document to answer questions about Form 990-N (e-Postcard) and how to use it: who needs to file it, why, and how often. That document can be found at the following link:

[http://www.nawcc.org/images/stories/chapter\\_info/IRS Filings Due for US Chapters.pdf](http://www.nawcc.org/images/stories/chapter_info/IRS Filings Due for US Chapters.pdf)

## AWARDS, INFORMATION AND MEMBER SERVICES FOR CHAPTERS OFFERED BY NAWCC

### YEARLY DATA AND BIMONTHLY ACTIVITY REPORT

Member Services provides the geographical chapters with an alphabetical membership list each calendar year of all current members in a chapter's assigned area to a designated officer of the chapter. Only those members who wish to not have their information given to chapters are not included. Bimonthly, an activity report showing new and reinstated members, inactive members due to death, resignation, and non-payment of dues, and members who relocate is provided. The information is provided in email or printable format to one chapter representative, usually the secretary, unless specified differently. They have permission to distribute to any other chapter officer or rep as needed.

Changes to the assigned chapter area as well as recipient of this data can be updated at any time by notifying Pam Lindenberger, Member Services Manager, at [plindenberger@nawcc.org](mailto:plindenberger@nawcc.org) or 717-684-8261 x210.

### THE GOLDEN CIRCLE AWARD

The Golden Circle Award is an award to recognize the achievement of 50 years of NAWCC membership. It is granted automatically to those members achieving 50 years of continuous membership. It is recognized by a certificate and a Golden Circle pin, presented to qualifying members at each year's National Convention Awards Banquet. In addition, a list is maintained on the NAWCC website with the name, member number, and year of achievement for all members attaining 50 years of service.

### YEARS OF MEMBERSHIP RECOGNITION PROGRAM

The Board of Directors passed a motion at their December 2009 meeting to begin offering Recognition pins in ten year increments to those members that have reached 10, 20 30 and 40 year milestones. Member Services staff compiles a list at the end of the calendar year of the eligible members. Those members are sent a thank you for their years of service and are offered a pin. Any member questioning their years of membership can contact Member Services for research.

## 2012 ANNUAL CHAPTER SURVEY RESULTS

The NAWCC Board of Directions requests that the Chapter Relations Committee conduct a chapter survey every two years. For the 2012 survey, the Committee modified the 2010 survey shortening it to four questions focusing on: Chapter Meeting Activities, Member Retention and Recruitment Activities, Operating Challenges/Chapter Assistance, and Questions, Comments, Recommendations to Chapter Relations Committee.

The 2012 Annual Chapter Survey was mailed out April 2013 and eighty eight (88) chapters responded to survey compared to eighty (80) in 2010.

The following is a summary of responses to the four questions:

### **Chapter Meeting Activities**

Most chapters offer educational programs for their meetings and prefer live locally prepared programs. Chapters like to include socializing, meals, picnics or parties as part of the meeting.

Some chapters arrange special activities: public service projects, advertising at local antique shows, museums, and state fairs, have tours, do member visits, hold clock or watch repair classes or informal meetings.

### **Membership Retention and Recruitment**

Chapters utilize many routes to retain existing members and recruit new members, and noted the following important ones: good programs and well run meetings, bimonthly membership updates, encourage members to bring guests and friends to meetings, use mail, email, and telephone to reach chapter members, setup booths at various public events, word of mouth, local clock repair classes, being friendly and helpful to guests and new members.

### **Operating Challenges and Chapter Assistance**

Good communication between chapters and National is very important; some chapters are slow sending in officer changeover notifications to Headquarters, and there is possibly marginal officer transition between retiring and new officers that causes communication problems.

Many chapters are struggling to survive with the combination of aging members, declining membership, and fewer new members. A number of chapters commented that dues increases are hurting both member retention and recruitment.

### **Questions, Comments, Recommendations for Chapter Relations Committee**

Some chapters provided some insightful suggestions: good communication between National and Chapters is important (many communication issues were noted).

Can National provide new members Chapter contacts? Dues increases are hampering membership retention and recruiting. Officer recruitment is becoming an issue. Officers with limited computer skills may be hampered accessing information on the NAWCC website. Are there possibilities for more online programs like webinars? Can Special Interest Chapters insert notices to raise member awareness?

## NAWCC WEBINARS

**What is a "Webinar"?** It's a lecture or exploratory presentation that is broadcast live over the world wide web, viewable over your computer. You can either stream the web broadcast live directly to your computer, or view the recorded version later on your own time— it's your choice.

These webinars are being presented by the Program Committee and facilitated by Katie Knaub, Director of Education. Currently the committee has plans to offer a webinar each month, and is soliciting suggestions for programs and speakers. To date, the webinars have covered a wide variety of horological topics, ranging from ephemera and time zones to a variety of watches and clocks. These programs provide an opportunity to hear speakers from across the nation, and the recorded presentations can be used at any time for individual or Chapter viewing.

There is no charge for the webinars, and you can register for each presentation on [nawcc.org](http://nawcc.org) in the Webinar section of the Education tab. Once you have registered, you will receive an email registration confirmation as well as a reminder notice the day of the program. Each of these notices includes a link to join the presentation.

Learn more at: <http://www.nawcc.org/index.php/workshops/webinars>

## **Spread the Word about the NAWCC**

You can attract new members to join your Chapter and the National Association of Watch and Clock Collectors!

**West Michigan Chapter 101** has been successful and grown its membership using these techniques.

The chapter orders brochures from National. (Chapter 101 usually orders 500-1,000 per year.)

The brochures are brought to the Chapter meetings and available to members at EVERY meeting.

Members attach one of their business cards to the brochure or a Chapter could have a designated person to receive any inquiries. When possible, include a schedule of upcoming Chapter meetings.

Chapter members distribute these brochures.

- *Take them to antique shops, to flea markets and to estate sales. Hand the person you are talking to a brochure and invite them to a meeting. Ask them if they will allow you to add the brochures to the advertising that they are displaying.*

- *Enclose a brochure in with eBay shipments.*

- *Offer a brochure to the person who calls you for clock or watch repair.*

- *Visit the Public Library. We donated a subscription of the Bulletin to the library (the subscription is available at a reduced rate and does not include the Mart.) We checked back and found that the Bulletin is being taken out and read. When the time came, the subscription was renewed.*

We have had one or more potential members visit at almost every meeting. Most of them have become members.

## **GET ONLINE and GET IN THE MIX!**

The NAWCC continues to develop its online services at the member and chapter level—access your NAWCC MEMBER ACCOUNT at [nawcc.org](http://nawcc.org) to take advantage of our internet offerings!

[LOG IN INSTRUCTIONS HERE](#)

## 2015 WARD FRANCILLON TIME SYMPOSIUM



### Mechanical Music & Marvels

October 22-24, 2015 in Houston, TX

Covering the history and development of clockwork operated devices. Topics will include historical information, musical clocks, automatons, disc & cylinder music boxes, bird boxes & whistlers, Black Forest clocks, musical clock movements played on bells, early spring operated phonographs & gramophones, and music composed for these devices. Additionally, a panel discussion concerning what to look for and avoid purchasing a musical mechanism will be held. As a bonus, the Symposium will include tours of two large private collections.

#### Hotel Information:

Houston Marriot Westchase,  
2900 Briarpark Drive, Houston, TX 77042  
(713)-978-7400

Special NAWCC Rate of \$99 per night plus applicable taxes. Call hotel directly for NAWCC rate.

#### General Questions:

Sandy Cranfill, Chair (504) 888-9909 [swcranfill@yahoo.com](mailto:swcranfill@yahoo.com)

#### Registration:

Pat Holloway, 1105 Lafayette Lane,  
Pflugerville, TX 78660

See advertisements in Mart or  
[www.nawcc.org](http://www.nawcc.org) for further information

## DONATE TO THE NAWCC

There is now a quick and easy way for NAWCC members to donate or give a gift to the NAWCC— through PayPal! You don't need a PayPal account to use the facility; all that's needed is a credit card. Use our new secure online donations application to donate any amount you want, whenever you want. It's easy and it's completely safe. The link to our online donation application can be found here: [DONATE ONLINE](#)

## MARKETING MATERIALS

Chapters requiring flyers, posters, and various marketing materials to better advertise themselves can contact Kim Craven at [kcraven@nawcc.org](mailto:kcraven@nawcc.org)

Sample Press Releases for Chapter and Regional Events can be downloaded from our

### [NAWCC PRESS MEDIA PAGE](#)

Posters and flyers can also be downloaded and printed directly from the Internet in assorted sizes. Interested chapters can download those flyers here:

[JOIN THE NAWCC 8.5" x 10"](#)

[JOIN THE NAWCC 11" x 14"](#)

[JOIN THE NAWCC 16" x 20"](#)

[CHAPTER MEETING 8.5" x 14"](#)

[Click HERE to watch a recent example of effective Chapter Press in action \(video\)!](#)

## Archiving Chapter Newsletters, Meeting Notices and Event Notifications

Chapter Officers: are you aware that all your Chapter activities can be archived at the NAWCC Library Archives? NAWCC Archivist Nancy Dyer has set up a program to archive chapter newsletter, events, meeting notices, ads and historical happenings from your Chapter. This should be sent to Nancy for filing.

The chapter newsletters and all data can be sent by two methods: electronically by email to [ndyer@nawcc.org](mailto:ndyer@nawcc.org) (the best format would be a .pdf file, but Microsoft Word or compatible text file would be acceptable) or mail to:  
**NAWCC, 514 Poplar St., Columbia, PA 17512 Attn: Nancy Dyer**

*Note: If you have a special event or an Anniversary of the Chapter this is a good way to do a flashback scenario.*

## PASSING THE TORCH: SUCCESSION PLANNING FOR CHAPTER OFFICERS

Succession planning is not only necessary and essential, but is a critical requirement for all Chapter Officers. Successful succession planning provides the continuity for easy transition of the Chapter Officer duties and functions to the designated successor. Failure to initiate succession planning early in the Chapter President's term, can and does result in Chapters having difficulty in finding leaders and thus begin to become inactive. Succession planning will not occur unless each Chapter Officer understands the need and takes the steps to insure qualified persons are not only identified, but that they are willing to assume responsibility when necessary.

The most logical, common and reliable way for Chapters is to include the successor in the line of authority. Thus each officer of a Chapter looks to the position below and works with this individual to assume his duties as he moves up in office. For example the Chapter President works with the Chapter Vice President to see that he is trained and willing to become Chapter President. This same plan is then used for the Secretary to become Vice President, the Treasurer to become Secretary and an Assistant Treasurer to become Treasurer. If each Officer is aware and willing at the time of his election, the process can continue on a smooth, formal and consistent basis. However, if any individual cannot assume the next position due to special circumstances it becomes his responsibility to inform other Chapter Officers so they can make the necessary arrangements to insert another member to complete the term and to be part of the succession process. For instance it would be helpful if, when their term ends, they pass on the Bimonthly Membership Activity Reports and explain their significance to their successors. Inter-Chapter Communication between officers and members is always a top priority!

### Did you miss past issues of our Chapter Relations Committee Newsletter?

CLICK TO DOWNLOAD:

[CRC Newsletter #1 \(Spring 2012\)](#)

[CRC Newsletter #2 \(Winter 2013\)](#)

[CRC Newsletter #3 \(Spring 2014\)](#)

[CRC Newsletter #4 \(Winter 2014\)](#)

## CHAPTER DONATIONS MAKE A DIFFERENCE!

Dear Fellow Members:

A major strength of NAWCC is its chapters. Chapters provide the venue for sharing our interest in timekeeping and link our members with our national projects and activities. One way our chapters have supported the association is through making donations. Let's take just a moment to focus on those donations.

Over the last three and a half years a total of 65 chapters have made a total of 167 donations. Those donations cover the gamut of needs and purposes, but 55 were given by chapters in honor of or as a memorial to an NAWCC member. Gift giving for particular projects accounted for 35 donations, and 52 donations were simply unrestricted gifts given to help the association in whatever way the national organization thought best. All of these gifts were of tremendous help. Our Annual Fund has also been a great success, with 20 Annual Fund gifts coming from our chapters. And I am pleased to report that three gifts from our chapters have gone to our *For All Time* endowment campaign, including one of almost \$1,000 in honor of Gene Volk given by the sponsor chapters for the Florida regional.

You can continue to help assure a bright future for NAWCC by continuing this impressive record of consistent giving. If project giving appeals to you, NAWCC's Timely Needs online gift catalog is a great place for chapters and individuals to find opportunities. See <http://www.nawcc.org/index.php/ways-to-give/specific-needs>. If helping to meet current operating costs appeals to you, then a gift directed in that manner or unrestricted giving, through the Annual Fund or otherwise, is the way to go. Memorial gifts and gifts honoring others are wonderful ways to recognize current and past members, and can be directed for use in whatever manner you choose. And, of course, our newest category of giving is for the major endowment that is the subject of our *For All Time* Campaign.

We need and appreciate your ongoing support. If you have any questions, wish to share ideas, or just want to talk about the future of NAWCC, please call me personally at 1-713-261-4978 or email me at [goolsbyg@swbell.net](mailto:goolsbyg@swbell.net). We'll put your generosity to work immediately. Thank you.

—George Goolsby

Development Committee Chair

## NAWCC LIBRARY AUCTION

In June the NAWCC Library & Research Center will be holding a used book auction on the [4Sale NAWCC site](#). All of the books in the auction will be related to horology and all of the proceeds will go to the library's acquisitions fund. The auction will begin June 1st and run through June 30th.

The books in the sale will be a combination of items that have been donated to the library, which we were unable to use and that have been removed from the library's collection. We are striving to include a good variety of subjects and price ranges, so there should be something for everyone. One notable title is Kathleen Pritchard's *Swiss Timepiece Makers, 1775-1979*, which is out of print and very hard to come by.

If you are at all interested in horological books, go to [nawcc.org](http://nawcc.org) anytime during the month of June, check out [4Sale](#), and support your library by bidding!

## GREAT GIFT IDEAS!

**Why look elsewhere when you can shop online at the NAWCC GIFT SHOP? ([nawccstore.org](http://nawccstore.org))**

They have a large variety of items for every one of all ages and interests to choose from.

*WHY NOT SUPPORT YOUR ORGANIZATION?*

## Ideas to spread the word about your Chapter and the NAWCC

**Post signs and brochures** in Jewelry Stores, Libraries, Youth and Senior Centers, Town Halls, Antique Malls and Shops, Flea Markets, Estate Sales, Gift Shops, on Local Stores Bulletin Boards and Schools/Colleges.

**Keep extra NAWCC brochures/Chapter brochures in your car** for when you speak to people give them a brochure, include a brochure in your eBay watch and clock shipments. When you do a repair give a brochure.

**Place Ads in Local Papers and Antique Papers.** Advertise your next Chapter Meeting and or Regional and Invite the Public. Charge \$25.00 admission (which would be applied toward a 4 month trial membership for them to the NAWCC). You might have public guests or members bring in a clock or watch for appraisal. Charge a fee per item.

**Visit the Public Library.** Donate a subscription of the Bulletin to the library (the subscription is available at a reduced rate and does not include the Mart.)

**Load up a car** and take your friends to your Chapter Mart/Meeting and do not charge admission.

**Have one or more continuous workshops in the Mart room.** 50/50 Raffles are popular and helps raise money for your Chapter. For Members who just want to sell one item, have a Mini Mart where they can enter the item with a price and description for a small fee. (*Have members man these events and help sell items*).

**Give a talk on the NAWCC** and your local Chapter at a civic meeting, schools or clubs.

**Have an annual luncheon or picnic.** Tailgate events are very popular.

**Show and Tell** is another great way to attract members, have several members bring an unusual or rare item and tell all about its origin and characteristics. You would be surprised how interesting each one of these topics are and it perks interest among all present.