



**Ed Eich, Manager**



**Kathy Villani  
Assistant Manager**

## Stained Glass

### Stained Glass Group Update

Time sure flies – we completed our first Fall series of classes and began our second series on November 1<sup>st</sup>. We have 8 students in 3 different classes. One of our new students, Garnet Robinson, completed her first piece, a butterfly sun catcher, in the Basic class and has now moved on to the intermediate class:



Nice job, Garnet!

We recently received a sizeable donation of glass so our selection of glass for various projects is quite extensive. VWC members may purchase glass for their own projects or sign up for one of the classes offered on Friday mornings at the shop. Members may begin stained glass classes at any time during the course term so feel free to come and join us at any time!



**Hans Zassenhaus, Manager**

## Special Projects and Website

### ***Special Projects:***

We are always in need of VWC Members to assist in working on Special Projects. Any member can select a Special Project from the **Green Binder** at the front Desk. Simply choose a project, ensure that you have

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entered your name on the sheet in the "Assigned To" space and then proceed to fulfill the requirements. When you have finished the project, put a piece of purple tape on the project, store it in the Special Projects Area of the Shop AND notify the Front Desk that you have finished the project. Many projects will require less than one-hour to complete.

The following are statistics for period October 9 – November 9, 2019:

|                                 |            |
|---------------------------------|------------|
| Special Projects Accepted:      | 63         |
| Special Projects completed:     | 53         |
| Total contributions to the VWC: | \$ 1840.00 |

Pre-Made Items managed by Bernie Harkins:

|                      |            |
|----------------------|------------|
| Items Sold           | 251        |
| Total Contributions: | \$ 2669.08 |

Thanks to all VWC members who contributed their time and talents in working on these Special Projects and Pre-Made items.

### **Special Projects Checklist –*NEW!***

To assist members in working on a special project, we have constructed a Special Projects Checklist. This document is available at the November 9 membership meeting and on our website. Additional copies will be available at the front desk.

### **Website:**

***We are looking for a VWC member to assist in the maintenance and operation of our website in addition to current staff. If you are interested please contact Hans Zassenhaus at [woodshop@thevwc.org](mailto:woodshop@thevwc.org).***

As you register for a class, this class will appear on your personal schedule of classes. Your Monitor assignments also show up in your personal Monitor Schedule, Both of these personal schedules appear under the Members Lounge tab when you sign onto the website, as <http://www.thevwc.org>.

To see a listing of all classes that are available for registration go to <http://www.thevwc.org/Education/Available-Classes>. Also, to view a complete listing of all class sessions, as well as other VWC activities go to the VWC Event Schedule listed under the Members Lounge at <http://thevwc.org/VWC-Event-Calendar> AFTER you log onto the website. NOTE that the event schedule shows all events and should not be used as the source for your selection of courses for registration.

If you have an idea of how to improve the website please send your suggestions to [woodshop@thevwc.org](mailto:woodshop@thevwc.org).



## **Administration – Front Office**

**Anne Bell, Manager**

### **GOOD NEWS!**

#### **DUES ARE BEING TAKEN AT THE FRONT DESK.**

YOUR 2019 MEMBERSHIP IS VALID UNTIL 12/31/2019. AT THAT TIME, IF YOU HAVE NOT PAID YOUR 2020 DUES YOU WILL NOT BE ABLE TO ENTER THE SHOP.

FOR THOSE OF YOU COMING LATE, YOU WILL HAVE UNTIL 1/31/2020 TO PAY AND RETAIN YOUR MEMBERSHIP. AFTER PAYING YOU WILL BE ABLE TO USE THE SHOP AGAIN.

#### **IF YOUR DUES ARE NOT PAID BY 1/31/2020 YOUR MEMBERSHIP WILL EXPIRE.**

IF YOU CHOOSE TO REJOIN AT A LATER TIME YOU WILL COME IN AS A NEW MEMBER AND BE REQUIRED TO GO THROUGH CERTIFICATION AGAIN AND PAY THE ONE-TIME MEMBERSHIP FEE.

#### **CHECKS or CASH ONLY**

We still only accept checks or cash for ANYTHING purchased at the woodshop. We DO NOT accept credit cards.

We rarely have coins at the desk so if you pay by cash you are likely to be asked to "DONATE" your spare change. There is a way to avoid this!

**Carry a blank check in your wallet!**

#### **HOLIDAY CLOSINGS – CERTIFICATION DAY CLOSINGS**

**November 14, 2019 – Certification. Only NEW MEMBERS, Certification and front desk staff, and Monitors are allowed in the shop.**

**November 28th, 2019 – Thanksgiving Day**

**December 12, 2019 - Certification. Only NEW MEMBERS, Certification and front desk staff, and Monitors are allowed in the shop.**

**December 24<sup>th</sup> and 25<sup>th</sup>, 2019 – Christmas Eve day and Christmas Day**

**December 31<sup>st</sup>, 2019– New Year's Eve**

**January 1<sup>st</sup>, 2020 – New Year's Day**



### Member Merchandise

**Steve Eikenberry**

We have a good quantity of various kits for creating gifts this Holiday Season. Most of the gift kits are not difficult and are perfect for beginning woodworkers to gain shop experience. Seasoned shop members are available to advise and help understand how to create the gift. Take some time to look at them in person. Sales people are in the shop daily and are happy to show you what's available. Gift kits include: back scratchers, shoe horns, potpourri lids, pepper mills, salt mills, pen kits, bracelet assist helpers, purse hangers (especially nice for CNC users), and many more items to choose from. Take a look!



### Library

**Mary Ann Main**

Due to other obligations, MaryAnn is stepping done from the role of Library manager. Therefore, **the Librarian position is open!** Please contact Mike Borfitz ([hborfitz@comcast.net](mailto:hborfitz@comcast.net)) if you are interested in being the Club Librarian!



### Education

**Deb Larouere**

Planning for the 2020 Class calendar is under way now. Additional instructors are needed, both for classes and 1 on 1 mentoring during regular woodshop hours. If you've got some skills, a heart to help new wood workers get acclimated to the shop, and some time, please contact Debbie Larouere. Let's talk!

Course Schedules are expected to be posted online In mid-December. Class sign UPS begin January 6. First day of class is January 13th. As always, you must be there sign up in person for classes or send a friend to do that for you. Check your calendar carefully as there are no refunds.



## IT (Information Technology)

### Bill Pappas

Current efforts revolve around daily support of existing IT systems such as the Front Desk and Electronic Doors. Development efforts continue to take place for the systems we will need when we have a second wood shop location. IT needs to add a few folks to the team to help with IT implementation and support of new shop.



## Lumber

### Stephen Yovan, Manager

#### Lumber species of the month... Cypress

**Characteristics....** The pale yellowish – white merges into the hardwood, which ranges from yellowish to light or dark brown, on to reddish-brown and almost black. The darker varieties tend to be found in swamplands of the southern USA. It normally has straight grain, which may be even or uneven, and a course texture. The oil content gives it a greasy feel. The oil in the heartwood makes it very durable when exposed to moist conditions. The heartwood is moderately resistant to preservative treatment.

**Properties...** It is soft to moderately hard, with moderate strength and stiffness. It has medium crushing and bending strength. The wood works easily with hand and machine tools, holds screws and nails well, glues satisfactorily, sands easily and readily accepts finishes.

**Origin ...** Eastern United States

**Common uses....** The wood is used in furniture, boat building, flooring, shutters, shingles, fence posts, paneling, food containers, core stock, and veneers. The “knees” which grow upwards of the tree’s roots are used for artistic or whimsical carvings.

**Availability...** about 100 board feet is in stock at \$3.25 per board foot, in 8” widths and in 8’ lengths , 4/4 thickness and is rough.



Conway Williams, Manager

### Toys

#### **The VWC Toy Department is on target for another very successful year.**

Since our last report we continue to have a very busy and productive year.

We have done two Toys on the Square since our last report.

We had our first outing at Brownwood Paddock Square on October 10<sup>th</sup> where we had a total of \$227.00, with \$162.00 in sales and \$65.00 in donations. Thanks to the team of John Scott, Mike Custard, Spike Durant, and Frank Kosa who made it possible.

Our second outing was on November 7<sup>th</sup>, again at Paddock Square, where we had a total of \$369.00, with \$309.00 in sales and \$60.00 in donations. It was good to welcome Ron Gammon back to the team along with regulars John Scott, Mike Custard, and Spike Durant who made it a successful night.

Our Elves and Painters continue their hard work!

- They had produced 8,029 toys through the end of September, since that report they have added:
  - o In October another 792 Toys were made.
  - o At the end of October that gave us 8,821 Toys produced, which is 1,044 Toys ahead of last years' record pace.
  - o So far in November we have added an additional 271 toys.
  
- On the shipping side we are also making good progress.
  - o In October we shipped a record 1,882 toys shipped to 9 clients!
  - o At the end of October that gave us 7,966 toys shipped, with a donation value of \$58,192.00!
  - o So far in November we have already made 3 shipments of 113 toys with a donation value of \$1,185.00.

The Toy Team will be looking forward to going back to Lake Sumter Landing on Wednesday November 20<sup>th</sup> for another successful night,

We are also working hard on the toys that will be assembled and donated to the children at Hoedown Days at the Polo Field Friday January 25<sup>th</sup> 2020.



## Safety and Turners

John Herega, Manager of Safety and Turners

### TURNERS GROUP

**WE ARE IN NEED OF A VOLUNTEER TO OPERATE OUR VIDEO TAPING AND PROJECTION OF OUR DEMONSTRATIONS. IF INTERESTED, CONTACT JOHN HEREGA AT [herega@hughes.net](mailto:herega@hughes.net) or leave a message at the front desk.**

The turner's group monthly meeting will be held Tuesday November 19, 2019 promptly at 7:00PM in the shop. Please bring a show and tell item.

Due to Holiday scheduling, travel etc. the **DECEMBER TURNING MEETING WILL BE CANCELED**. The first meeting of the New Year will be January 21, 2020

### NEW LATHES:

We have purchased two new lathes.

POWERMATIC MODEL #4224B. (TOP OF THE LINE)

- ✓ Distance between centers – 42 inches
- ✓ Horsepower – 3
- ✓ Number of indexing positions – 98
- ✓ Spindle speed range – 40 – 3500
- ✓ Swing range bed – 24 inches.
- ✓ Swing range (Banjo) – 21 Inches.

### FEATURES:

- Sliding headstock with electronic variable speed and digital RPM readout.
- Spindle lock and indexing on the headstock for drilling hole patterns, routing flutes, and other equally spaced features.
- Vacuum system.
- 15 amp quad receptacle for easy reach of powered accessories.
- Two 100 watt lamps.
- Set of dead centers which hold a spindle for visual comparison.
- Self-ejecting laser etched quill.
- Magnetic remote on/off switch

JET MODEL #JWL – 1840 EVS

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- ✓ Distance between centers – 40 inches.
- ✓ Swing over bed – 18-1/2 inches
- ✓ Swing over Banjo – 14-1/4 inches
- ✓ Quill Travel – 4-1/4 inches
- ✓ Spindle Speeds - High 120 – 3200 --- Low 40 – 1200
- ✓ Speed Range - 40 – 3200
- ✓ Number of indexing positions - 36

### FEATURES

- Sliding Headstock with digital speed readout
- Improved tailstock quill locking mechanism incorporates an anti-rotation key.
- Banjo uses non-marring, positive locking wedge system to securely hold tool post.
- Single lock latch frees up both hands.
- Electronic infinitely variable speed from 40 – 3200 RPM
- 36 integrated indexing positions.
- Remote emergency stop button can be situated along the lathe bed.

### TURNER SUPPLYS HALF PRICE SALE Limited quantities still available.

MYLAND SANDING SEALER – 500 ml

BLOXYGEN

ODIES OIL – 9oz

CORN ON THE COB HOLDERS

SANDING DETAILER – pkg. of 4

15/64" CARBIDE CUTTER

VARIOUS HSS CUTTERS

NOVA SOFT JAWS

MARKING TOOL

Anyone interested in demonstrating a wood turning item or technique contact John Herega at [herega@hughes.net](mailto:herega@hughes.net), leave a message at the front desk or call his cell phone number.

We are looking for members that would like to demonstrate their skills or techniques to the turners group, for the edification of the members. Anyone interested please contact John Herega. We bring in various demonstrators from local clubs and surrounding areas, we are looking for demonstrators that are new to the group. We would love for our very talented members to share their talents with us. Any suggestions or ideas are welcome

Following the meeting there will be a social period and demonstrator critique. Snacks will be provided, bring your beverage of choice.

### APPAREL

We recently re-stocked tan smocks; as expected, there is a slight increase in price. Bucket Boss and Duluth aprons are available. The dark grey Arsenal aprons are no longer available.

There is a limited supply of woodshop caps available, both carvers and general membership. See John Herega or front desk personnel.



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VWC apparel, shirts and hats are available at Custom Apparel 3451 Wedgewood Lane, Buffalo Ridge Plaza, rt.466. Aprons, smocks, respirators, dusk masks, safety glasses and side shields are available in the shop. Inquire at the front desk or contact John Herega.

### SAFETY

The next Safety Committee meeting will be **TUESDAY November 19, at 9:30am** in the library.

### WOOD DUST TOXICITY (CONTINUED)

#### SENSITIZER:

- A sensitizer is any substance which, after exposure, will invariably cause an allergic reaction in the user when encountered again. This may take the form of dermatitis, or other skin disorders, or respiratory and associated problems.
- It may take repeated contact for your body to develop a great enough allergy for it to react (the so called "latency period" - as little as 5 days and up to 6 – 8 months). If you eventually get a reaction, the rash will look like poison ivy – red with small individual itchy bumps.

➤ Sensitizer woods include:

|             |                    |
|-------------|--------------------|
| *CYPRESS    | *BALSAM FIR        |
| *BEECH      | *ELM               |
| *GREENHEART | *MAHOGANY          |
| *MAPLE      | *MYRTLE            |
| *REDWOOD    | *SASSAFRAS         |
| *SPRUCE     | *WALNUT            |
| *WILLOW     | *WESTERN RED CEDAR |
| *TEAK       |                    |

- In addition to actual wood dust, molds frequently trigger reactions, too. One that actually grows in wood happens to be very potent: *Crypto stroma corticale*
- This mold lives happily between the bark and sapwood of many hardwood trees especially maple and birch. It is responsible for the marbled spalling that wood turners prize, and for "maple bark strippers disease" a condition with the symptoms of a severe respiratory allergy.
- If you have an aspirin allergy, be wary of willow and birch. Both of these species possess significant concentrations of salicylic acid (the predecessor of aspirin) and very sensitive individuals might only need casual exposure, such as a whiff of sawdust to react.
- Excessive exposure to certain kinds of wood dust can cause ailments including bronchial asthma, rhinitis (a constantly runny nose) alvecolitis allergica (hypersensitivity pneumonia), bronchitis, allergic dermatitis and conjunctivitis.
- Nasal cancers are rare, but they can occur, especially to those working a long time in the furniture industry. Cancer of the upper respiratory tract can be caused by many kinds of wood dust, especially beech and oak
- Some people are more susceptible than others, and if you are a smoker the risk of illness from inhalation of wood dust is greatly increased.

#### PRECAUTIONS:

Work in a well ventilated area.

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Do not use known sensitizing woods for such things as handles.

Avoid working unseasoned woods.

Be especially cautious with dust from bonded wood products such as plywood and MDF.

Minimize sanding.

Turners – perfect your skills to enable you to minimize sanding.

Whenever possible utilize the downdraft sanding tables. Never say no to a respirator or dust mask.

### **RESPIRATORY PROTECTION**

The dust collection system and the air filters in the woodshop do a good job of keeping the air clean. However it is virtually impossible to maintain a completely dust free atmosphere.

### **MORE ON RESPIRATORY PROTECTION NEXT MONTH**

#### **FINISHING:**

#### **BETTER UNDERSTANDING OF SPLITS, CHECKS AND WARPS:**

- ❖ If a solid piece of kiln dried wood is clamped securely so that it cannot expand in width and then saturated with water, the cell walls swell and try to expand but are constrained by the clamps. Instead the cell walls compress, changing from cylindrical to oval in shape.
- ❖ If the board is released from the clamps, the cells won't return to their cylindrical shape: They remain flattened. When the water evaporates and the cell walls shrink to their previous thickness the board shrinks, becoming narrower than it was originally. The amount of shrinkage is as usual, but the starting point is now the clamped width rather than the width the board would have swollen to without the clamps. If the board is re-clamped and made wet again, it will shrink further. The phenomenon is called *compression shrinkage* (also compression set). It explains why nails and screws work loose in wood, and why the wooden handles of hammers and hatches loosen over time, after repeatedly becoming wet then dry.
- ❖ Compression shrinkage also accounts for splits developing in the ends of boards, checks in the middle of a board, and cupping (a type of warp) on the side of a board that is exposed to the most moisture. In each case part of the board tries to expand more than the rest of the board will allow it to. After a number of cycles of restricted expansion followed by full contractions, *that part of the board changes shape or splits*.

#### **JOINT FAILURE:**

- Joint failure also is accelerated by excessive moisture exchange. The cells in wood are like soda straws running lengthwise in boards. The cell walls swell and shrink, changing the width and thickness of boards, but not the length. When boards are joined with the grain running perpendicular, as they inevitably are in wood structures, the swelling and shrinking in different directions put great stress on the joints. As the glue ages and loses its flexibility, the contrary movement in any cross grain causes joint failure.
- The speed in which moisture exchange damages wood or breaks the glue bond varies depending on the environmental conditions. Wood or furniture left outside in the weather develops splits, checks,

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warps and joint failure much sooner than wood or furniture stored under cover. Wood or furniture stored under cover develop problems much faster than wood or furniture stored in a controlled environment. The best environment for storing wood or wooden objects is an environment of constant temperature and humidity.

- A finish slows moisture exchange no matter what temperature and humidity conditions surround the wood.

### **DECORATION:**

In addition to stabilizing wood and protecting it from dirt and grime, finishing wood is decorative. Even if you apply nothing more than a simple oil or wax finish, you are making a decorative choice. There are an infinite number of ways you can decorate wood, but finish decoration divides into three categories: color, texture and sheen.

### **COLOR:**

- There are three ways you can apply color to wood. In a broad sense all three are staining. The term staining commonly means applying color to wood. But you can also apply color between coats of finish. This is called *glazing*. Or you can add color to the finish itself and apply it to the wood. This is called *shading* or *toning* if you can still see the wood through the colored finish and painting if you can't.
- Stain applied to bare wood amplifies the figure and grain of the wood. Stain also highlights problems in the wood, such as scratches, gouges, machine marks and uneven density.
- Glaze, applied thinly, changes the tone of the wood's color and adds the appearance of depth and age by highlighting pores and recesses. Applied thick, glaze can be manipulated to imitate wood grain, marble, or leather.

### **TEXTURE:**

- All woods have a natural texture dependent upon the size and distribution of the pores. You can preserve this texture by keeping your finish very thin. This finish is very popular it's often called a *natural* look, and is what you get when you finish with oil or wax. You can get the same look with finishes, such as varnish, shellac, lacquer, or water based finishes as long as you keep them thin.
- By filling, or partially filling the pores with paste wood filler you can completely change the texture of the wood. You can fill the pores with paste wood filler or with many coats of finish that you sand or scrape back.

### **SHEEN:**

- Sheen is the amount of gloss the finish has. There are two ways to control sheen. The first is choosing a finish that has the sheen you want to build into it: high gloss, satin, or flat. The second is by rubbing and polishing the cured finish to the sheen you want.

**CONTINUED NEXT MONTH:**

### **NOTICE**

We are rapidly approaching time of the year for the election of VWC officers and 3 board of Directors. Any member interested in serving on the nominating committee for the Board of Directors and club officers, **OR WOULD LIKE TO BE A CANDIDATE FOR THE ABOVE OFFICES** contact John Herega.



## Carvers

**Pete Bankowski**

Nothing to report.



## Certification & Monitor Training

**Dick Besler**

Certification will be on the 14<sup>th</sup> of November. . Shop will be closed. Monitor training that took place on November 6 had about 25 people. Remember this time of year there are only two sessions each month. Remember we start at 4pm . You can't get in after 4pm; so, be there by 3:50pm to sign the book showing you attended the meeting.

**Again, please remember that on the days of certification, the shop is closed to all members EXCEPT monitors, "students" and instructors!**



## Vice President

**Jim Spallone**

Elliot Schantz and his fellow turners scheduled an event to celebrate Veterans Day by meeting on Monday 11/11/19, and Tuesday 11/20/19 to produce pens for the troops. The goal was 75 pens and the event was considered a success.

Don't forget this group meets the 4<sup>th</sup> Tuesday at 4pm of every month to turn pens for the troops.



### Maintenance/Shop Administration

**Dave Adamovich**

**Glen Croteau**

We recently replaced the Grizzly 18" wide belt sander with a new 20" Shop Fox sander. The Grizzly unit had a lot of issues that were driving the Maintenance Department crazy. The new machine has been running a lot better, fingers crossed. Please respect this fine unit. The Grizzly unit was returned to Grizzly and they sent us a new unit which will be sent to the new shop.

The recent distribution, *REMINDERS and IMPORTANT INFORMATION for MAKING OUR CLUB a CONGENIAL PLACE of ACTIVITY* contains important reminders. If you have not yet read it, do so! If you have read it, a second read wouldn't hurt!



### Woodworking Technology

**Lowell Sundermann**

Fall classes are coming to an end. E513 (CNC) finishes on November 11<sup>th</sup>. CNC certification will continue through the rest of the year. The last E601 class will start on December 7<sup>th</sup>. Paul Porter is teaching an advanced class on using 3D models in Vcarve Pro on November 16<sup>th</sup>. One seat opened up but probably is taken by now. There has been a lot of interest in carving in 3D on the CNC. We may ask Paul to hold a second class yet this year.

We have some excitement in the Laser field. Using a special software package we can quickly take a .jpg photo and convert it to a high quality image with amazing contrast for laser engraving. This is an excellent example of pursuing advanced woodworking technology. It is EngraveLab's PhotoLaser Pro version 10. We have demonstrated its capability and management has agreed to purchase one copy. We have negotiated a reduced price for educational use. Club members can take advantage of the reduced price. It is suggested you experiment with the shop's copy and then decide if you want to investigate owning your own copy. The conversion process is so fast that we feel we can install it on the Laser computer and process it there just before sending it to the Epilog. A class on the use of the software will be offered in due time. Pre-requisites will be determined after we have fully evaluated the software capabilities.

There is a lot of opportunities in the fast moving woodworking technology field. Members may want to get Class E500, a basic review of Windows, out of the way so you can quickly sign up for these new classes. We all wish Rik Peirce a successful and speedy recovery from shoulder surgery. Please welcome Dave Makarewicz as Rik's back-up man for class E500. Dave will do a great job.



## **Chair, Board of Directors**

**Mike Cromwell**

If this shoe fits, please wear it! If you believe it does not, please reconsider to be certain.

Following is excerpt from our by-laws:

Section 2.1 The objectives of TVWC shall be:

- Section 2.1.1 To associate congenial persons of good character having a common love and appreciation of carving, turning and general woodworking activity.
- Section 2.1.2 To encourage safe use of equipment and to stimulate members to increase their knowledge of and skill in woodworking.
- Section 2.1.3 To promote and develop a better understanding of the selection, techniques of proper use and daily maintenance of woodworking equipment.
- Section 2.1.4 To encourage its members to render such altruistic or other civic service as they may determine.

These objectives have been historically well supported at VWC. The result is a welcoming atmosphere that clearly values the individuals over production. In my 5-year experience, a truly untold number of members have supported my efforts through formalized classes, coaching, correction and just general friendly awareness. By observation, it appears that many others have enjoyed similar experiences.

The Club is in a state of transition where many ‘newbies’ are joining us. Some are new to a wood shop environment with sophisticated equipment. This has led to many opportunities for the more established members to step-up with teaching, advising, encouraging and general support. And those of us who have been net ‘receivers’ of such attention need to assume ‘payback’ roles to lighten the load on our brothers and sisters who have carried us in the past. We all need to contribute toward maintaining the culture defined by our stated by-law objectives.

The Club’s growth also leads to other opportunities (read ‘needs’ if you like). Perhaps the most pressing is in education. Could you lead a class? Or assist a leader? Or work with the certification team? Please don’t be dismissive! Give this self-examination serious consideration. Contribute to maintaining the Club’s welcoming and positive culture.

Thank you for your thoughtful consideration.



### President

Mike Borfitz

As I write this, I am excited knowing that I will be able to share some definite news about the new shop at our General Membership meeting because I will have attended the PWAC meeting that morning. In preparation for the PWAC meeting, I, with Richard Baier and John Rohan, attended separate meetings with six out of the seven members that make up PWAC. The responses were generally favorable. Each brought different questions to the table and was genuinely interested in our organization. Optimistically, the approval should go through (meaning that PWAC agrees to the on-going support of this second site). That approval paves the way to a District meeting two days later (November 14) to obtain approval to build. I will be attending that meeting also. **Thank you so much to all the members who worked tirelessly to get us to this point!**

I would also like to sing some specific member praises:

- Following up on a great suggestion from Lee Gulbin, Hans and Lee created a great check list for approaching a Special Project! That checklist will be distributed at the General Meeting on November 12 and be available on the website.
- Glenn Croteau is managing and mentoring a superb group of maintenance members and has established a system whereby there is a maintenance person on the floor all normal open shop hours (not to mention all they do before the doors open!) ..... And we are looking at shifting some of the monitor responsibility to the maintenance person on the floor (a work in progress)
- Deb Larouere is working very closely with the certification team to aid the instructors and provide added value on the opportunities available via the computer
- Steve Eikenberry has come up with a proposal to help create some one-day classes that will help to get new members up to speed on good practices in the shop. He and Deb are working to flesh this out!

**Please join me in saluting these initiatives and thanking all those involved!**

Thank you also to the entire membership for working through this busy, sometimes stressful, time as our population grows and our space remains the same. It definitely will be this way for this up-coming season, but it will be worth the discomfort as the next shop comes on line.

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### *Special Projects – Checklist Attachment*

#### Getting Started

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- 1.** Review Projects available in the Green Book at front desk note that the oldest projects are filed at the beginning of the book.
- 2.** Select a project
  - a.** Ensure that the project has not been started by matching the SP number on the Special Project Assignment Report located on the clipboard at the front desk.
  - b.** Ensure that all of the information needed for you to complete the project is available. If not ...see below
  - c.** Ensure that you feel confident in your skills to complete the project.
  - d.** If material has been left in the shop as indicated on the SP Request, make sure that you can find the material in the SP storage area
- 3.** After selecting a project, enter your name on the Special Project Assignment Report next to the SP number. This is important to ensure that the project is not being worked on by another member which would result in a duplication of effort and material.

#### Confirming Project Information

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- 1.** Make sure that you understand the plans.
  - a.** If there is a sketch, are dimensions given - inside or outside dimensions
  - b.** Is material specified? Default for shelving is plywood unless otherwise specified. Material for boxes and the like is poplar or some such soft wood. Note that we do not use pine in any of our special projects.



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### *Special Projects – Checklist Attachment*

- c. Are joint details shown. VWC default is ***always*** that all joints are mitered such that end grain is not exposed on finished project surfaces; UNLESS otherwise specified.
- 2. If the project is a repair, make sure that you understand how to disassemble and reassemble the item. If you are unsure, contact one of the more experienced woodworkers in the shop.
- 3. Remember that the standard is to provide a surface ready for finishing. We do not normally include finishing in the project.
- 4. If you have ANY questions regarding the project you should contact the requestor leaving your personal phone number for a return call. If you feel uncomfortable doing this, please do not undertake the project. The project should be referred to the Special Project administrator for additional information, using a yellow “sticky” message attached to the Project Request Sheet.

### **Project Materials**

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- 1. If the requestor has left material for the project, retrieve the material from the Special Projects storage area.
- 2. If the shop is to provide materials, follow the following steps:
  - a. If the material is small you can probably find material in the Special Projects area to do the work.
  - b. If you need to draw material from the lumber storage, you can do so by indicating that the material is to be charged to Special Projects.
  - c. If you do not need the entire piece of lumber, use the material you need and then place the remainder in the Special Projects area. (See completing Project below for computing material costs)
  - d. In the case of plywood, first check to see if a sufficient piece is available in the Special Projects area. If not, you are authorized to obtain a new sheet from lumber storage

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### *Special Projects – Checklist Attachment*

and charge it to Special Projects. (See completing Project below for computing material costs)

- e. We charge for incidental such as glue, nails or screws with a minimum of \$.50. Just make an educated guess for such incidentals AND wear/tear of our machinery. For a typical wall shelf the total would be on the order of \$1.00. Note that if the project requires a lot of machine time, such a planning and finish sanding, feel free to charge more for shop incidentals.
- f. If you need special hardware, please contact the Special Projects Administrator to order special items PRIOR to starting the project.

### Completing the Special Project

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- 1. You can use the space in the Special Projects area or any workbench. However, remember that if you need to leave the project in an unfinished state to complete a Project Identification Form and affix it to the project. Do NOT just leave the project in an unfinished state.
- 2. Remember the club prides itself on a producing a workmanlike product. The finished project should exhibit only the best craftsmanship. All visible edges are finished and there are no marks on the finished surfaces. All joints are glued and sturdy, with no excess squeeze out.
- 3. After you have completed the project, perform the following steps:
  - a. Inspect the finished product. Ensure that all finished surfaces are smooth and ready for a finish, all joints are sturdy and that any excess glue has been removed. You should be able to proudly exhibit the finished product.
  - b. Place the finished project in the Special Projects storage area.
  - c. Affix a strip of PURPLE tape on the project that signifies that the project has been completed.

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### *Special Projects – Checklist Attachment*

- d. On the Special Project Request, in the Green Binder, do the following steps.
  - e. In the Material costs portion of the form apportion the raw lumber material you used. For instance, if you used less than a quarter sheet of plywood, charge a quarter sheet of plywood to the project, see Stephan Yovan to get cost of a full sheet of plywood. If you used scrap material, make an estimate of the cost of material.
  - f. Enter an approximation of the number of hours you spent on the project.
  - g. Enter your name in the space provided to indicate that the project is complete.
  - h. Remove the Special Project Request form from the Green Binder and review the information.
  - i. Give the completed Special Project Request Form to the front desk personnel who will contact the requestor.
4. Thank you for taking part in the Special Projects effort.