

POLICY AND PROCEDURE MANUAL OF **THE EARLY AMERICAN INDUSTRIES ASSOCIATION**

Purpose and Scope:

The Policy and Procedure Manual is designed to supplement the Bylaws by providing information about the policies and procedures that govern The Early American Industries Association. These policies and procedures are to be used by the Officers, the Executive Director, the Board of Directors and all Committee Chairpersons. These policies and procedures are intended to further the mission of The Early American Industries Association, provide historical continuity, ensure fiscal integrity, and support the continued viability of The Early American Industries Association.

A number of additional benefits are expected from the use of this manual. These include a consistency of interpretation and processes, a clear understanding of the duties and responsibilities of those members serving in leadership positions, and a clear understanding of the duties and responsibilities of the Executive Director. This manual is not intended to include a description of every function of The Early American Industries Association nor of every activity conducted by EAIA. This manual is intended to be a living document that will change as necessary to fit the needs of The Early American Industries Association. **No policy or procedure in this manual can contradict, alter, or supersede the Bylaws.**

How to Use the Policy and Procedure Manual:

All Officers, the Executive Director, members of the Board of Directors and Committee chairpersons are responsible for using the Policy and Procedure Manual in the performance of their duties.

The Policy and Procedure Manual is organized into sections that should assist the user in locating information easily. The Table of Contents lists these sections.

Updating the Policy and Procedure Manual:

The Second Vice-President maintains the Policy and Procedure Manual. The Second Vice-President shall annually review the Policy and Procedure Manual to ensure that it continues to further the mission of EAIA. All officers, the Executive Director, members of the Board of Directors, and Committee chairpersons are responsible for identifying areas in need of new or revised policy or procedure change and for recommending appropriate changes to the Board of Directors. The Board of Directors must approve all new policies, procedures, or changes to existing policies or procedures. All proposed changes to the Policy and Procedure Manual must be approved by a majority vote of members present at a scheduled meeting of the Board of Directors. Upon approval, the Second Vice- President incorporates the changes into the Policy and Procedure Manual.

Compliance:

All Officers, the Executive Director, members of the Board of Directors, committee chairpersons are responsible for following the established policies and procedure outlined in this manual.

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Section 1: Corporate Structure

1.1 Articles of Incorporation

The Early American Industries Association was duly incorporated under the laws of the State of New York on February 26th, 1942, and is organized pursuant to the Membership Corporations Law of the State of New York. The full text of the certificate of incorporation is included in [Appendix A](#). The corporate office of record and registered agent is John Verrill, P.O. Box 524, Hebron, Maryland, 21830.

1.2 Certificates of Exemption

The Early American Industries Association has been determined to be a tax-exempt organization under section 501© (3) of the Internal Revenue Code. The full text of the IRS determination is included in [Appendix A](#)

The Early American Industries Association has been granted an exemption of sales taxes in the following states.

Missouri

The full text of the exemption is included in [Appendix A](#).

Section 2: Corporate Identity and Property

2.1 Logo

The logo of The Early American Industries Association is the design of the Association and is only to be used in conjunction with official business matters and in publications and/or on products authorized by the Board of Directors. The logo shall be displayed on all EAIA stationery, certificates, and on other official documents when practical. Any unauthorized use of the logo shall be deemed as misrepresentation of the Association and illegal use of Association property.

2.2 Corporate Seal

The Executive Director is responsible for retaining the corporate seal. The seal is to be used only at the direction of the Board of Directors. The seal is to be used only for official EAIA documents, e.g., certificates, legal documents.

2.3 Stationery and Supplies

Stationery and supplies are the property of EAIA and shall be used only for purposes of conducting association business as duly authorized by the Executive Director. Unauthorized use

of these properties shall be deemed as misrepresentation and illegal use of EAIA property. Persons in possession of EAIA stationery or supplies shall promptly surrender such properties at the time the individual leaves office or the term of responsibility to the association expires when the stationery or supplies become obsolete or as otherwise directed by the Executive Director.

Section 3: Membership

3.1 General Membership

Any person or institution interested in the Mission of The Early American Industries Association is eligible for membership upon completion of an application and payment of dues. Members are entitled to attend all meetings of the association and receive the publications, *Shavings* and *The Chronicle*. The membership year is from January 1st thru December 31st. No matter when a member joins during the membership year, they shall receive all issues of *Shavings* and *The Chronicle* for that membership year.

3.2 Dues

The amount of annual dues for membership is determined by the Board of Directors. Annual membership dues become payable on January 1st of each year and cover membership for that calendar year, or from the date joined through the end of the current calendar year. Annual dues for membership not received by the last day of February of each year are considered delinquent.

3.3 Membership Levels

The Early American Industries Association receives substantial support for its work from members who choose a higher level of membership. The following membership levels are currently available:

- a. \$ 44 - Individual/Institutional Member
- b. \$ 54 - Individual/Institutional Member – outside the United States
- c. \$ 60 - Member & Spouse Member – both are full members with voting privileges
- d. \$ 65 - Outside the United States (All members joining at this level or any higher level will be entitled to having both the member and his/her spouse be full members with voting privileges.)
- e. \$ 25 - Student Membership
- f. \$ 65 - Contributing Member
- g. \$ 100 - Sustaining Member
- h. \$ 250 - Benefactor Member
- i. \$ 500 - Patron Member

3.4 Membership List

The Early American Industries Association mailing list will be made available to other organizations with similar interests for the purpose of informing our members of organizations, programs, or events that may be of interest to EAIA members. The membership list will not be made available for purposes inconsistent with our tax-exempt status or for activities inconsistent with the mission of EAIA. The list will be made available only in the form of printed labels with the understanding that they are for one-time use for the stated purpose and will not be duplicated. The charge for production of the labels and their delivery is to be paid by the recipient. Release of the membership list to other organizations must be authorized by the Executive Committee and/or the Board of Directors.

Section 4: Board of Directors

4.1 Duties and Responsibilities of the Board of Directors

An effective nonprofit organization needs a strong Board of Directors that understands its responsibilities and pursues them with passion. If the Early American Industries Association is to fulfill its mission and meet the needs of its membership, Board members need to accept the responsibilities of Board membership.

The responsibilities of individual Board members include:

1. A commitment to attend all board meetings, the meetings of any committee on which you serve, and the EAIA annual meeting;
2. Sharing your resources, expertise and talents with EAIA;
3. Being well informed about EAIA's mission, bylaws, programs, and publications;
4. Preparing for each Board of Directors and various committee meetings by reviewing the agenda and supporting materials prior to board and committee meetings;
5. Actively participating in the board meetings;
6. Agreeing to serve on at least one committee, and offering to take on special assignments and fulfilling commitments within the agreed upon deadlines;
7. Making a personal financial contribution to EAIA as your personal circumstances allow and encouraging the financial support of EAIA by others;
8. Eagerly informing others about EAIA and encouraging them to join. Helping

enhance EAIA's public image and serving as an EAIA good will ambassador;

9. Suggesting possible nominees to the Board who can make significant contributions to the work of the Board and the programs of EAIA.
10. Assisting the board in carrying out its fiduciary responsibilities by reviewing the financial statements, and approving the budget;
11. Selecting supporting and reviewing the performance of the Executive Director of the Early American Industries Association. Reviewing and evaluating the performance of the Executive Director on the basis of his/her job description, including his/her relationship with the Board and EAIA officers, program planning and implementation, and management of the Early American Industries Association and its resources.
12. Being loyal to EAIA;
13. Being accessible to the Executive Director and other members of the Board as needed.
14. Taking the initiative and providing leadership.

4.2 Personality characteristics that will help you be an effective board member and enjoy your tenure on the Board include:

1. **The ability to:** listen, analyze, think creatively, and work well with people both individually and in a group.
2. **Willingness to:** prepare for and attend board and committee meetings, ask questions take responsibility, and follow through on a given assignment, contribute personal and financial resources in a generous way according to your personal circumstances.
3. **Possess:** honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community building skills, personal integrity, a developed sense of values, concern for EAIA's success and development, and possibly most important of all, **a sense of humor!**

Section 5: Officers

5.1 Duties and Responsibilities of the President

The President of the Early American Industries Association has a key role in the success of the Association. As the primary spokesperson for the Early American Industries Association, the President shall strive to ensure the consistent achievement of the mission, programs and goals of

The Early American Industries Association. Through a commitment to the mission and programs of the association the President provides leadership and direction to the membership of the Early American Industries Association and its Board of Directors.

Specific duties and responsibilities include:

1. **Board Meetings**: Establish an agenda for all meetings of the Board in conjunction with the Executive Director. Ensure that all the necessary materials are prepared and made available to all members of the Board at least 30 days prior to scheduled Board meetings. The President shall preside at all regular and special meetings of the Board.
2. **Annual Business Meeting**: Establish an agenda in cooperation with the Executive Director. Preside at the Annual Business Meeting. Prepare and present the “President’s Report” at the Annual Business Meeting. The President’s report should briefly summarize the state of EAIA, highlight current Board issues and objectives, and inform members of upcoming Annual Meetings. Recognize outgoing and incoming Board Members in conjunction with the Meetings and Program Committee. Recognize other leadership position changes as applicable. Upon leaving tenure, the outgoing President should introduce the incoming President. The incoming President should then in turn express EAIA’s appreciation to the outgoing President.
3. **Executive Committee**: Prepare an agenda for all Executive Committee Meetings. Preside at all meetings of the Executive Committee.
4. **Standing Committees and Special Committees**: Appoint committee chairpersons and committee members. In concert with the Board, review committee responsibilities. Maintain contact with committees. Encourage and support committee chairpersons and committee activities. Ensure follow-through on all assigned committee tasks. Facilitate communication between committees and the Board. The President is an ex-officio member of all committees.
5. **EAIA Officers**: Communicate effectively and regularly with all of the officers of the Association. Assist them in orientation to the duties and responsibilities of their office. Be accessible to officers in regards to the activities and business of the association. Encourage and support EAIA officers.
6. **Executive Director**: Establish and maintain a cooperative working relationship with the Executive Director. Ensure that the Executive Director follows through on all board assigned tasks. Ensure that the Executive Director is performing the duties and responsibilities outlined in the Executive Director’s job description. Coordinate the Executive Director’s annual job and performance review.
7. **EAIA Publications**: *The Chronicle* and *Shavings* are vital to the mission of The Early American Industries Association. The President shall submit a “President’s Column” for each issue of *Shavings* on a topic of his/her choice regarding the activities, goals and issues important to the mission and future of the association. The “President’s Column” shall be submitted prior to the deadline for publication of each issue of

Shavings. The President should become acquainted with and communicate effectively with the Editor of *Shavings*, and with the Editor and the Editorial board of *The Chronicle*. The President shall encourage members of the association to contribute to both *Shavings* and *The Chronicle*. The President will work with the Executive Director, the officers, the Board, and the Publications Committee to provide any other assistance necessary to ensure that all EAIA publications fulfill the mission of the association and the needs of the membership.

8. **Representation and General Responsibilities:** The President shall act as the principal spokesperson for The Early American Industries Association. The President shall be accessible and responsive to communication from the Executive Director, Officers, Board members and all other members of the Association. The President must be able to devote an adequate amount of time to the responsibilities of the office and to the activities of the Association. The President shall effectively represent EAIA to other organizations with similar interests. The President shall willingly listen to and appropriately respond to suggestions, comments, compliments and criticisms from the membership and others while continuously remembering that he/she represents the entire organization.

5.2 Duties and Responsibilities of the First Vice-President

The First Vice-President of The Early American Industries Association in the absence of the President shall assume the duties and responsibilities of the President. The First Vice-President shall become oriented to all the duties and responsibilities of the President. Specific duties and responsibilities include:

1. **Board Meetings:** The First Vice-President shall preside over all meetings of the Board in the absence of the President.
2. **Annual Business Meeting:** The First Vice-President during his/her tenure of office shall serve on the Meeting and Programs Committee. The First Vice-President shall take a primary role in assisting the chairperson of the Meetings and Programs Committee in planning and managing the Annual Business Meeting. At the conclusion of each Annual Business Meeting, the First Vice-President shall write a summary of the meeting for publication in *Shavings*. In addition, the First Vice-President shall present to the Board of Directors at the next meeting of the Board of Directors a summary of the Annual Business Meeting that will include the following: location of the meeting, total attendance, theme, financial results, and suggestions for improvements.
3. **Treasurer:** During his/her term of office the First Vice-President shall serve as Treasurer of the Corporation. Duties include:
 - a. Preparing the annual budget in cooperation with the Executive Director,

- b. Presenting the annual budget for approval to the Board of Directors at the fall meeting of the Board of Directors,
 - c. Ensuring that the Association operates within the budget guidelines,
 - d. Monitoring the design and implementation of an appropriate bookkeeping system in concert with the Executive Director,
 - e. Working with the Executive Director to prepare the budgets for any special programs carried out by EAIA (i.e. the Eastfield Summer Workshops, the European Tool Tour) and ensuring that those programs operate within their budget guidelines,
 - f. Working with the Executive Director and the chair of the Publications Committee to prepare the budgets for *Shavings* and *The Chronicle* and ensure that those publications operate within their budget guidelines,
 - g. Working with the Executive Director and the chair of the Annual Meeting Committee to develop a budget for the annual meeting and insuring that the Annual Meeting Committee operates within their budget guidelines.
4. **Executive Committee**: The First Vice-President shall be a member of the Executive Committee. The First Vice-President shall chair meetings of the Executive Committee in the absence of the President.
 5. **Standing Committees and Special Committees**: The First Vice-President shall become familiar with the purpose and work of all Standing and Special Committees. The First Vice-President shall encourage and support committee chairpersons and committee activities.
 6. **EAIA Officers**: The First Vice-President shall communicate effectively with all the officers of the association. The First Vice-President shall assist them in orientation to the duties and responsibilities of their office. The First Vice-President shall be accessible to officers in regards to the activities and business of the association. The First Vice-President shall encourage and support EAIA officers.
 7. **Executive Director**: The First Vice-President shall establish and maintain a cooperative working relationship with the Executive Director. The First Vice-President shall actively participate in the Executive Director's annual job and performance review.
 8. **EAIA Publications**: The First Vice-President shall become acquainted with the editors of both *Shavings* and *The Chronicle*. The First Vice President shall encourage members of the association to contribute articles to both *Shavings* and *The Chronicle*.
 9. **General Responsibilities**: The First Vice-President shall assist in the orientation of new Directors. The First Vice-President shall have knowledge of and understanding of the mission and programs of The Early American Industries Association. The First Vice-President shall effectively represent EAIA to other organizations with similar interests.

5.3 Duties and Responsibilities of the Second Vice-President

The Second Vice-President of The Early American Industries Association in the absence of the First Vice-President shall assume the duties and responsibilities of the First Vice-President. The Second Vice-President shall become oriented to all the duties and responsibilities of the First Vice-President.

Specific duties and responsibilities shall include:

1. **Board Meetings**: The Second Vice-President shall attend and participate in all meetings of the Board of Directors. The Second Vice-President shall annually review and become familiar with the bylaws and policy and procedure manual of The Early American Industries Association. If a question arises at a Board of Directors meeting requiring explanation of the bylaws or the policy and procedure manual, the Second Vice-President shall be called upon to provide the explanation and/or clarification. The Second Vice-President shall be responsible for updating the bylaws and the policy and procedure Manual. The Second Vice-President shall ensure that all members of the Board of Directors have an up to date version of the Bylaws and the Policy and Procedure Manual.
2. **Annual Business Meeting**: The Second Vice-President during his/her tenure of office is encouraged to attend and volunteer to help during the Annual Business Meeting.
3. **Executive Committee**: The Second Vice-President shall be a member of the Executive Committee. If a question arises at a meeting of the Executive Committee requiring explanation of the Bylaws or the Policy and Procedure Manual, the Second Vice-President shall be called upon to provide the explanation and/or clarification.
4. **EAIA Officers**: The Second Vice-President shall communicate effectively with all of the officers of the association. The Second Vice-President shall assist them in orientation to the duties and responsibilities of their office. The Second Vice-President shall be accessible to officers in regards to the activities and business of the association. The Second Vice-President shall encourage and support EAIA officers.
5. **Standing Committees and Special Committees**: The Second Vice-President shall chair a standing committee. The Second Vice-President shall encourage and support committee chairpersons and committee activities.
6. **Executive Director**: The Second Vice-President shall establish and maintain a cooperative working relationship with the Executive Director. The Second Vice-President shall actively participate in the Executive Director's annual job and performance review. The Second Vice-President shall forward any changes in the Bylaws or the Policy and Procedure Manual to the Executive Director for long term safekeeping. The Second Vice-President shall ensure that the Executive Director has an up to date copy of the Bylaws and the Policy and Procedure Manual.

7. **EAIA Publications**: The Second Vice-President shall become acquainted with the editors of both *Shavings* and *The Chronicle*. The Second Vice-President shall encourage members of the association to contribute articles to both *Shavings* and *The Chronicle*. The Second Vice-President shall ensure that an up to date version of the Bylaws and the Policy and Procedure Manual is available to the membership through EAIA publications, the EAIA website, or the EAIA membership directory.
8. **General Responsibilities**: The Second Vice-President shall assist in the orientation of new Directors. The Second Vice-President shall have knowledge of and understanding of the mission and programs of The Early American Industries Association. The Second Vice-President shall effectively represent EAIA to other organizations with similar interests.

5.4 Duties and Responsibilities of the Secretary

The Secretary of the Early American Industries Association shall perform the duties outlined in Article II, Section 5 of the Bylaws. The Secretary has responsibility for recording and maintaining the record of the business and correspondence of the membership and the Board of Directors of The Early American Industries Association.

Specific duties and responsibilities include:

1. **Board Meetings**: The Secretary shall send notices of all meetings of the Board of Directors in accordance with the Bylaws. The Secretary will prepare and circulate a “sign in sheet” for all meetings of the Board of Directors. Directors, officers, invited guests, and others will sign in prior to all meetings of the Board of Directors. The Secretary shall record and sign the minutes of all meetings of the Board of Directors. The Secretary shall attach to the minutes copies of all reports from board members, committees, and others accepted by the Board as part of the minutes of a meeting of the Board of Directors. The Secretary shall distribute minutes of all meetings of the Board to all board members within 30 days of any meeting of the Board. The Secretary shall prepare correspondence as directed by the Board of Directors. The Secretary shall maintain and distribute to all members of the Board, an up to date directory of Board members and officers, including their names, addresses, e-mail addresses, phone numbers, and current position and tenure on the board.
2. **Annual Business Meeting**: The Secretary shall determine that a quorum as outlined in the Bylaws is present at the beginning of each Annual Business Meeting. The Secretary shall record and sign the minutes of the Annual Business Meeting. The Secretary will read the minutes of the previous Annual Business Meeting at each Annual Business Meeting and request a motion for approval of those minutes. At the conclusion of the Annual Business Meeting, the Secretary shall prepare a copy of the minutes of that year’s meeting for publication in the next issue of *Shavings*.
3. **Executive Committee**: The Secretary shall be a member of the Executive Committee. The Secretary shall record and sign the minutes of any meetings of the Executive Committee. The Secretary shall distribute a copy of the minutes of any

Executive Committee within 30 days of any meeting of the Executive Committee members of the Executive Committee and to all members of the Board of Directors.

4. **Standing Committees and Special Committees:** The Secretary shall receive, collate, and maintain a copy of the minutes of all committee meetings of all standing committees and special committees of The Early American Industries Association.
Special Attention: Nominations Committee: The Secretary shall perform the duties assigned regarding the election of directors and officers as state in Article II, Section 1 of the Bylaws. The Secretary shall announce the results of the election of members of the Board of Directors, and the election by the Board of the newly elected officers of The Early American Industries Association to the membership at the Annual Business Meeting. The Secretary shall prepare a report on these elections that shall be published in the first issue of Shavings sent to the membership after the Annual Business Meeting.
5. **EAIA Officers:** The Secretary shall communicate effectively and regularly with all of the officers of the Association. The Secretary shall be accessible to officers in regard to the activities and business of the Association. The Secretary shall encourage and support EAIA officers.
6. **Executive Director:** The Secretary shall establish and maintain a cooperative working relationship with the Executive Director. The Secretary shall forward to the Executive Director for long term safekeeping a copy of the minutes of the Annual Business meeting and any meetings held by the Board of Directors and the Executive Committee. The Secretary shall actively participate in the Executive Director's annual job and salary review.
7. **Representation and General Responsibilities:** The Secretary shall effectively represent EAIA to other organizations with similar interests. A knowledge of and commitment to the mission, programs and publications of the association will enhance the Secretary's ability to contribute to the success of the association.

Section 6: Executive Director

6.1 Duties and Responsibilities of the Executive Director

The Executive Director of The Early American Industries Association functions as the Chief Executive Officer of the association. The Executive Director is appointed by the Board of Directors, and serves at the pleasure of the Board of Directors. The Executive Director reports to the Board of Directors and is responsible for the association's consistent achievement of its mission and financial objectives. The Executive Director is responsible for administrative management of the association and is responsible for implementation of policies, programs, and objectives set by the Board of Directors. The Executive Director must possess a strong commitment to mission and programs of The Early American Industries Association. The

Executive Director shall strive to ensure the consistent achievement of the mission, programs, and goals of The Early American Industries Association. Guidance, support, and direction are provided to the Executive Director by the Board of Directors through the President and the Executive Committee.

Specific duties and responsibilities include:

1. **Board Meetings**: The Executive Director shall reserve appropriate space for all meetings of the Board of Directors. The Executive Director shall ensure that the appropriate materials, supplies, and equipment are available at all meetings of the Board. The Executive Director shall ensure that all the necessary materials are prepared and made available to all members of the Board at least 30 days prior to all scheduled Board meetings. The Executive Director shall work with the President to schedule meetings of the Board and develop the agenda for all meetings of the Board. The Executive Director shall attend all meetings of the Board. The Executive Director shall prepare and present an Executive Director's report at all scheduled Board meetings. The Executive Director shall retain a permanent copy of the minutes of all meetings of the Board of Directors.
2. **Annual Business Meeting**: The Executive Director shall establish an agenda in cooperation with the President. The Executive Director shall assist the Meeting and Programs Committee in planning and budgeting for the Annual Business Meeting. The Executive Director shall ensure that the Meetings and Programs Committee operates within budget guidelines. The Executive Director shall assist the chair of the Meetings and Program Committee in the successful execution of the annual business meeting. The Executive Director shall retain a permanent copy of the minutes of each Annual Business Meeting.
3. **Executive Committee**: The Executive Director shall be a non-voting member of the Executive Committee. The Executive Director shall work with the President to expedite the planning and preparation for all Executive Committee meetings. The Executive Director shall retain a permanent copy of the minutes of all Executive Committee meetings.
4. **Standing Committees and Special Committees**: The Executive Director shall maintain an up to date list of the chairperson and members of all standing and special committees of the Association. The Executive Director shall serve as an information and material resource for all committee chairpersons. The Executive Director shall encourage and support committee chairpersons and committee activities. The Executive Director shall serve as a liaison between committees when necessary. The Executive Director shall facilitate communication between committees and the Board of Directors. The Executive Director shall retain a permanent copy of the minutes of all the meetings of the standing and special committees.
5. **EAIA Officers**: The Executive Director shall communicate effectively and regularly with all the officers of the Association. The Executive Director shall assist them in orientation to the duties and responsibilities of their office. The Executive Director

shall be accessible to officers in regard to the activities and business of the Association. The Executive Director shall encourage and support EAIA officers.

6. **EAIA Publications:** *The Chronicle* and *Shavings* are vital to the mission of The Early American Industries Association. The Executive Director shall supervise the editors of *The Chronicle* and *Shavings*. The Executive Director shall be responsible for publishing the annual Membership Directory, when requested by the Board of Directors. The Executive Director shall solicit advertising for both *Shavings* and the annual Membership Directory. The Executive Director shall prepare and supervise an annual budget for *The Chronicle*, *Shavings*, and the annual Membership Directory. The Executive Director shall assist with the recruitment of authors and articles for both *The Chronicle* and *Shavings*. The Executive Director shall work with the editors, the officers, the Board of Directors and the Publications Committee to provide any other assistance necessary to ensure that all EAIA publications fulfill the mission of the association and the needs of the membership.

7. **Fiscal and Financial Responsibilities:** The Executive Director shall:
 - a. Monitor receipt of all securities and monies due to and held by the organization;
 - b. Ensure that all funds are properly deposited and disbursed in a timely manner to the appropriate accounts;
 - c. Carry out the daily financial transactions necessary to carry out the business of the Association;
 - d. Submit monthly income and expense statements and balance sheets to all members of the Board;
 - e. Submit annual financial reports of the association to the Board of Directors;
 - f. Submit annual financial reports of the association to the Board of Directors;
 - g. Ensure that all Federal, State, and local financial reports are filed on a timely basis;
 - h. Work with the First Vice-President in the preparation of the annual budget and monitor its implementation;
 - i. Work with the First Vice-President to ensure that the association operates within budget guidelines;
 - j. Ensure that the association maintains its tax-exempt status through the state of Maryland;
 - k. Work with the First Vice-President to oversee the design and implementation of an appropriate bookkeeping and accounting system;
 - l. Contract with an independent CPA to conduct an annual audit and/review;
 - m. Sign fiscal forms and instruments as necessary;
 - n. File the annual report to the United States Postal Service to maintain the association's periodicals postage permit;
 - o. Ensure that any insurance policies necessary to carry out the business of the Association are up to date and in force;
 - p. The Executive Director shall be bonded;
 - q. The Executive Director may make bank transfers for business expenses up to \$5,000. 1st VP treasurer approval for transfers over \$5,000 is required.
 - r. The ED will maintain the records of the investments and report on the performance of the endowment to the Executive Committee

- 8. Program Responsibilities:** The Executive Director shall:
- a. Work closely with the annual meeting coordinator to assist in planning;
 - b. Negotiate contracts for hotel and events;
 - c. Prepare annual meeting budget, & brochure;
 - d. Coordinate advertising and promotion of the annual meeting;
 - e. Work with the Director of Member Engagement (DME) to record reservations and deposit funds in the appropriate account;
 - f. Direct staff (DME) to use social media to promote all events;
 - g. Assist regional meeting coordinator with budget preparation and promotion of the event.
 - h. **If held:** Develop the program and advance advertising for the EAIA Eastfield Summer Workshops;
 - i. Engage the instructors for the Eastfield Summer Workshops;
 - j. Work with the First Vice-President to prepare the budget for the Eastfield Summer Workshops and present the budget for approval by the Board of Directors at the fall Board meeting;
 - k. Work with the First Vice-President to ensure that the Eastfield Summer Workshops operate within the budget guidelines;
 - l. Make all necessary preparations for the Eastfield Summer Workshops and manage the program when it occurs;
 - m. Prepare an appropriate summary article about the Eastfield Summer Workshops for publication in the first issue of *Shavings* that is published after the conclusion of the Eastfield Summer Workshops;

- 9. Record Keeping Responsibilities:** The Executive Director shall:
- a. Maintain an up to date record of the membership;
 - b. Provide an annual report on the membership to the Board of Directors;
 - c. Prepare and mail the membership renewal notices and reminders;
 - d. Continuously update and maintain the permanent records of the Association;
 - e. Ensure that the Association's records are protected for long term safekeeping;
 - f. Maintain custody of the corporate seal and affix an impression of the seal to documents as directed by the Board of Directors;
 - g. Prepare and present to the Board of Directors an annual inventory of the physical assets of the association;

- 10. General Responsibilities:** The Executive Director shall:
- a. Provide and maintain an office adequate to carry out the business of the Association;
 - b. Provide and maintain adequate storage space necessary to carry out the business of the Association;
 - c. Develop and maintain an archive of EAIA business and historical documents.
 - d. The Executive Director shall be accessible and responsive to communication from the officers, Board of Directors and all other members of the association.
 - e. The Executive Director shall effectively represent EAIA to other organizations with similar interests. The Executive Director shall willingly listen to and appropriately respond to suggestions, comments, and criticisms from the membership and others

while continuously remembering that he/she represents the entire organization. The Executive Director shall eagerly inform others about The Early American Industries Association and encourage them to join. The Executive Director shall strive to enhance EAIA's public image and serve as an EAIA good will ambassador

6.2 Duties of the Director of Membership Engagement

The duties of the Director of Member Engagement are as follows:

- a. The Collection, Maintenance, and Stewardship of EAIA Memberships
- b. Managing EAIA Social Media Accounts
- c. Sending News and Updates to Members via Email (Constant Contact)
- d. Assisting with Annual Meeting Planning, Registration, and Management
- e. Working Closely with Executive Director, Officers, Committees, and Volunteers

1. The Collection, Maintenance, and Stewardship of EAIA Memberships

CharityProud

- a. For membership & donation recording and maintenance, EAIA uses the software CharityProud, and the Director of Member Engagement (DME) manages this software.
- b. When a member renews or signs up for membership online, or makes an online donation, it is automatically connected to CharityProud.
- c. When a member renews or signs up for membership, or makes a donation, by mail, this information first goes to the Executive Director and is then sent to the DME to be manually added to CharityProud.
- d. The DME regularly generates needed reports via CharityProud pertaining to membership lists, donor reports, lapsed memberships, etc. ([Appendix 1, under Appendix L](#))
- e. Any time a member's information changes (mailing address, email, phone number, etc.), the DME updates this information in CharityProud. They also update this information in Constant Contact and the ongoing Mailing List (see corresponding sections below).
- f. For more information on using CharityProud, see [Appendix 1, under Appendix L](#)

2. Mailing List

- a. The DME continually updates a mailing list (via Excel spreadsheet) of EAIA members, to be used for mailing The Chronicle and Annual Meeting brochures.
- b. This list is updated every time a member changes their mailing address, whether online (generally when renewing membership) or by mail. This list is also updated around February of each year in order to remove the mailing addresses of anyone who has not renewed their membership.
- c. Sometimes USPS sends a Change of Address report for EAIA members. Because the addresses on the report can often be incorrect, each member on the report is emailed to confirm whether or not the new address is correct. If correct, the address is updated on the mailing list.

3. New Members

- a. Each time someone signs up for a new membership, the DME sends them a welcome packet. This packet includes:
- b. A recent edition of *The Chronicle*
- c. A welcome letter on EAIA stationery ([Appendix 2 under Appendix L](#))
- d. An EAIA logo decal
- e. An EAIA pencil
- f. Each packet is generally sent in a basic document envelope and the shipping label is paid for and printed ahead of time via EAIA's Pitney Bowes account. The DME then drops the pre-labeled envelope at the Post Office.
- g. The DME makes sure the new member's information is on CharityProud, Constant Contact, and the mailing list.
- h. The DME also keeps a running list of new members (and where they're from) to be sent to the editor of *Shavings* (currently Dan Miller) before each new edition of *Shavings* is completed.

4. Managing EAIA Social Media Accounts

Instagram

The DME manages the EAIA Instagram account (@earlyamericanindustriesassoc), to include:

- a. Creating posts related to EAIA, which generally pertain to things such as Annual Meetings, regional meetings, *The Chronicle*, *Shavings*, EAIA-sponsored events, EAIA research grants, etc.
- b. Engaging with other accounts related to the mission of EAIA, to include the sharing of events, programs, and other information to Stories, and commenting on posts in order to garner both community and interest in EAIA.
- c. Checking the account's messages, being sure to respond when necessary and to also delete any spam messages.

Facebook

The DME also manages the EAIA Facebook account and its connected group (both titled The Early American Industries Association), to share all steps listed under Instagram, and additionally:

- a. Overseeing and managing what is posted to the group (making sure it is relevant, inoffensive, not spam, etc.).
- b. Paying attention to the accounts/members which join the group and deleting any spam accounts.

Twitter

EAIA currently has a *Twitter* account, though it is not used because of questions of ethics within the Twitter company.

5. Sending News and Updates to Members via Email (Constant Contact)

The DME is responsible for managing EAIA's Constant Contact account, which is used to email members as a group about topics such as:

- a. Membership Renewals (usually sent at the beginning of December, with a reminder email sent in January)
- b. Annual Meeting Registration (sent as soon as registration opens—usually by the beginning of March)
- c. Regional Meetings
- d. Research Grant Applications (sent as soon as the applications are open—usually November or December)
- e. EAIA Sponsorships of Workshops/Events (such as at Eastfield Village)
- f. Each time a new edition of Shavings is posted on the website
- g. Asking members to contribute blurbs about related projects, events, etc. for an upcoming edition of Shavings
- h. Wishing members a Happy Thanksgiving in November and Happy Holidays in December

Steps for using Constant Contact in [Appendix 3, under Appendix L](#).

6. Assisting with Annual Meeting Planning, Registration, and Management

The DME often assists the Executive Director with the following Annual Meeting tasks:

- a. Contacting/meeting with/following up with museum contacts, hotel contacts, catering contacts, etc.
- b. Crafting and finalizing the registration brochure to be mailed to members
- c. Adding Annual Meeting registrants to the registration spreadsheet ([Appendix 4, under Appendix L](#)) once they have either registered online via the website or by mail (via the brochure)
- d. Making note of emails regarding dietary needs for registrants' meals (and adding that information to the registration spreadsheet)

7. Working Closely with Executive Director, Officers, Committees, and Volunteers

The DME regularly works with those listed above, and reports to the Executive Director. They regularly coordinate with the ED on tasks and keep the ED updated on their work.

The DME attends board meetings when invited, as well as committee meetings.

The DME also occasionally coordinates with EAIA volunteers, usually in regards to Annual Meetings.

Section 7: Committees

7.1 Committees

Committees, comprised of active members of The Early American Industries Association, are established to perform specific functions for the Association. These committees may also be structured to provide specific services to the membership of the Association. Standing committees are outlined in the Bylaws and continue on an ongoing basis. Special committees may be established by the Board of Directors to accomplish special purposes and are not intended to continue on an ongoing basis. Committee appointments shall be made by the President and approved by the Board of Directors.

7.2 Duties and Responsibilities of Committee Chairpersons

The committee chairpersons shall work in conjunction with the President to select committee members. It is the responsibility of the chairperson to insure that their committee works effectively as a committee. Each committee shall:

1. Develop goals and objectives in keeping with the committee's purpose, the Bylaws, and the mission statement;
2. Hold meetings of your committee as frequently as necessary to accomplish the goals and objectives of the committee;
3. Prepare and submit reports to the Board of Directors prior to the scheduled semi-annual board meetings. These reports should assess the committee's effectiveness in reaching its objectives and make recommendations for future activities;
4. Submit any requested action items to the Board of Directors prior to the scheduled semi-annual board meetings;
5. Comply with budget parameters;
6. Forward to your successor all pertinent records and reports. In the event of a committee chairperson's resignation or inability to continue as chairperson, forward all pertinent records and reports to the Executive Director;
7. Forward a copy of all committee meeting minutes for retention by the Executive Director in the association's permanent record book.

7.3 Membership Committee

1. Purpose: To secure an active growing membership of interested individuals and organizations in The Early American Industries Association.
2. Committee Membership: The Chairperson and at least one other member shall be

appointed from the Board of Directors to serve a two-year term on the committee. Two other members shall be appointed from the general membership. Staggering the terms of membership on the committee is desirable.

3. **Committee Activities:** Committee will work closely with the Director of Member Engagement (DME);
 - a. Solicitation of new members is an important activity for the committee. Committee members shall be active in seeking out individuals and institutions that would be interested in joining EAIA;
 - b. Explaining the advantages of membership in EAIA on a person-to-person basis is the responsibility of all EAIA members. The committee shall support and encourage these efforts by all members of EAIA;
 - c. Developing programs, literature, and activities to increase public knowledge about EAIA and its mission with the goal of increasing the membership of EAIA;
 - d. Developing programs and activities aimed at retaining current EAIA members;
 - e. Developing programs and activities designed to encourage current members to renew at higher membership levels;
 - f. Prepare a report of the activities of the committee for presentation at each meeting of the Board of Directors.

7.4 Meetings and Program Committee

1. **Purpose:** To plan and successfully carry out the Annual Meeting of The Early American Industries Association.
2. **Committee Membership:** The committee shall consist of four members. The Chairperson shall be appointed by the President and may be a member of the Board of Directors or from the general membership. The First Vice-President shall serve on this committee. Another member of the Board of Directors shall serve on this committee. The President shall also appoint a member from the Board of Directors or from the general membership to be the Publicity Director for the Annual Meeting. Additional members may be appointed at the request of the Chairperson.
3. **Committee Activities:** The Meetings and Programs Committee shall be responsible for the following tasks:
 - a. Selecting a location for the Annual Meeting. Meeting locations should be selected at least three years ahead of the actual meeting;
 - b. Presenting the location for the Annual Meetings to the Board of Directors for their approval;
 - c. Developing a budget with the First Vice-President and with the Executive Director for the Annual Meeting, and complying with those budget parameters;
 - d. Selecting a hotel for the Annual Meeting;
 - e. Contacting museums/historic sites;
 - f. Negotiating and signing contracts with suppliers (hotels, caterers, buses, etc.) All contracts must be signed by the committee Chairperson and the Executive Director;
 - g. Scheduling of all meeting events;

- h. Scheduling speakers and demonstrators;
 - i. Developing publicity for the Annual Meeting. This shall be the primary responsibility of the Publicity Director;
 - ii. Writing the copy for the Annual Meeting registration brochure, getting the registration brochure printed, and mailed to the membership at least 100 days prior to the Annual Meeting;
 - iii. Writing promotional articles for *Shavings* and the EAIA website including publicity photos from city, museum, or historic site sources. These articles should be available for publication in *Shavings* and posting on the EAIA website at least fourth months before the Annual Meeting;
 - iv. Processing Annual Meeting registrations as they are received, sending confirmation to the registrants, and forwarding all of the monies received to the Executive Director;
 - v. Preparing the registration packets including badges, schedules, attendee lists, etc;
 - vi. Consulting with the managers of the Tool Exchange, Displays, Whatsits, Silent Auction and the Speakers and Demonstrations during meeting planning and during the event to ensure that these activities have a time and a place;
 - vii. Consulting with the Executive Director to ensure that a time and place has been established for the Board of Directors meeting;
 - viii. Arranging entertainment/speaker for the Saturday night banquet;
 - ix. Recruiting volunteers to staff the registration table at the Annual Meeting
 - x. Serving as a contact person between EAIA members and hotel, museum, or historic site staff as needed during the meeting;
 - xi. Co-ordinate the recognition of retiring Officers and Board Members at the Annual Business Meeting. It is advised that the recognitions should include Certificates of Service to the EAIA.
 - xii. At the conclusion of the Annual Meeting the committee shall prepare an article reporting on the Annual Meeting for publication in the first issue of *Shavings* published after the Annual Meeting;
 - xiii. Preparing a report of the Annual Meeting for inclusion in the permanent records of The Early American Industries Association. This report shall include: a copy of the registration brochure, the number of attendees, a list of the attendees, information regarding the hotel, and meeting site, the cost of the hotel rooms, and a summary of the expenses for the meeting. This information is designed to be of assistance in planning subsequent Annual Meetings;
 - xiv. Prepare a report of the activities of the committee for presentation at each meeting of the Board of Directors;

See [Appendix B](#) for a schedule of tasks and other information helpful in planning and executing the Annual Meeting.

7.5 Publications Committee

1. **Purpose:** The *Chronicle* serves to bring to the membership of The Early American

Industries Association a broad range of high quality articles on early American industries, tools, and technology related to the mission of the association in a high-quality magazine format. **Shavings** serves to effectively and creatively inform the membership of the activities and programs of the association and any other information that may be of interest. The committee will provide assistance and support to the Editor of **The Chronicle** and to the Editor of the newsletter **Shavings**. In addition, the committee will provide support for the **Membership Directory** and with any other EIAA special publications as requested by the Board of Directors.

2. **Committee Membership:** The committee shall consist of the following members:
 - a. Editor of **The Chronicle**,
 - b. Editor of **Shavings**,
 - c. Executive Director,
 - d. A member of the Board of Directors who will serve as chairperson,
 - e. Additional members appointed from the general membership as requested by the Chairperson,
- a. **Committee Activities:** Establish and maintain an Editorial Board for **The Chronicle** to provide a body of expertise covering the major areas delineated in the EIAA mission statement and specific subjects of interest to the EIAA membership. The Editorial Board shall serve as a resource to the editor for review and comment on articles submitted to **The Chronicle**. The Chairperson of the Publications Committee shall serve as a member of **The Chronicle** Editorial Board;
 - a. Help solicit authors and subject matter for **The Chronicle** and **Shavings**. Encourage EIAA members and others to submit articles to **The Chronicle**. Inform the editor of authors working on subjects appropriate for **The Chronicle**;
 - b. Work to ensure that **The Chronicle** is indexed as it is published;
 - c. Work with the First Vice-President and the Executive Director to develop an annual budget for **The Chronicle** and **Shavings**;
 - d. Prepare an annual report of the activities of the committee for presentation at the spring meeting of the Board of Directors.

See [Section 9](#) and [Appendix C](#) for additional information regarding EIAA publications.

7.6 Endowment Fund Committee

1. **Purpose:** To fulfill the mission of the Endowment Fund of The Early American Industries Association, “to provide members and friends the opportunity to make charitable gifts to The Early American Industries Association.” These charitable gifts will become a permanent endowment of financial support for The Early American Industries Association.

2. **Committee Membership:** The membership of the Endowment Fund Committee shall consist of:
- a. The President,
 - b. The First Vice President,
 - c. Two members of the EAIA Board of Directors,
 - d. Two members from the general membership appointed by the President. The two members from the Board of Directors will each serve a three-year term. These two members may be reappointed to serve a second three-year term. The two members from the general membership will each serve a three-year term. These two members may be reappointed to serve a second three-year term. All other members of the committee will serve on the Endowment Fund Committee as long as they hold their respective offices or retain the chair of the Finance Committee.

3. **Committee Activities:** The Endowment Fund Committee shall:
- a. Each year at its first meeting elect two officers, each for a one-year term, Chair and Secretary of the Endowment Fund Committee;
 - b. Encourage gifts for the Endowment Fund;
 - c. Comply with the by-laws and Policies and Procedures of EAIA;
 - d. Follow the established investment objectives;
 - e. Select a qualified investment manager and communicate the investment guidelines and objectives to the investment manager;
 - f. Develop investment objectives;
 - g. Monitor and evaluate the performance of the Endowment Fund;
 - h. Prepare an annual report on the value and performance of the Endowment Fund and present that report to the Board of Directors at the spring meeting of the Board of Directors and to the membership in *Shavings*.
 - i. Recommend to the Board of Directors at the Board of Directors Fall board meeting the transfer of income from the Endowment Fund to the EAIA's Annual Operating Budget on January 1st of the following fiscal year. The amount transferred will be determined by the following method: The Endowment Fund committee will recommend the transfer of up to 5% of the value of the Endowment Fund based on the rolling average of the Endowment Fund during the prior 12 calendar quarters. The recommended amount will be transferred into the Association's general operating funds in three installments at the end of the first, second, and third quarters of the Association's fiscal year. This transfer of funds will require the passage of a motion by the Board of Directors.

See [Appendix D](#) for further information regarding the Endowment Fund Guidelines and the Endowment Fund Investment Objectives.

7.7 Research Grants Committee

1. **Purpose:** To provide financial assistance to individuals, students, and scholars undertaking research focusing on the study and better understanding of early American industries as outlined in the Mission Statement of The Early American Industries Association. Research grants should lead to articles, publications, exhibits, or audiovisual

materials. Recipients of the research grants are to be strongly encouraged to submit articles to *The Chronicle*, create a display, or serve as a speaker at an EAIA Annual Meeting. The research grants are awarded in April of each calendar year. The Research Grants Committee is currently authorized to award up to three grants of \$3,000 each calendar year if the funds are available. The first grant (that with the largest stipend) is to be named in memory of Winthrop L. Carter. The second grant is to be named in memory of John S. Watson. The third grant will be named the Jay Gaynor Award.

2. **Committee Membership:** The Research Grant Committee shall be comprised of three members:
 - a. The chairperson, appointed by the President. This individual may be a member of the Board of Directors, or from the general membership;
 - b. A member of the Board of Directors, appointed by the President;
 - c. A member from the general membership appointed by the President in consultation with the chairperson.

3. **Committee Activities:** The Research Grants Committee shall:
 - a. Develop the appropriate fact sheets, application forms, and any other forms necessary to successfully award the research grants;
 - b. Work with the Executive Director to determine the funds available each year for the Research Grants program;
 - c. By September 1st of each calendar year, prepare a news release announcing the EAIA Research Grant program, the availability of funds for the coming year, and information on how individuals may apply for the research grants. The deadline for receipt of research grant applications shall be March 15th of each calendar year. This news release should be made available to the editor for publication in the September issue of *Shavings* and to the Website Committee chairperson for inclusion on the EAIA website. Follow-up news releases are to be distributed as deemed necessary by the committee;
 - d. Acknowledge the receipt of all applications for research grants in a timely fashion;
 - e. Ensure that all members of the committee receive copies of all the applications as well as the “ranking sheet” for rating each application;
 - f. After the March 15th deadline, the committee will review and rank all the applications, and choose the recipients of the research grants;
 - g. Notify the recipients of their research grants and include in the notification the appropriate research grant check issued by the Executive Director;
 - h. Notify the President of EAIA of the recipients of the award so that a letter of congratulations can be sent to the recipients from the President;
 - i. Prepare a news release regarding the research awards and the recipients for publication in the May issue of *Shavings* and for posting on the EAIA website;
 - j. Prepare an annual report on the activities of the Research Grant Committee and submit it to the Board of Directors for the spring meeting of the Board;
 - k. Forward the applications of the recipients of the Research Grants to the Executive Director for inclusion in the permanent records of the association;
 - l. Ensure that news of any publications that arise from the Research Grants be

forwarded to the editor of *Shavings* for publication and to the Website for posting. Books that result from the Research Grants should be reviewed in *The Chronicle*.

See [Appendix E](#) for copies of the Fact Sheet and Application Forms used by the Research Grant Committee.

7.8 Awards Committee

1. **Purpose:** To solicit yearly nominations for the **Long Time Service Award** and **J.D. Hatch Award** and determine the recipients of those awards. One **J.D. Hatch** award and a maximum of two **Long Term Service Awards** will be presented at the Annual Business Meeting.

2. **Committee Membership:** The Awards Committee shall consist of five members, including at least one Long Term Service Award recipient. The chairperson for this committee shall be appointed by the President from the Board of Directors. The other three members shall be appointed by the President in consultation with the chairperson.

3. **Committee Activities:** The Awards Committee shall:
 - a. Annually prepare an announcement for publication in *Shavings* and for posting on the EAIA website soliciting nominations from the membership of EAIA for the Long Time Service Award and the J.D. Hatch Award;
 - b. Collect the nominations received and vote on the candidates
 - c. Inform the President and the Executive Director of the results of the Awards Committee vote;
 - d. Ensure that the appropriate citations, certificates and awards are prepared and available prior to the Annual Business Meeting;
 - e. Prepare a press release regarding the recipients of the Long Time Service Award and the J.D. Hatch award and forward the release after the Annual Business meeting to the editor of *Shavings* for publication and to the EAIA website committee for posting on the EAIA website;
 - f. Annually ensure that the record listing the recipients of the Long Time Service Award and the J.D. Hatch award is updated and forwarded to the Executive Director for inclusion in the permanent records of EAIA;
 - g. Prepare an annual report of the activities of the committee for presentation at the spring meeting of the Board of Directors;

See [Appendix E](#) for further information regarding the Long Time Service Award and the J.D. Hatch award and the procedures used to determine the granting of these awards.

7.9 Nominating Committee

1. **Purpose:** To annually present a slate of candidates for vacancies on the Board of Directors and for the election of the officers of The Early American Industries Association.
2. **Committee Membership:** The Nominating Committee shall consist up to five members chosen by the President. The Chairperson of the Nominating Committee shall be the immediate Past President of The Early American Industries Association. Additional members of the committee shall be appointed by the President in consultation with the chairperson. No more than two of the committee members shall be current officers or members of the Board of Directors.
3. **Committee Activities:** The Nominating Committee shall as outlined in the Bylaws, Article IV, Section 2:
 - a. Annually present a slate of candidates to the membership of EAIA for the officers of The Early American Industries Association;
 - b. Annually present a slate of candidates to the membership of EAIA for the vacancies on the Board of Directors of The Early American Industries Association;
 - c. When the slate of candidates for officers of The Early American Industries Association and the slate of candidates for vacancies on the Board of Directors of The Early American Industries Association has been determined, the chair of the Nominating Committee will forward that slate to the Secretary for publication in Shavings.

7.10 Website Committee:

1. **Purpose:** The Website Committee shall develop, maintain and evaluate The Early American Industries Association website and presence on the World Wide Web.
2. **Committee Membership:** The chairperson shall be a member of the Board of Directors and appointed by the President. At least two and as many as four additional members may be appointed from the Board of Directors and/or the general membership by the President in consultation with the chairperson.
3. **Committee Activities:** The Website Committee shall:
 - a. Identify changes and updates that need to be made to the EAIA website;
 - b. Analyze ways to improve the website;
 - c. Maintain and update links that are published on the EAIA website;
 - d. Develop, implement and maintain various online forms including the membership application form;
 - e. Regularly updating current information including news releases, public notices, photographs, and information available to the membership and others on the EAIA website;

- f. Solicit and generate material to promote membership and interest in The Early American Industries Association;
- g. Prepare an annual report on the activities of the Website Committee for presentation at the spring meeting of the Board of Directors;

Section 8: Meetings

8.1 Board of Directors Meetings:

The Board of Directors shall hold a regularly scheduled meeting semi-annually. The first scheduled semi-annual meeting will be held on a date chosen by the President between April 15th and June 15th of each calendar year. The second semi-annual meeting will be held on a date chosen by the President between September 15th and November 15th of each calendar year. Additional meetings of the Board of Directors may be called as outlined in the Bylaws Article II, Section 2. Robert's Rules of Order will be utilized at all meetings of the Board of Directors.

8.2 Executive Committee Meetings

As described in Article II, Section 3 of the Bylaws, the Executive Committee of the Board of Directors will meet only to deal with issues that arise between regularly scheduled meetings of the Board of Directors and that require their timely input and approval to continue the day to day business of EAIA. Robert's Rules of Order will be utilized at all meetings of the Executive Committee.

8.3 Annual Business Meeting

As described in the Bylaws, Article I, Section 2, The Early American Industries Association shall have an Annual Business Meeting. The purpose of the Annual Business Meeting is to conduct the business of the corporation. A notice of the Annual Business Meeting shall be announced to the membership in *Shavings* at least 30 days in advance of the meeting. The agenda shall include:

- a. Determination of the presence of a quorum,
- b. The results of the election for the Board of Directors,
- c. The announcement for the election of Officers,
- d. Review and approval of the minutes from the prior Annual Business Meeting,
- e. Presentation of Reports,
- f. Presentation of Awards,
- g. Other items of business,
- h. Announcement of the winning bids in the silent auction.

The Annual Business Meeting shall be conducted during the Annual Meeting. Robert's Rules of Order will be utilized at the Annual Business Meeting.

8.4 Annual Meeting

1. **Purpose:** To provide an opportunity for the membership of The Early American Industries Association to gather at a different location each year and learn about early American Industries, trades, craftsmen, tools, mechanical devices, and techniques through tours, demonstrations, exhibits, workshops and seminars. The Annual Meeting is held in the spring in conjunction with a museum or historic site. The location of the Annual Meeting shall be determined by the Board of Directors.

Section 9: Publications

9.1 The Chronicle:

1. **Purpose:** *The Chronicle* serves to bring to the membership of The Early American Industries Association a broad range of articles on tools, technology and early American Industries as outlined in the association's mission statement. The Early American Industries Association desires to make every effort to continually improve the quality and usefulness of *The Chronicle* to its members. All members of The Early American Industries Association shall receive a copy of each issue of *The Chronicle*.
2. **Publication Dates:** *The Chronicle* is published four times a year. The final date for submission of copy for *The Chronicle* is the first day of February, May, August, and November of each year. The months of issue are March, June, September, and December of each calendar year.
3. **Editorial Board:** The principal purpose of The *Chronicle* Editorial Board is to provide a body of expertise covering the major areas specified in the EAIA mission statement and the specific subjects of primary interest to the membership of EAIA. *The Chronicle* Editorial Board serves as a resource to the editor for advice, clarification or review of articles submitted for publication. In addition, the Editorial Board may be asked to read and write book reviews for inclusion in *The Chronicle*. The members of *The Chronicle* Editorial Board will be listed in each issue of *The Chronicle*.
4. **Author's Warranty and Permission to Publish:** All authors submitting articles for publication in *The Chronicle* will be required to sign the Author's Warranty and Permission to Publish form. See [Appendix C](#) for a copy of the Author's Warranty and Permission to Publish Form and "Notes for Reviewers".
5. **The Chronicle Index:** Indexing improves the quality and usefulness of *The Chronicle*. As funding allows, every effort will be made to have a complete index of *The Chronicle* available to the members of EAIA and to others.
6. **Record Retention:** The editor shall keep a print ready copy of each article written,

including submitted photographs. The print ready copies are to be archived for possible republication at some future date. All correspondence between the editor and authors shall be retained. Two copies of each issue of *The Chronicle* are to be placed in the permanent records of the association.

9.2 Shavings

1. **Purpose:** *Shavings* serves to bring to the membership of The Early American Industries Association:
 - a. News about EAIA,
 - b. Announcements regarding the meetings and special programs of EAIA,
 - c. Announcements of tool related events, meetings, exhibits, demonstrations, and other information of interest to the membership.
 - d. All members of The Early American Industries Association shall receive a copy of each issue of *Shavings*.
2. **Publication Dates:** *Shavings* shall be published four times a year: February, April, July and November. The February and April issues will be linked to the timing of the Annual Meeting such that By-Law Article II, Section 1 is followed. The final date for submission of copy for each *Shavings* issue is 15 days prior to publication.
3. **Record Retention:** Two copies of each issue of *Shavings* are to be placed in the permanent records of the association.

9.3 Membership Directory

1. **Purpose:** The Membership Directory is a source of information for members of The Early American Industries Association. It shall contain:
 - a. A list of the names, addresses, phone numbers, and e-mail addresses of all the current members of the association,
 - b. A list of the officers, members of the Board of Directors and the committee chairpersons of EAIA;
 - c. A list of award recipients;
 - d. The mission statement of EAIA;
 - e. A current copy of the Bylaws;
 - f. A list of other organizations and publications of interest to members of EAIA;
 - g. A geographical index of the EAIA membership;
 - h. A section of advertising.
2. **Publication Date:** The online Directory will be published annually, as soon as possible after the Annual Business meeting to allow an up to date list of officers, board members, and committee chairpersons to be included. Advertising is solicited from members who have advertised in previous issues of The Directory and all EAIA members classified as dealers. Additional advertising for The Directory is solicited through announcements in *Shavings* and in The Directory itself.

9.4 Special Publications

1. **Purpose:** From time to time the Board of Directors may choose to publish and make available to EAIA members and others special publications. These publications are intended to make available to the membership of EAIA and others articles, research, and reproduction copies of out of print books, catalogs, or manuals containing information consistent with the mission of EAIA.

2. **Current Publications:**
 - a. Directory of American Toolmakers
 - b. A Pattern Book of Tools and Household Goods
 - c. Stanley Woodworking Tools, The Finest Years

See [Appendix H](#) for a list of all Early American Industries Association publications.

Section 10: Grants and Awards

10.1 Research Grants

1. **Purpose for Research Grants:** The Early American Industries Association has established a research grant program funded through the generosity of the Winthrop Carter family and others. These research grants are designed to assist individuals, students and scholars undertaking research focusing on the study and better understanding of early American industries as outlined in the Mission statement of The Early American Industries Association. In 2017 a new category was added; one of the three grants is available for supporting active conservation, public demonstrations, or educational programming by historic sites that hold non-profit status. Up to three research grants of \$3000 each may be awarded each year, depending on the availability of funds.

One grant is awarded in honor of Winthrop L. Carter. A second grant is awarded in honor of John S. Watson. The third grant is awarded in honor of James M. Gaynor Conservation Grant. Further details regarding these grants are found in [Appendix E](#), of the Policy and Procedure Manual.

10.2 Awards

The Early American Industries Association benefits from the commitment and dedication of its members. In 1993, EAIA established two awards to provide recognition to those individuals who have served not only The Early American Industries Association, but additionally those individuals who have advanced the mission of EAIA through their scholarly writing. By granting these awards, EAIA chooses to recognize those whose outstanding contributions of time, effort, and research have enabled The Early American Industries Association to better serve its members and to increase the knowledge and understanding of early American industries.

1. Candidates for the ***Long Time Service*** Award should have at least ten years of service to EAIA. The recipient of the award shall have demonstrated a high level of commitment to EAIA. The recipient shall have contributed a substantial amount of time, effort, and creative imagination to EAIA and shall have established a record of effective participation in the affairs of the association. The nature and importance of their contribution to the association, as well as its length are factors to consider in choosing recipients for this award. While it is not required to grant this award yearly, up to three Long Term Service awards may be granted each year.
2. Candidates for the ***J.D. Hatch Award*** are to be individuals who have demonstrated excellence in the advancement of general knowledge of early American industries through scholarly writing in articles, books or public presentations consistent with the mission of The Early American Industries Association. Recipients of this award are not required to be members of The Early American Industries Association. There is no requirement that this award be granted annually.

This award is given in memory of J.D. Hatch who was the fifth president of EAIA from May of 1946 to May of 1947. Mr. Hatch served as editor of The ***Chronicle*** from 1942 to 1949. Mr. Hatch provided over 50 years of support and service to EAIA.

Section 11: Retention of Records

11.01 Retention of Records

1. **Purpose:** To comply with all federal and IRS regulations regarding retention of records pertaining to the business of The Early American Industries Association. In addition, this policy outlines the retention of the publications, minutes, and other business of The Early American Industries Association. Responsibility for managing retention, storage, and destruction of records shall be shared between the Executive Director and the Secretary. The Executive Director shall manage and store all financial records pertinent to the day to day operation of the association. The Executive Director shall manage and store copies of archived audits, reports, tax returns, documents and financial statements required for orderly and efficient conduct of the financial business of the association. The Secretary in concert with the Executive Director shall manage and store all non- financial records of the association. The Executive Director and the Secretary shall establish an annual schedule to review retained records for determination of retention and disposal. The Executive Committee of the Board of Directors shall have the authority to adopt changes and updates to these guidelines if federal and IRS regulations change. The Board of Directors will be notified of any changes to these guidelines and adjust the Retention of Records policy accordingly.

Type of Document**Minimum Retention Requirement**

The Chronicle (2 copies)	Permanently
Shavings (2 copies)	Permanently
Special Publications (1 copy of each)	Permanently
Annual Membership Directory (1 copy)	Permanently
Board of Directors Meeting Minutes	Permanently
Executive Committee Meeting Minutes	Permanently
Annual Business Meeting Minutes	Permanently
Annual Meeting Brochure and Summary	Permanently
Accounts payable ledgers	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Bylaws and Incorporation Documents	Permanently
Canceled checks	3 years
Expired contracts	7 years
Contracts in effect	Permanently
Correspondence (general)	2 years
Correspondence (legal)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense account receipts	7 years
Year End Financial Statements	Permanently
Insurance policies (expired)	3 years
Insurance records (current, accident reports, claims, policies, etc.)	Permanently
Inventories of products, materials and supplies	7 years

Type of Document**Minimum Retention Requirement**

Investment account statements	Permanently
Invoices (to customers, from vendors)	7 years
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Personnel files (currently employed)	Permanently
Tax exemption documents	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
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APPENDIX A

A.3 Early History of the Early American Industries Association

The following information is summarized from a 25th Anniversary edition of *The Chronicle*, Volume XI, Number 3, dated October 1958, and a special supplement to *The Chronicle*, Volume 51, May, 1998, containing a “Sixtieth Anniversary History, 1958-1993

On August 31, 1933, a group of 16 men and women gathered at Wiggins Old Tavern at the Northampton Hotel in Northampton, Massachusetts to form an organization of members interested in collecting, preserving, and studying the early tools and crafts of America. The meeting was the result of a conversation begun by Lewis N. Wiggins, the owner of Wiggins Old Tavern, and Stephen C. Wolcott of Nutall, Virginia, who had stepped into the tavern as Mr. Wiggins was hanging some old tools on the wall. As a result of that conversation they decided to gather a few likeminded individuals for lunch at the tavern. Shortly thereafter, W.B. Sprague, S.E. Gage, Albert Wells, Earl T. Goodnow, Lewis N. Wiggins, and Stephen Wolcott met for lunch at Wiggins Old Tavern. They agreed to form an organization and William Sprague took the formal steps that led to the formation of The Early American Industries Association.

Sprague circulated notices and letters to various collectors and other interested people and proposed a meeting for August 31, 1933, at the Hotel Northampton to form the organization. Sixteen collectors met on August 31st, 1933, and ratified the organization of The Early American Industries Association. The annual dues were set at \$1 a year and it was elected to have two meetings a year. At that meeting, the 20 original members were admitted to EAIA, four of whom could not attend, but were voted on and admitted anyway. The original members of EAIA were:

F. W. Fuessenich
J. A. Humberstone
S. E. Gage
A. E. Lownes
Dr. A. E. Bye
W. B. Sprague
S. C. Wolcott
A. B. Wells
L. N. Wiggins
E. T. Goodnow
F. L. Thomas
J.C. Hood
Dr. E. A. Rushford
Emma Fitts Bradford
Florence P. Berger
U. Waldo Cutler

At Mr. Sprague’s suggestion, J.M. Connor, Jr., M.L. Blumenthal, Stephen H. Pell, and Charles Messer Stow, who could not attend.

The original mission statement of the organization was developed shortly thereafter and stated: **“The purpose of the Association is to encourage the study and better understanding of early American industry, in the home, in the shop, on the farm and on the sea, and especially to discover, identify, classify, preserve and exhibit obsolete tools, implements, utensils, instruments, vehicles, appliances and mechanical devices used by American craftsmen farmers, housewives, mariners, professional men and other workers”**.

William B. Sprague was elected as the first president of EAIA, with Stephen C. Wolcott elected secretary, and Earl T. Goodnow, treasurer. Mr. Sprague quickly developed many of the guiding principles of the association. He outlined those principles to include; forming an association of people interested in the early tools and implements of American, to arouse interest in these tools, to discover their purposes and uses, to encourage museums to take a greater interest in this field, to encourage dealers to search for material, to exchange information, and to find a final and permanent repository for collections. He stated that the tool and its use was the prime interest of the association, rather than the product. The only requisite for membership was an interest in the purposes of the Association.

One of the first objectives of the association was to publish a magazine. On November 20, 1933, just three months after the initial meeting of EAIA, the first issue of the *Chronicle of the Early American Industries Association* was published. The initial plan was to publish the *Chronicle* twelve times a year, and in 1934, seven issues of were produced, however, by 1941 the current plan of producing four issues of *The Chronicle* each year was adopted. *The Chronicle* has been published in an unbroken run since that first issue and represents an important repository of information about early American tools and industries.

Under Construction...more history to come.

APPENDIX B

B.1 Responsibilities of the Chairperson of the Meetings and Program Committee for the Annual Meeting

The Annual Meeting Chairperson is responsible for ensuring that the following tasks are completed by the Meetings and Program Committee in preparation for the Annual Meeting:

1. Selecting a location for the Annual Meeting with some input from the membership and with the approval of the Board of Directors;
2. Working with the First Vice-President and the Executive Director to develop a budget for the Annual Meeting;
3. Working within the parameters of the budget for the Annual Meeting;
4. Selecting a hotel;
5. Making museum and/or historic site contacts;
6. Negotiating and cosigning contracts with the Executive Director with suppliers (hotels, caterers, buses, etc.);
7. Scheduling all meeting events, including meals, transportation and side trips;
8. Writing promotional articles for *Shavings* and the EAIA website (this includes getting publicity photos from city and/or museum sources);
9. Arranging the speakers, and demonstrators;
10. Writing the copy for the meeting brochure and making arrangements with the printer and mailing house;
11. Ensuring that the registration materials are sent to the membership at least 100 days in advance of the Annual Meeting;
12. Processing registrations as they come in (this includes sending checks to the Executive Director and sending confirmation notices to registrants);
13. Preparing materials for the registration packets including badges, schedules, attendee lists, etc.;
14. Interacting with Tool Exchange, Consignment Table, Book Sales, Auction, Speaker and Display Managers (“Event Managers”) during meeting planning and during the event to ensure that these functions have a time and a place;
15. Recruiting volunteers to staff the registration table at the meeting;
16. Serving as a contact person between EAIA members and hotel staff as needed during the meeting.

APPENDIX C

C.1 Early American Industries Association Author’s Warranty and Permission to Publish

Background: The United States Copyright Act gives authors of articles the exclusive right to reproduce and publish their work and to authorize others to do so. While a periodical such as *The Chronicle* is copyrighted as a whole, rights to the individual articles remain with the authors. For an article to be published in *The Chronicle*, the author must warrant that the submitted material is his or her work, and that he or she has the right to publish all parts of it, including illustrations and photographs. The author must also grant permission for The Early American Industries Association to publish the work in *The Chronicle* and in any other places, forms, or media that arise out of the work’s publication in *The Chronicle*.

Warranty: I, _____, certify and warrant that I am the author of the article entitled, _____

_____ ,
and that I have obtained all the necessary permission to publish all material including photographs, diagrams, or any other illustrative material, and that I have full power to enter into this agreement with The Early American Industries Association and to grant the rights hereby granted.

Permission to Publish: I hereby grant to The Early American Industries Association a non-exclusive worldwide right to publish, sell, and license this article as part of The Chronicle in print, photographic and electronic formats. The rights granted above include the right of The Early American Industries Association to allow the publication, sale, and licensing of the article by UMI or any other organization with which The Early American Industries Association my have an agreement for publication of The Chronicle. I also authorize it’s inclusion in any anthology of articles from The Chronicle published or authorized by The Early American Industries Association.

(signed) _____

(date) _____

APPENDIX D

D.1 Resolution for Establishing the EAIA Endowment Fund

Whereas, the Board of the Early American Industries Association (EAIA) wishes to provide funds in perpetuity for its operating needs, and

Whereas, the EAIA board of directors has reviewed the Guidelines for the EAIA Endowment Fund; therefore,

Resolved, that a three-year Endowment Campaign be launched on October 24, 2004, to establish the EAIA Endowment Fund, and,

Resolved, that the goal for this campaign shall be \$250,000; and,

Resolved, that additional gifts to the Endowment Fund shall be solicited in future years from members and friends of the EAIA; and,

Resolved, that this principal shall be invested as described in the Guidelines for the EAIA Endowment fund and the interest shall be accrued in the fund until the principal reaches \$250,000; and,

Resolved, that after the principal in the EAIA Endowment Fund reaches \$250,000; interest earned from investments will be withdrawn annually and used for operating expenses of the EAIA.

D.2 Guidelines For The Early American Industries Association Endowment Fund

I. **Purpose** – The Endowment Fund of the Early American Industries Association is established for the purpose of providing members and friends the opportunity to make charitable gifts to the Early American Industries Association. These charitable gifts will become a permanent endowment of financial support for the Early American Industries Association.

II. **Administration**

- A) The Endowment Fund shall be administered by the Endowment Fund Committee. The membership of the Endowment Fund Committee shall consist of: the President of EAIA, the First Vice President of EAIA, two members of the EAIA board, and **two EAIA members from the general membership appointed by the President of EAIA.**
- B) The two EAIA board members appointed to this committee will each serve a three-year term. These members may be reappointed to serve a second three-year term.
- C) Each year at its first meeting, the Endowment Fund Committee shall elect two officers, each for a one-year term; Chair and Secretary.
- D) The Committee is authorized to carry out the following responsibilities regarding the Endowment Fund:
 - i. Encourage gifts for the Endowment Fund;
 - ii. Comply with the by-laws and guiding principles of the EAIA;
 - iii. Follow the established investment objectives;
 - iv. Select a qualified investment manager and communicate the investment guidelines and objectives to the investment manager;
 - v. Develop investment policy guidelines, which are consistent with the investment objectives;
 - vi. Monitor and evaluate the performance of the Endowment Fund;
 - vii. Prepare an annual report on the value and performance of the Endowment Fund, and present that report to the board and to the membership of EAIA.

III. **Investment Objectives of the Endowment Fund**

- A) The investment objectives are:
 - i. Conservation of principal,
 - ii. Regular income at a reasonable rate,
 - iii. Growth of income and principal over and above that necessary to offset increases in the cost of living.
- B) Endowment funds with EAIA board approval may be pooled with larger investment funds, such as community foundation funds, etc., to maximize earned income. Principal must be certified as secure.

- C) All gifts received for the Endowment Fund shall be invested, and only the income from the investments shall be transferred for disbursement.
- D) The Secretary of the Endowment Fund Committee shall acknowledge to the donor in writing all donations to the Endowment Fund.
- E) Limitations :
 - i. An endowment may be established for a specific project only with donated assets of \$25,000 or more per fund.
 - ii. A named endowment may be established only with donated assets of \$25,000 or more per fund.
 - iii. Acceptance of donated assets for a specific project endowment, or a named endowment must be approved by the board of the EAIA in order to confirm that the fund's purpose is consistent with the mission of EAIA.

IV. **Amendments** – Amendments to these guidelines may be made by an affirmative vote of **90% of those present with at least 90% of the board present**, at a regularly scheduled board meeting when at least 90% of the board is present.

Adopted on October 24, 2004

Attested by EAIA Board Secretary, William L. Curtis, Jr.

Amended by the EAIA Board of Directors on October 22, 2006

Amended by the EAIA Board of Directors on October 24, 2010 to comply with changes in The Bylaws adopted in June of 2010 (Elimination of Finance chair as a member of the Endowment Fund Committee)

D.3 INVESTMENT POLICY FOR THE EAIA ENDOWMENT FUND

The Investment Policy is a working document of the Endowment Fund Committee and can be changed by the committee at any time. Its purpose is to define the investment strategy taken by the committee to accomplish the objectives of the EAIA Endowment Fund.

1. The Endowment Fund (the Fund) may utilize mutual funds to invest in equities.
2. The Fund portfolio may be balanced with 40%-60% in equity securities and 40%-60% in income securities.
3. The equity portion of the Fund portfolio may consist of 10-20% invested in overseas markets.
4. The income portion of the Fund portfolio may “ladder” maturities up to as long as 30 years.
5. It is the general policy of the Endowment Fund Committee that any stock or real assets gifted to the fund may be immediately sold unless instructed otherwise by the donor or unless the committee decides to defer sale of the stock or assets. The proceeds will be invested at the next committee meeting.
6. It is the general policy of the Endowment Fund Committee that the income securities may consist of debt instruments. All income securities purchased must be insured by a U.S. Government Agency, insured by a private insurance company with an AAA credit rating, issued by the U.S. Government (Treasuries), or issued by any U.S. Government Agency.

Definitions

Equities – investments such as common stocks

Income – investments in debt instruments such as bonds and bank certificates of deposit.

APPENDIX E

E.1 EARLY AMERICAN INDUSTRIES ASSOCIATION RESEARCH GRANT FACT SHEET

1. As many as three non-renewable grants of up to \$3,000 may be granted each year to three qualified applicants. The provision of these grants is dependent upon adequate funds being available.
2. The grants are to be made to support individuals conducting research or publication projects relating to the mission of The Early American Industries Association.
3. Applicants may be sponsored by an institution or be engaged in self-directed projects. While grants are available to all qualified applicants, in general, those who have completed the undergraduate level of their education will be given preference.
4. Conditions for these grants are:
 - i. Projects must be consistent with the mission of EAIA.
 - ii. Research grants may be used to supplement existing fellowships, scholarships, grants or other forms of aid. They are not to be used to reduce or substitute for other forms of aid.
 - iii. Within 90 days of receiving an EAIA research grant, recipients are required to submit a project report on a form supplied by the EAIA Research Grants Committee. An abstract of the grantee's research must be furnished with the report form. This abstract will be published in *Shavings*, the newsletter of The Early American Industries Association.
 - iv. Two copies of the final form of the completed project must be deposited with the Research Grants Committee whether or not the completed project is published.
 - v. Official acknowledgement of the support of EAIA must be listed in any published material connected to the research project.
 - vi. Research grant recipients agree to deliver a presentation of their project or research or meeting of EAIA, or submit an article or

summary of their research or project for publication in *The Chronicle*, the journal of the Early American Industries Association.

- vii. Research grant funds shall not be used to pay for salaries in whole or in part.
 - viii. Recipients of EAIA Research grants must sign the Conditions of Early American Industries Association Grant form which will accompany the Research Grant application
5. If in the view of the Research Grants Committee all applications received in a given year are unrelated to the mission of EAIA, or are otherwise without merit, no grants shall be made that year.
 6. Applications must be received by the chair of the Research Grants Committee no later than March 15th of each year. Awards are announced the following April.
 7. Questions regarding the Early American Industries Association Research Grants should be directed to the chair of the Research Grants Committee. For additional information and forms, contact the Executive Director.

Research Grants

The Early American Industries Association supports projects related to its mission to preserve and present historic trades, crafts, and tools, and the interpretation of their impact on our lives. Applications are due March 15th of each year. Individual grants up to \$3,000.00 may be awarded. Awards are announced each May at the EAIA Annual Meeting. One year after the award a final report is due, along with an article based on the research that will be published in the EAIA Chronicle.

Preservation Trades Scholarship

Open to students and apprentices studying to learn practical trades used in historic preservation, this scholarship provides a onetime award of up to \$3000. Applicants must submit a letter of application describing their historic preservation trade goals and how this scholarship will assist them. In addition to the letter, they must submit three letters of reference from instructors, supervisors, or other individuals who have direct knowledge of the applicant's work and intentions to pursue preservation trades.

Awardees must submit captioned photos of work or training the scholarship helped them accomplish and an accounting of what the funds helped them do, (pay for tuition, buy tools, books, etc.). A written report will also be submitted.

EAIA Annual Meeting Scholarship

EAIA's Annual Meeting provides an opportunity to visit sites, attend presentations about a wide variety of early American trades and craft, and learn about early tools and processes - all in the

company of EAlA members who share the same interest. Scholarships to attend the annual meeting cover the registration fee and lodging for a first time attendee who is a student, museum professional, or historic preservation professional. Applicants must submit a letter of recommendation and a brief statement (250 words) explaining how attendance would benefit them. The number of scholarships available may vary depending upon EAlA board approval.

To support the annual meeting activities, scholarship awardees are asked to volunteer two hours of time during the meeting which may include helping with registration, silent auction, or another task. They are requested to submit to the grants committee a final reflection of their experience of no more than 500 words.

Conservation Grant

EAlA supports the preservation of historic trades and crafts. To this end, it established a conservation grant of up to \$3000 to support conservation planning, object treatment services, educational interpretive services, and supplies related to sharing historic trades with the public. This grant is open to historic sites and museums who have 501(c)(3) status and that are open to the public on a regular basis. Applicants must submit a written proposal of no less than 500 and no more than 1500 words describing the project, how the funds will be used, and the anticipated end result. If the grant will be used to help pay for

E.2 The Early American Industries Association Application for a Research Grant

Name _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **E-mail** _____

Project Title _____

Mission Statement of the Early American Industries Association

The Early American Industries Association preserves and presents historic trades, crafts, and tools and their impact on our lives.

1. Attach a statement relating how your research or project relates to the mission statement of the Early American Industries Association as stated above.
2. List three references below and attach reference letters from those three references indication your ability to complete your project or research.

Reference 1 _____

Reference 2 _____

Reference 3 _____

3. Indicate on an attached sheet and estimation of how any grant monies you receive will be expended. Examples would include expenditures for travel, lodging, photography, printing, exhibition materials, etc.

4. If you have received any other grants, stipends or scholarships related to your research or project, please list them below.

5. Are you a member of The Early American Industries Association?

Yes _____ No _____

6. Please list below the name and address of your local newspaper so that the EAIA Research Grants Committee can send a press release announcing successful grant recipients.

Name of Newspaper _____

Address of Newspaper _____

City, State, Zip Code _____

Newspaper e-mail address _____

E.3 The Early American Industries Association Conditions of Research Grant

1. The research or project must relate to the mission statement of the Early American Industries Association.
2. Successful applicants agree within 90 days of receipt of an EAIA Research Grant to submit a report to the chair of the EAIA Research Grant Committee on a form supplied by the EAIA Research Grant Committee. This report will include an abstract of the grantee's research or project. This abstract will be published in *Shavings*.
3. Successful applicants agree to provide two copies of the completed research or project to the Early American Industries Association Research Grant Committee whether or not the final form is published.
4. Acknowledgement of the support by the Early American Industries Association must be listed in any published material connected to the research or project.
5. Successful applicants agree that any monies received as a research grant from the Early American Industries Association may be used to supplement existing fellowships, scholarships, or grants, but may not be used to reduce or act as a substitute for any existing fellowships, scholarships, or grants.
6. Research grants from the Early American Industries Association shall be Up to three research grants of \$3000 each may be awarded each year, depending on the availability of funds. One grant is awarded in honor of Winthrop L. Carter. A second grant is awarded in honor of John S. Watson. The third grant is awarded in honor of James M. Gaynor. up to \$3,000.00 and are not renewable.
7. Research grants from the Early American Industries Association shall not be used to pay for salaries in whole or in part.
8. Recipients of research grants from the Early American Industries Association agree to provide a presentation of their research at a meeting of EAIA or submit an article or summary of their research for publication in the journal of the Early American Industries Association, *The Chronicle*.

I have read, understand, and agree to the conditions listed above, and I wish to be considered an applicant for an Early American Industries Association research grant.

Signature _____ Date _____

E.4 Past Recipients of EAIA Research Grants

The EAIA Research Grant Program was announced in the 1978 February issue of *Shavings* and the first Research Grant was awarded in 1979.

<u>Year</u>	<u>Grantee</u>	<u>Project</u>
1979	Lasansky, Jeanneette	Blacksmiths, Rural: Men, Products and Position
1979	Rocky Mtn. Hist. Assn.	Gunpowder Making, Frontier, 1770-1800
1979	Talbot, E. Page	Furniture Making, Philadelphia, 1850-1880
1980	Baker, Mrs. Robert L.	Maritime Industries, Annapolis, MD
1980	Mulligan, Wm. H. Jr.	Shoemakers, Lynn, MA
1980	Sherman, Robert	Pottery Industry of Illinois, 1800-1917
1981	Farnham, Alexander	Tool Manufacturers of New Jersey
1981	Mussey, Robert D., Jr.	Furniture Finishing, New England, 1700-1820
1981	Skerry, Janine	Silversmithing Machinery in 18 th and 19 th Century America
1982	Garvin, James L.	Toolmaking in New Hampshire
1982	Farnham, Thomas J.	Foundry Industry of New Haven, CT
1982	Lloyd, Peter	Housewrighting Before 1900
1982	Preston, Daniel T.	Patent Office, U.S.
1982	Weitzman, David L.	Knight Foundry, Sutter Creek, CA
1983	Ducoff-Barone, Deborah	Cabinetmakers, Philadelphia 1800-1840
1983	French, Hugh, T.	Sardine Factory, Martin and Caraher, Maine
1983	Hamblett, Barbara	Slate, Marblelized, Tools, Trade Practices

1983	Nobles, Gregory H.	Broom Making in Western, MA, 179—1850
1983	Tarule, Robert	Wood Use Technology, Early America
1984	Brumfield, Gary	Flintlock Gun Lock Manufacture
1984	Picard, Dennis	Cider Mill Technology
1984	Snyder, Charles M.	Carriage Light Manufacture, PA
1985	Goody, Rabbit	Spinning, Double Hub Vertical Spinner, 1820-1840
1985	St. George, Robert	Building Trade in New England, Work Exchange
1985	Thornton, Jonathan	Composition Ornament for Architecture
1985	Shedd, Nancy	Log Construction, Vertical Corner Post, PA
1986	No Research Grants were awarded in 1986	
1987	Comerford, Daniel, III	Hammers and Hammer Patents
1987	Le Coff, Albert	Wood Turning Tools and Techniques of the John Grass Company
1987	Sellens, Alvin	Hand Tools, American, Pictorial Dictionary
1988	Gentner, Barbara S.	Shipbuilding in Louisiana – this project resulted in a TV film
1988	Peleedeau, Marius B.	Soapstone Quarry and Industry in Vermont
1988	McManus, Michael E.	Scrimshaw Tools- book published with acknowledgement of EAIA
1988	Stebbins, Daniel E.	Coachmaking in Colonial Williamsburg
1989	Lewis, Johanna	Artisans of the North Carolina Backcountry This resulted in a book with acknowledgement of EAIA
1989	Reiman, Timothy D.	Shaker Chair Industry: Hand to Power Tools 1850-1930
1990	Finch, Robert	Boring Tools, Design and Development 1st Carter Award Research Grant

1990	Bidwell, John	Paper Making, Brandywine Paper Company
1990	Cooper, Caroline	Milling Machines, 19 th Century CT.
1990	Robertson, William	Machinists Measuring Tools, American
1991	Price, James E.	Bitstock Tools Carter Award
1991	Ferrell, Merri	Painting and Decorating Horse Drawn Vehicles
1991	Ogden, Oliver J.	Hatter's Tools and Their Uses
1991	White, John H.	Machine Maker, Thatcher Perkins
1992	Edwards, John M.	Carving Tools, Home Made, Grand Rapids Carter Award
1992	Banks, Margaret D.	Instrument Makers, G.C. Conn, Elkhart, IN
1992	Blaszczyk, Regina	Machinists and Moldmakers, Glass Industry
1992	Ravage, Jessie M.	Butter Churns, 1820-1889
1993	Millen, Patricia	Tanning Tools and Technology Carter Award
1993	Beal, Galan	Shaker Baskets from Enfield
1993	Rilling, Monique	Building Trades and Materials
1994	Freed, Robert	Braces, Sheffield Style in Philadelphia Carter Award
1994	Lakwete, Angela	Cotton Ginning Industry
1994	Meek, Caroline Loann	Butter Production and Container Production
1994	Siskind, Janet	Tool Production, Late 18 th Century and Early 19 th Century, Collins Company
1995	Knight, Corinna L.	Building Industry, New Orleans, 1800-1850 Carter Award
1995	Winer, Daniel	Leather Firefighting Equipment

1995	Young, William R. III	Powder Horn, American, 1740-1860
1996	Thiesen, William	Tolls, Pre-Industrial Shipbuilding, Delaware Valley Carter Award
1996	Lee, Lawrence	Minting Equipment, Dies, Colorado
1996	Friberg, Todd	Sawmaking, 19 th Century Processes
1996	Streeter, William	Copying Machines in America
1997	Brown, Johanna	Cabinetmaker K. Peterson, Salem, North Carolina Carter Award
1997	Bishop, Julie	Ice Industry, Wenham, Massachusetts
1997	Jones, Daniel E.	Broom Manufacturers, Iowa
1998	Saint Pierre, Adrian	Fulling Mills Late 18 th -Early 19 th Century America Carter Award
1998	Gullickson, Mark	Logging Hand Tools, Pacific Northwest 1st Watson Research Award
1998	Althere, Thomas L.	Plow Design In the Jeffersonian Era
1998	Goss, Grace J.	Scissors and Shears
1998	Stacier, John M.	Saddletree Factory, Schroeder, Madison, IN
1999	Hart, Emma	Artisans, Charleston, S.C. Carter Award
1999	Jordan, Kurt	Iron Tool Production on the Frontier Watson Award
1999	Holst, Arthur	Upholstery Shop in Colonial American City
1999	Murphy, Kevin	Woodworking Tools of Rev. Jonathan Fisher
2000	Cullen, Joseph	Shipbuilding and the Integration of Maritime New England Carter Award
2000	Henderson, Deborah	Hatter's Trade and Tools: How the Felt Hat Was Made by Hand Watson Award

2000	DelMonaco, K. & Pawloski, J.	John Winthrop, Father of the Mining Industry
2001	Keller, Patricia J.	Fiber Processing Tools in the Mid- Atlantic Carter Award
2001	Meachem, Sarah	Drink, Gender and Creation of a Market for Alcohol, PA, MD, VA Watson Award
2001	Feldman-Wood, Florence	Spinning Wheel Maker Solomon Plant's Account Books
2002	Lane, Joshua W.	Coopers, Early Windsor, CT, Tools, Products, Practices Carter Award
2002	Howlett, Jay M.	Leather Breeches Maker, Lost Art Watson Award
2002	Kuttruff, Jenna T.	Textile Tools of Louisiana Acadia
2003	Candee, Richard M.	Knitting Machines, American Home, 1812-1962 Carter Award
2003	Wrike, Peter J.	Blacksmith at Sea, Evidence from Unicorn, 1775-1776 Watson Award
2003	Sachs, Honor R.	Saltmaking on the 18 th Century Kentucky Frontier
2004	Margaris, Amy V.	Bone Industries and Early Sea Otter Hunting in Alaska Carter Award
2004	Pulice, Michael J., Jr.	Brick Making in America, Contraptions for 1800-1850 Watson Award
2004	Phillips, P. Brian	Stone Cutters in Western Missouri
2005	Bassett, Lynne Z.	Quilts, American Whole Cloth Carter Award
2005	Brannon, John F., Jr.	Printing, Cherokee Phoenix, Indian Newspaper, GA Watson Award
2005	Goldstein, Andrew	Carousel Industry, European Immigrants Therein
2006	Fox, Christopher D.	Military Entrenching Tools, French, British, And American Carter Award

2006	Harcourt Bindery Ellenport	Bindery, DVD Documentation of Harcourt Bindery Before It Moved Watson Award
2006	Long Island Museum	Carriage Shop, Graves Project
2006	Walter, Ronald E.	Hatchels, Decorated, and Their Makers, 1725-1950
2007	Green, Susan	Horse-drawn Vehicles, English Patent Data Base Carter Award
2007	Kinney, Thomas A.	Carriage Building, Brewster Dynasty Watson Award
2007	Whalen, Thomas G.	Log Scales and Rule Makers of New England, resulted in a book titled, <u>From Logs to Lumber</u> by Dale Butterworth and Tom Whalen with acknowledgement to EAIA
2008	Stanley, Philip	Patent Database, U. S. Patents before 1836 Carter Award
2008	Higginbotham, Arlen	Screws and Nails, Web-based Database of Documented Examples Watson Award
2008	Green, Susan	Coach Lace for Passenger Vehicles
2009	Scheetz, Marshall	Degrees of Separation: 18 th & 19 th Century Coopers from rural Virginia & Maritime New England Carter Award
2010	Katz-Hyman, Martha B.	Turner for Thomas Jefferson: William D. Fitz/Fitch of Albermarle County, Virginia
2010	Hamelin, Richard L.	The Account Book of John Parker; Potter of Charlestown, Massachusetts, 1747-1756 Watson Award
2010	Feldman-Wood, Florence	A Study of the Patent Models of Spinning Wheels in the National Museum of Textile History Carter Award
2010	Smith, Byron C.	Identifying the Newton School of Virginia Freight Wagons

2011	Lapp, Herbert	Thomas Livezey's Merchant Flour Mill, It's Early Millwrights, Cooper's Shop and Original Cooper's Tools Watson Award
2011	Shevzov, Maria Vacillovna	The Musical Instrument Trade, Raleigh, North Carolina, 1800-1860 Watson Award
2012	Goody, Rabbit	Reconstruction of Ingrain Carpet Head for Handloom Production of Figured Cloth Carter Award
2012	Hatch, Marilyn S.	Survey and Documentation of Remaining 18 th and 19 th C Water Powered Sash Sawmills Watson Award
2013	Ketcham, Holly	Daniel D. Simmons & Co. Axes and Edge Tools
2013	Neill, James Andrew	The Business of a Tailor Shop in a Moravian Town
2014	McDonald, Travis	Antebellum Craftsmen of Virginia Carter Award
2014	Cook, Elizabeth	The Built Environment of Virginia
2014	Anderson, Willard & Preuss, Larry	Form and Function of Mother Planes Watson Award
2015	Blodgett, Deborah	The Button-Hook an Essential Garment Tool: An Analysis Through Patent Records, 1865-1915 Watson Award
2015	Klein, Joshua	The Furniture Production of Johnathan Fisher, 1768-1847. 1st Gaynor Grant Award
2016	Perrone, Nickolas	Selling Soles: Zadock Pratt and the Leather Tanning Industry in New York Carter Award
2016	Thomas, Sarah	Objects of the Early Southern Backcountry: The People of Shenandoah County and their Material Culture Gaynor Award
2017	No Research Grants were awarded in 2017	

2018

- 2019** Phillip Frank Reid Sultana: An American Schooner, the Royal Navy, and British American Shipwrighty
Winthrop L. Carter Award
- 2019** Christian Matthew South-Alderson 19th C American Toolmakers: For the Saddle & Shoemakers Trade
Gaynor Award
- 2020** Karl J. Schmidt Thomas Passmore: Tinsmithing Entrepreneur in the Early Republic, 1793-1809
Gaynor Award
- 2021** Marshall Scheetz Cannikin, Tankard, Tigg, & Stoup: History, usage, and manufacture of wooden staved drinking vessels in America
Winthrop L. Carter Award
- 2022** Brett R. Walker Shoemaker, Stick to Thy Last, The 18th C Alliance of Woodworking and leather Trades in the making of Shoemaker's Lasts
Winthrop L. Carter Award
- 2022** Emily Whitted
New Mending Sails in Early America: Sailcloth Repair in England's Maritime Industries
Watson Memorial Fellowship
- 2023** Annabel G. LaBrecque Salt of the Earth: Deep Histories of the North American Interior
Winthrop L. Carter Award
- 2024** Austin England Linseed Oil Paint-A Traditional Solution for a Modern Problem
Winthrop L. Carter Award
- 2024** Rachael Middaugh Historical Last Making
James M. Gaynor Historic Trades Research Grant
- 2024** Nathan L. Lipfert Tools of the Shipyards of New England: Their History & Use
Watson Fellowship Award

E.5 Procedures for Granting the Long Time Service and J.D. Hatch Awards

The Early American Industries Association benefits from the commitment and dedication of its members. In 1993, EAIA established two awards to provide recognition to those individuals who have served not only The Early American Industries Association, but additionally those individuals who have advanced the mission of EAIA through their scholarly writing. By granting these awards, EAIA chooses to recognize those whose outstanding contributions of time, effort, and research have enabled The Early American Industries Association to better serve its members and to increase the knowledge and understanding of early American industries.

1. Candidates for the Long Time Service Award should have at least ten years of service to EAIA. The recipient of the award shall have demonstrated a high level of commitment to EAIA. The recipient shall have contributed a substantial amount of time, effort, and creative imagination to EAIA and shall have established a record of effective participation in the affairs of the association. The nature and importance of their contribution to the association, as well as its length are factors to consider in choosing recipients for this award. While it is not required to grant this award yearly, up to three Long Time Service awards may be granted each year.
2. Candidates for the J.D. Hatch Award are to be individuals who have demonstrated excellence in the advancement of general knowledge of early American industries through scholarly writing in articles, books or public presentations consistent with the mission of The Early American Industries Association. Recipients of this award are not required to be members of The Early American Industries Association. There is no requirement that this award be granted annually.

This award is given in memory of J.D. Hatch who was the fifth president of EAIA from May of 1946 to May of 1947. Mr. Hatch served as editor of *The Chronicle* from 1942 to 1949. Mr. Hatch provided over 50 years of support and service to EAIA.

E.6 Past Recipients of the J.D. Hatch and Long Time Service Awards

<u>Year</u>	<u>J.D. Hatch Award</u>	<u>Long Time Service Award</u>
1993		Charles F. Hummel Raymond Townsend John S. Watson
1994	William Sprague Charles Stow	William K. Ackroyd Ivan C. Risley Daniel M. Semel
1995	Kenneth D. Roberts	Alan G. Bates J. Lee Murray
1996	Emil & Martyl Pollak	Ruth Hyde Paul B. Kebabian
1997	John S. Kebabian	David V. Englund Daniel B. Reibel
1998	Roger K. Smith	Bud Brown
1999	John M. Whelan	Gene Kijowski Robert Nelson
2000	Donald & Anne Wing	Carl Bopp James M. Gaynor Frank G. White
2001	Mark & Jane Rees	Philip A. Cannon, II Kathy Fox Jack Gorlin
2002	Walter W. Jacob	Arlene Kendra David L. Parke, Jr.
2003	Paul B. Kebabian	Louise Muse James L. Packham

2004	Elliott Sayward	William & Judith McMillen Terry L. Hansen
2005	Frank White	Peter J. Hathaway Gordon & Linda Stanton
2006	Alvin Sellens	Jim Bovay Robert & Chris Kozakiewicz
2007	Thomas C. Lammond	Jane Rees
2008	Milton H. Bacheller, Jr.	J.B. Cox Andrew A. D'Elia
2009	Donald Rosebrook	Kenneth Culnan George T. Lott
2011	John G. Wells	
2012	Philip E. Stanley	
2015		Tom Elliott
2016	No awards given in 2016	
2017	Tom Kelleher	Bill Curtis Paul Van Pernis
2018	Patty MacLeish	Rodney Richer (Posthumously) Thomas & Mary Anne Graham
2019	Thomas Elliott	None
2020	Paul E. Wood	
2021		
2022		
2023	Paul Van Pernis	Patrick Lasswell

Appendix F

F.1 Past Presidents of The Early American Industries Association

Actual dates of service as President are listed when those dates are available.

1. William Buell Sprague	1933 to 1938
2. Lewis Noble Wiggins	1938 to 1941
3. Alexander J. Wall	1941 to 1942
4. Warren C. Lane	1942 to 1946
5. John Davis Hatch, Jr.	1946 to 1947
6. Edward Durell	1947 to 1955
7. Robert G. Hill	1955 to 1957
8. Fred C. Sabin	1957 to 1962
9. Lawrence S. Cooke	1962 to 1964
10. Joseph A. Lind	1964 to 1968
11. Wallace P. Wetzel	1968 to 1973
12. Paul B. Keabian	1973 to 1976
13. William M. Dickson	1976 to 1979
14. Howard L. Greenberger	1979 to 1982
15. Douglas R. Hough	1982 to 1985
16. Harvey F. Jeacock	1985 to 1987
17. Alan G. Bates	1987 to 1989
18. Daniel J. Comerford	1989 to 1993
19. James M. Gaynor	1993 to 1995
20. Carl E. Bopp	1995 to 1997
21. Victor Cole	1997 to 1999
22. J. B. Cox	1999 to 2001
23. Peter J. Hathaway	2001 to 2003
24. David L. Parke, Jr.	2003 to 2005
25. Donald D. Rosebrook	2005 to 2007
26. William L. Curtis, Jr.	2007 to 2009
27. Judith McMillen	2009 to 2011
28. Thomas Elliott	2011 to 2013
29. Paul Van Pernis	2013 to 2015
30. Patrick Lasswell	2015 to 2017
31. Denise Richer	2017 to 2019
32. Dana Shoaf	2019 to 2021
33. Sally A. Fishburn	2021 to 2024

F.2 Location of Past Meetings of The Early American Industries Association

Actual dates and total numbers of members in attendance are listed for those meetings for which the information is available.

<u>Date</u>	<u>Location</u>	<u>Attendance</u>
1. August 31, 1933	Wiggins Old Tavern Northampton, Massachusetts	16
2. September 1, 1934	Wiggins Old Tavern Northampton, Massachusetts	40
3. September 17, 1935	Salem, Massachusetts	Unknown
4. August 29, 1936	Wiggins Old Tavern Northampton, Massachusetts	Unknown
5. September 17, 1937	Wiggins Old Tavern Northampton, Massachusetts	50
6. August 26, 1938	Wiggins Old Tavern Northampton, Massachusetts	Unknown
7. May 20, 1939	New York Historical Society New York, New York	80
8. October 14, 1939	Albany Institute of History and Art Albany, New York	Unknown
9. November 9, 1940	Wiggins Old Tavern Northampton, Massachusetts	100
10. November 3, 1941	Wiggins Old Tavern Northampton, Massachusetts	150
11. May 23, 1942	New York Historical Society New York, New York	Unknown
12. September 18-19, 1942	Worcester, Massachusetts	83
13. June 26, 1943	Albany Institute of History and Art Albany, New York	Unknown
14. 1944	No meeting was held because of World War II	
15. October 19-20, 1945	Old Wiggins Tavern Northampton, Massachusetts	100
16. May 10-11, 1946	New York Historical Society New York, New York	Unknown
17. October 4-5, 1946	Old Sturbridge, Massachusetts	
18. May 9-10, 1947	Bucks County Historical Society Doylestown, Pennsylvania	Unknown

19. October 17-18, 1947	Staten Island Historical Society Richmond, Staten Island, New York	Unknown
20. July 14-15, 1948	New York Historical Association Cooperstown, New York	42
21. June 24-25, 1949	Peterborough, New Hampshire	Unknown
22. November 4-5, 1949	Worcester, Massachusetts	45
23. June 16-17, 1950	Old Sturbridge Village Sturbridge, Massachusetts	70
24. October 27-28, 1950	Cooperstown, New York	Unknown
25. June 15-16, 1951	Museum Village of Smith's Clove Monroe, New York	70
26. November 2-4, 1951	Washington, D.C.	75
27. May 9-11, 1952	Henry Ford Museum and Greenfield Village Dearborn, Michigan	60
28. October 17-19, 1952	Salem, Massachusetts	150
29. June 26-28, 1953	Shelburne Museum Shelburne, Vermont	225
30. October 30-31, November 1, 1953	Colonial Williamsburg Williamsburg, Virginia	48
31. June 25-27, 1954	Plimoth Plantation Plymouth, Massachusetts	150
32. October 1-3, 1954	Cooperstown, New York	100
33. June 25-27, 1955	Old Sturbridge Village Sturbridge, Massachusetts	125
34. October 14-16, 1955	Old Museum Village of Smith's Clove Monroe, New York	80
35. June 22-24, 1956	Old Wiggins Tavern Northampton, Massachusetts	110

36. October 12-14, 1956	Columbus, Ohio	60
37. June 7-9, 1957	Corning, New York	120
38. October 4-6, 1957	Old Salem Village Winston-Salem, North Carolina	45
39. June 27-29, 1958	Bucks County Historical Society Doylestown, Pennsylvania	120
40. October 17-19, 1958 25th Anniversary Meeting	Henry Ford Museum and Greenfield Village Dearborn, Michigan	Unknown
41. June 26-28, 1959	Saugus Iron Works Saugus, Massachusetts	130
42. October 31, 1959	Colonial Williamsburg Williamsburg, Virginia	100
43. Spring, 1960	Shelburne Museum Shelburne, Vermont	Unknown
44. Fall, 1960	Farmer's Museum Cooperstown, New York	Unknown
45. June, 1961	Richmondtown Staten Island, New York	Unknown
46. November, 1961	Landis Valley Museum Lancaster, Pennsylvania	Unknown
47. Spring, 1962	Old Sturbridge Village Sturbridge, Massachusetts	Unknown
48. Fall, 1962	Martius Campus Museum Marietta, Ohio	Unknown
49. March, 1963	Plimoth Plantation Plymouth, Massachusetts	Unknown
50. Fall, 1963	Greenfield Village and Henry Ford Museum Dearborn, Michigan	Unknown

51. Spring, 1964	Hancock Shaker Community Hancock, Massachusetts Shaker Museum Old Chatham, New York	Unknown
52. October, 1964	Winterthur Museum Hagley Museum Wilmington, Delaware	Unknown
53. Spring, 1965	Mercer Museum Doylestown, Pennsylvania	175
54. Fall, 1965	Upper Canada Village Morrisburg, Ontario, Canada	Unknown
55. Spring, 1966	Mystic Seaport Mystic, Connecticut	Unknown
56. October, 1966	Old Salem Village Winston-Salem, North Carolina	Unknown
57. June, 1967	Museum Village of Smith's Clove Monroe, New York	Unknown
58. Fall, 1967	Farmer's Museum Cooperstown, New York	Unknown
59. May, 1968	Old Sturbridge Village Sturbridge, Massachusetts	Unknown
60. October, 1968	Colonial Williamsburg Williamsburg, Virginia	Unknown
61. Spring, 1969	Saugus Iron Works Saugus, Massachusetts The Essex Institute and the Peabody Museum Salem, Massachusetts	200
62. Fall, 1969	Pennsylvania Farm Museum of Landis Valley Lancaster, Pennsylvania	Unknown
63. May, 1970	Plimoth Plantation Plymouth, Massachusetts	164

64. September, 1970	Shelburne Museum Shelburne, Vermont	Unknown
65. Spring, 1971	Old Bethpage Village Long Island, New York	Unknown
66. November, 1971	Winterthur Museum and The Hagley Museum Wilmington, Delaware	Unknown
67. Spring, 1972	Old Economy Ambridge, Pennsylvania	Unknown
68. Fall, 1972	Upper Canada Village Ontario, Canada	Unknown
69. May, 1973	Mercer Museum Doylestown, Pennsylvania	Unknown
70. Fall, 1973	Henry Ford Museum and Greenfield Village Dearborn, Michigan	Unknown
71. Spring, 1974	Bath Maritime Museum Bath, Maine	Unknown
72. Fall, 1974	Heritage Plantation Sandwich, Massachusetts	Unknown
73. Spring, 1975	Center of Science and Industry and Ohio Village Columbus, Ohio	Unknown
74. Fall, 1975	Black Creek Pioneer Village Ontario, Canada	Unknown
75. Spring, 1976	Old Sturbridge Village Sturbridge, Massachusetts	Unknown
76. Fall, 1976	Pennsylvania Farm Museum of Landis Valley Lancaster, Pennsylvania	Unknown
77. Spring, 1977	Old Salem Village Winston-Salem, North Carolina	Unknown

78. Fall, 1977	Mystic Seaport Mystic, Connecticut	Unknown
79. Spring, 1978	The New York State Museum, The Albany Institute of History and Art Albany, New York	Unknown
80. Fall, 1978	Smithsonian Institution Washington, D.C.	Unknown
81. Spring, 1979	The Henry Ford Museum and Greenfield Village Dearborn, Michigan	Unknown
82. Fall, 1979	Winterthur Museum and The Hagley Museum Wilmington, Delaware	Unknown
83. Spring, 1980	Colonial Williamsburg Williamsburg, Virginia	Unknown
84. Fall, 1980	Old Saugus Ironworks Saugus, Massachusetts The Essex Institute and The Peabody Museum Salem, Massachusetts	Unknown
85. May, 1981	Albany, New York	Unknown
86. Fall, 1981	Mercer Museum Doylestown, Pennsylvania	Unknown
87. Spring, 1982	Shelburne Museum Shelburne, Vermont	Unknown
88. Fall, 1982	Annapolis, Maryland	Unknown
89. June, 1983	Rochester Institute of Technology Rochester, New York	Unknown
90. October 1983	Joint Meeting with MWTCA Saint Louis, Missouri	430
91. Spring, 1984	Drew University Madison, New Jersey	Unknown

92. Fall, 1984	Joint meeting hosted by EAIA-West Sacramento, California	Unknown
93. Spring, 1985	Maine Maritime Museum Bath, Maine	Unknown
94. Fall, 1985	Reading, Pennsylvania	Unknown
95. Spring, 1986	Hempstead, Long Island, New York	Unknown
96. Fall, 1986	Milton Agricultural Museum, Pioneer Village at Black Creek, Seagram Museum Cambridge and Waterloo, Ontario, Canada	Unknown
97. Spring, 1987	Burlington, Massachusetts area: Lowell Historic District, Schwamb Mill in Arlington, Museum of National Heritage in Lexington and Museum of American Textile History in Andover	Unknown
98. October, 1987	Colonial Williamsburg Williamsburg, Virginia	Unknown

Starting in 1988, EAIA elected to have only an annual meeting.

99. 1988 Annual Meeting	Pittsburg, Pennsylvania	Unknown
100. 1989 Annual Meeting	Henry Ford Museum Dearborn, Michigan	Unknown
101. 1990 Annual Meeting	Mystic Seaport Mystic, Connecticut	Unknown
102. 1991 Annual Meeting	Landis Valley Museum Lancaster, Pennsylvania	316
103. 1992 Annual Meeting	Co-hosted by EAIA and Southwest Tool Collectors Association San Antonio, Texas	Unknown
104. 1993 Annual Meeting	Albany, New York	250
105. 1994 Annual Meeting	18 th Century Tool Symposium, Colonial Williamsburg Williamsburg, Virginia	400
106. 1995 Annual Meeting	Columbus, Indiana	147
107. 1996 Annual Meeting	Salem, Essex, Massachusetts	219
108. 1997 Annual Meeting	Old Salem Village Winston-Salem, North Carolina	162
109. 1998 Annual Meeting	Scranton, Pennsylvania	182
110. 1999 Annual Meeting	Ottawa, Ontario, Canada	189
111. 2000 Annual Meeting	Old Sturbridge Village Sturbridge, Massachusetts	197
112. 2001 Annual Meeting	Landis Valley Museum Lancaster, Pennsylvania	196
113. 2002 Annual Meeting	Rochester, New York	174
114. 2003 Annual Meeting	Burlington, Vermont	202
115. 2004 Annual Meeting	Winterthur Museum Wilmington, Delaware	174

116. 2005 Annual Meeting	Charleston, South Carolina	143
117. 2006 Annual Meeting	Colonial Williamsburg Williamsburg, Virginia	251
118. 2007 Annual Meeting	New Orleans, Louisiana	72
119. 2008 Annual Meeting	Albany, New York	210
120. 2009 Annual Meeting	Kansas City, Missouri	82
121. 2010 Annual Meeting	Mystic Seaport Mystic Connecticut	184
122. 2011 Annual Meeting	The Henry Ford Museum and Greenfield Village Dearborn, Michigan	170
123. 2012 Annual Meeting	Solomon's Island, MD	121
124. 2013 Annual Meeting	Hyannis, Massachusetts	179
125. 2014 Annual Meeting	Pittsburgh, PA.	118
126. 2015 Annual Meeting	Quebec City, Quebec, Canada	144
127. 2016 Annual Meeting	Shaker Village of Pleasant Hill Harrodsburg KY	150
128. 2017 Annual Meeting	Old Sturbridge Village Sturbridge, MA	172
129 2018 Annual Meeting	National Museum of Industrial History Bethlehem, PA	107
130 2019 Annual Meeting	Lowell National Historical Park Lowell, MA	148
131 2020 Annual Meeting	Cancelled due to Pandemic	0
132 2021 Annual Meeting	Virtual Meeting	52
133 2022 Annual Meeting	Maine Maritime Museum Freeport/Bath, ME	120

134 2023 Annual Meeting	Museum of Frontier Culture Staunton, VA	117
135 2024 Annual Meeting	Colonial Williamsburg Williamsburg, VA	149

Appendix G

G.1 Early American Industries Association Conflict of Interest Policy

The Early American Industries Association is a nonprofit, tax exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for support from its members. Therefore, the IRS as well as state regulatory and tax officials view the operations of the Early American Industries Association as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

A conflict of interest is defined as an actual or perceived interest by the Executive Director, an officer or board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. EAIA, officers, board members and the Executive Director are obligated to always act in the best interest of EAIA. This obligation requires that any officer, board member, or the Executive Director in the performance of EAIA duties, seek only the furtherance of EAIA's mission. At all times, officers, board members, and the Executive Director are prohibited from using their job title or EAIA's name or property, for private profit or benefit.

- A. The officers, board members and the Executive Director of EAIA should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide EAIA fund raising activities.
- B. No officer, board member or the Executive Director of EAIA shall participate in the selection, awarding, or administration of a purchase or contract with a vendor where to his or her knowledge, any of the following has a financial interest in that purchase or contract:
 - 1. The officer, board member or the Executive Director;
 - 2. Any member of their immediate family;
 - 3. Their partner;
 - 4. An organization in which any of the above is an officer, director, or employee;
 - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.

- D. Board Action – When a conflict of interest is relevant to a matter requiring action by the EAIA Board, the interested person(s) shall call it to the attention of the EAIA Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists; the matters shall be resolved by a vote of the Board of Directors excluding the person(s) concerning whose situation the doubt has arisen.
- E. Record of Conflict – The official minutes of the EAIA Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.
- F. Annual Statements – Each board member, officer, and the Executive Director of EAIA shall at the time of their appointment sign a statement which affirms such person:
 - a. Has received a copy of the conflict of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy.

Appendix H

H.1 Early American Industries Association List of Publications

1. Connestoga Wagon, 1750-1850, by George Shumway, Edward Durell and Howard C. Frey, 1964.
2. Planemakers and other Edge Tool Enterprises in New York State in the Nineteenth Century, by Kenneth D. and Jane W. Roberts, published in cooperation with the New York State Historical Association, 1971.
3. Illustrations of Trades, by Charles Tomlinson, 1860, reprinted by EAIA 1972.
4. H.H. Harvey's Special Illustrated Catalogue for 1896-7, Marble and Soft Stoneworkers', Blacksmiths' and Contractors' Hammers and Tools, manufactured by him in Augusta, Maine, reprinted by EAIA in 1973.
5. T.B. Rayl & Co., Wood-Workers Tools, Detroit Tool Depot, (circa 1885-1889), reprinted by EAIA 1973.
6. Explanation or Key, to the Various Manufactories of Sheffield, with Engravings of each Article, by Joseph Smith, edited by John S. Keabian, 1975.
7. Mechanick Exercises or the Doctrine of Handy Works, by Joseph Moxon, 1678. Reprinted with an introduction by John S. Keabian, 1975. Also reprinted with Astragal Press in a limited edition, 1979.
8. The Stanley Plane, A History and Descriptive Inventory, by Alvin Sellens, 1975.
9. The Chronicle, Volumes 1-11, Reprinted, 1976.
10. C.S. Osborne and Co., Newark, New Jersey, c. 1890. Catalog reprinted in cooperation with The Mid-West Tool Collectors Association and The Early Trades and Crafts Society, 1976.
11. The Wooden Plane, by Richard A. Martin, 1977.
12. A Catalogue of Tools for Watch and Clock Makers, by John Wyke of Liverpool (circa 1770). Reprinted in cooperation with the Henry Francis DuPont Winterthur Museum, 1978.
13. Jedediah North's Tinner's Tool Business, by John Demer, 1978.

14. The Saw in History, by Henry Disston and Sons, 1926. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1978.
15. Thomas Grant, Ironmonger, by Daniel Semel. Published in cooperation with Fraunces Tavern Museum, 1978.
16. Tools for all Trades, 1896, by Hammacher, Schlemmer & Co., Reprinted in cooperation with The Mid-West Tool Collectors Association, 1978.
17. Tools Used in Building Log Cabins in Indiana, by Warren E. Roberts, 1977. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1978.
18. American Mechanical Dictionary, by Edward H. Knight, 1881. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1979.
19. Price List, William Marples & Sons, Limited, Sheffield, 1909 Edition. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1979.
20. Hirth and Krause Leather and Findings Catalog, 1890. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1980.
21. Hynson Tool & Supply Co. Catalog No 52, 1903. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1980
22. Joh. Weiss & Sohn, c. 1909. Austrian catalog reprinted in cooperation with The Mid-West Tool Collectors Association, 1980.
23. A La Forge Royale, c. 1928. French catalog translated by Seth W. Burchard and published in cooperation with The Mid-West Tool Collectors Association, 1981.
24. The American Axe and Tool Co., c. 1894. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1981.
25. Disposing of a Tool Collection, by Ivan C. Risley. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1981.
26. Jan Van Vliet's Book of Crafts and Trades, a portfolio of reproductions of etchings done in 1635 with a reappraisal by Harry Bober, 1981.
27. Popular Technology, or, Professions and Trades, by Edward Hazen, 1846. Reprinted in 1981.
28. Practical Carriage Building, compiled by M.T. Richardson in 1892. Reprinted in one volume, 1981.

29. Appleton's Cyclopaedia of Applied Mechanics, c. 1880. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1982.
30. D. Stolop, c. 1915, Dutch catalog translated by Seth W. Burchard. Reprinted in cooperation with The Mid-West Tool Collectors Association, 1982.
31. The Chronicle, Volumes 12-26. Reprinted, 1983.
32. Illustrated Book of Stoves Manufactured by Vose & Co., 1853. Reprinted, 1983.
33. Thomas Napier, The Scottish Connection, by Alan G. Bates. Published in cooperation with The Mid-West Tool Collectors Association, 1986.
34. Directory of American Tool Makers, working draft edition, edited by Gene Kijowski, 1990.
35. The History of the Woodworking Plane, by Josef M. Greber, 1956. Translated by Seth W. Burchard, 1991.
36. A Pattern Book of Tools and Household Goods, Introduction by Jane Rees and Elton W. Hall. Published by The Early American Industries Association in cooperation with the Peabody Essex Museum, 2006.
37. The Directory of American Toolmakers, A CD version of the 1999 edition of The Directory of American Toolmakers, Robert Nelson, editor, 2007.
38. The Chronicle, Volumes 1-60, 1933-2007, a DVD containing the first sixty volumes of The Chronicle, 2009.
39. Stanley Woodworking Tools, The Finest Years, by Walter Jacob, 2011.

Appendix I

I.1 Social Media Policy

The following are guidelines set forth in regard to social media activity while representing The Early American Industries Association; Inc. (applies to employees, board, volunteers, committee members, and others who may represent the association):

1. Engage only in a reasonable amount of personal social media activity during business hours.
2. When posting publicly on behalf of the Early American Industries Association, please express only the views of the association. Always separate your personal views from the views of the association. To help alleviate any confusion, use the following notice: The views expressed on this page are mine alone and do not necessarily reflect the views of the Early American Industries Association.
3. Before posting any information for the Early American Industries Association, confirm its validity.
4. Respect any and all confidential information relating to the Early American Industries Association. Keep in mind that the organization's social media "followers" may not be the same group of people as our members. Member data must be kept confidential.
5. Abstain from publicly posting any biased content – please realize that our organization represents a wide variety of people and organizations, with diverse opinions - professional, political and personal. Unless our board has chosen to take a political position on an issue officially, do not make any statements that take such a position.
6. Be respectful towards the organization, fellow members, as well as business affiliates and prospective members.
7. When identifying yourself as an employee of the Early American Industries Association, use caution and common sense with your online activity. Assume that what you post is being read by our Members.
8. Feel free to use social sites such as Facebook strictly as a personal network. If you do not wish to friend coworkers or clients, do not feel pressured to do so.
9. Review this policy if you are uncertain with anything pertaining to social media activity.

The guidelines above are in place to help establish a separation of staff, board and volunteer private and public online identities, as well as to assist in maintaining a public online existence that promotes and adds value to the Early American Industries Association.

Your public online activity reflects you and the Early American Industries Association. With this in mind, the Early American Industries Association asks you to be smart and respectful in your online activity.

Approved 10/29/2017, Through Board Resolution

Appendix J

J Operating Reserve Fund Policy (Approved by the EAIA Board August 6, 2022)

EAIA retains the right to waive or make changes to these policies and procedures at any time by a majority vote at any regularly scheduled board meeting.

1. **PURPOSE** – the purpose of the Operating Reserve Fund is to ensure the stability of the mission, programs and ongoing operations of the Early American Industries Association. It is intended to provide an internal source of funds for unexpected increases in expenses, one-time unbudgeted expenses, unanticipated loss in income, or uninsured losses. The Operating Reserve Fund is not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.
2. **DEFINITION** – the Operating Reserve Fund is a designated fund set aside by action of the Board. The Operating Reserve Fund is set aside to help stabilize EAIA’s finances by providing a cushion against unexpected events, loss of income, and large unbudgeted expenses. The target goal for the Operating Reserve Fund is that it be equal to three months of EAIA’s average operating costs for the current fiscal year. The calculation of average monthly operating costs includes all predictable recurring expenses. The calculation does not include one-time or unusual capital purchases.
3. **ACCOUNTING** – the Operating Reserve Fund will be recorded in the financial records as a Designated Fund. The assets in the fund will be maintained in cash or cash equivalent funds in a dedicated account at a bank. The Treasurer/Executive Director will calculate the amount of the Operating Reserve Fund each year after approval of the annual budget. This amount will be reported to the Board and included in the financial report to the memberships at the Annual Meeting.
4. **FUNDING** – the Operating Reserve Fund will be funded with surplus unrestricted operating funds. The intention is to grow the fund over time to reach the target goal indicated above. The Board may direct that a specific source of revenue be set aside for the Operating Reserves Fund. Examples include one-time gifts or bequests, special grants, or special appeals.
5. **USE OF THE OPERATING RESERVE FUND** – the use of Operating Reserve Fund assets requires the following steps:
 - a. **Identification of Need** – the Board/Staff will identify the unexpected need for access to the Operating Reserve Fund and confirm that the use is consistent with the purpose of the fund. This step requires analysis of availability of any other funding sources before using the Operating Reserve Funds and an evaluation of the time the funds will be required and a plan for replenishing the Operating Reserve Fund.
 - b. **Authority to Use Operating Reserve Funds** – authority for use of Operating Reserve Funds is delegated to the Board. Use of the Operating Reserve Funds requires a motion from the Board

which includes an analysis and determination of the use of the funds and a plan for replenishment of the funds.

- c. Reporting and Monitoring - The Treasurer is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this policy. Upon approval of the use of Operating Reserve funds the Treasurer will maintain a record of the use of the funds and the plan for replenishment. The Treasurer will provide regular reports to the Board of progress to restore the Operating Reserve Fund to the target minimum amount.

Appendix K

K. Regional Meeting Planning Guide

What does it take to hold a regional meeting? If you have an idea for a program, consider organizing a local event. Meetings make a significant contribution to the EAIA by providing an opportunity for the exchange of information and recruitment of new members.

The first step is to contact the EAIA office about six months prior to holding the event in order to get it on the calendar. After that there are a few simple steps to follow.

Identify a host organization. There are many history museums and historic sites that have facilities and welcome projects which will promote their organizations and attract visitors.

Minimum requirements are:

1. A parking lot of sufficient capacity to accommodate visitors and tail gating
 2. Collections or exhibitions that will be of interest to our members
 3. A staff person or volunteer who will be the contact at the museum
- Next, contact the chairperson of any regional tool collectors groups and invite them to participate and work with them to choose a date.
 - After these initial contacts are made, plan a program for the day. A typical program might include tool trading from 8:00 to 10:00 a.m., a business meeting for any of the participating organizations could be held from 9:30 to 10 a.m., the main program, and lunch. If there are other sites, antique shops, or tool dealers in the area that members may like to visit, have that information available for attendees. A good program might be a lecture, display of private collections, guided tour of the museum or behind-the-scenes inspection of museum collections.
 - Regardless of the size of your program, you will need to develop a budget. Expenses for the day must be covered through registration fees. Costs you might anticipate are group admission to the museum, coffee and doughnuts for the tool sale, a box lunch and an honorarium for a speaker. Based on the total costs and your best estimate of the attendance, you can then set the registration fee.
 - You will need help with the meeting from some other EAIA volunteers to take care of registration and to man an EAIA information table.
 - Publicity is important. There should be notices published in Shavings and the newsletters of participating organizations. Send press releases to local news- papers, too. Post it on Face Book and other social networking sites. We will post it on the EAIA webpage, and we can send emails to members in your region.

- Preside at the meeting. Someone must play host, welcome guests, make a pitch for EAIA, trouble shoot, and settle any accounts.
- Finally, send a report to Shavings, and give someone the task of snapping a few photographs.

If you are interested just give me call and I'll be happy to walk you through the process. You can phone me at (703) 967-9399 or e-mail Executivedirector@eaiainfo.org

Appendix L

L. Annual Meeting Planning Guide

In accordance with Appendix B.1 of the Policies & Procedure Manual, the Annual Meeting Chairperson is responsible for ensuring that the preparation and management of the annual meeting is satisfactorily completed by the Meetings and Program (M & P) Committee.

Appendix B.1 also enumerates the activities required of the M & P Committee.

The purpose of this document is to provide a companion guidance document and an institutional resource to assist the Chairperson and the M & P Committee to execute their responsibilities based on experience in past meetings. In addition to providing detailed guidance, it includes a number of templates that will simplify the effort and avoid unnecessary reinvention of documents and processes. The Guideline is generally arranged to address the individual responsibilities in Appendix B.1.

1. Identify and organize the Committee.
 - Meet with Executive Director and 2nd Vice President to generally agree to the approach to be taken in planning the meeting.
 - Get the effort started and members of the M & P Committee identified at least 18 months before the date of the meeting.
 - Reach an understanding of the scope of responsibility for the Committee and each member or volunteer. Make sure that nobody (including the Chairperson) is overburdened by responsibilities and that the work is distributed in a manner that involves several people and permits good communication. List of typical activities and responsibilities for preparation are shown in **Appendix 1**.
 - Identify at least one member in addition to the Chairperson capable of visiting the venue and associated sites to take pictures and follow up on site arrangements.
 - Include a member who is familiar with the region and preferably has an association with the historical locations/organizations to be visited.
2. Select a location for the Annual Meeting with some input from the directors, attendees at previous meet(s), membership and obtain the approval of the Board of Directors.
 - Basic parameters for a good meeting venue are:
 - Within reasonable distance to the centroid of the membership distribution, preferably by car. The current centroid of members is in the vicinity of southern Pennsylvania.

- Nearby venues of historical interest, particularly for early American industry.
 - Relatively easy access from airports and major highways.
 - Good accommodations at a reasonable rate.
 - Will accommodate the traditional activities of EAIA (tailgating, banquet, tool trading, auction, displays & demonstrations, presentations and what's it session).
- Avoid a meeting venue in essentially the same region as meetings in the recent past.
 - Select the date with particular consideration of the impact of graduations on hotel accommodations and meeting venue.
3. Develop a schedule to prepare for the Meeting.
 - Communicate the schedule to the Meeting and Programs Committee and the Board.
 - Typical activities and a representative schedule are shown in [Appendix 2](#).
 4. Develop a budget for the Annual Meeting with the First Vice-President and the Executive Director.
 - Typical components of budget are shown in [Appendix 3](#)
 - Estimate the number of attendees for distribution of fixed costs. A good historical source is the Annual Meeting data in the P&P Manual, the meeting location being an important parameter.
 - Obtain pricing on a per-person basis wherever possible from the venue (either a hotel or other host facility).
 - Establish a price point for registrant fees based on the budget (including contingencies and profit for EAIA).
 - Include additional charges for unique activities, e.g., workshops.
 - Have the budget approved by the Executive Committee.
 - Work within the parameters of the budget for the Annual Meeting. Any proposed significant costs in excess of the individual budget items should have concurrence from the Executive Director and, as appropriate, raised to the Executive Committee. This is particularly important if a proposed cost increase approaches the budgeted contingency.
 5. Negotiate and sign contract with the host facility for the meeting.
 - Important considerations in hotel selection: distance, transportation, accessibility, price point, capacity, using competition in negotiation either for one or more hotels.
 - If at all possible, identify suitable hotels in the area and obtain initial quotes based a list of activities, meeting room requirements, conference services required, and the number of rooms required for attendee accommodation per the program ([Appendix 5](#)).
 - Start and close negotiations as early as possible in order to reserve a block of rooms. If the anticipated number of attendees at the meeting exceeds the available rooms in the principal hotel, negotiate with another hotel, using the rates at the principal

- location as leverage.
- Include complimentary attendee hotel rooms at a rate of 1 complimentary room per 7 paid rooms and negotiate for other complimentary services and rooms, e.g., storage for the silent auction.
 - Extend the room rate to a 2-3 days before and after the meeting (generally many less rooms, dependent on other attractions in the area that attendees may want to visit).
 - Do not agree to have EAIA responsible for any rooms that are not used by attendees or otherwise commit EAIA to financial risk. Review the contract(s) with the Executive Director and Executive Committee and receive written concurrence to execute the contract (generally by the Executive Director and Meeting Chair).
6. Make museum and/or historic site contacts.
 - Identify members who are associated with sites and willingness to help coordinate.
 - Consider cost of transportation, number of people to be accommodated.
 - Handicapped accessibility should always be considered. The sites should be as accessible as possible and preferably have manual wheelchairs or electric scooters available. In some cases, it may be necessary to arrange for golf carts or an equivalent method of transportation if the site is large.
 7. Negotiate and sign contracts in collaboration with the Executive Director for suppliers (caterers, buses, handicapped transportation, historic sites, etc.).
 - Use multiple quotes to obtain competitive rates.
 - School buses are often a very cost-effective transportation. However, handicapped accessibility may be an issue.
 8. Schedule all meeting events, including meals, transportation and side trips.
 - Include social events and time for socializing.
 - Schedule activities with sufficient time for transportation assembly and loading.
 - Consider accessibility issues and effect on timing and distances.
 - Limit the number of activities that a registrant can sign up for, particularly if the activity has limited capacity.
 9. Arrange for a public auction.
 - Make arrangements with the auctioneer as early as possible. Give them enough time to develop an inventory to offer at the auction as EAIA annual meetings may be close to the auctioneer's regular auction schedule.
 - Coordinate with the auctioneer for arrangements at the venue and meeting schedule.
 - The auctioneer assumes all contractual relationships and costs associated with the public auction.
 - Solicit EAIA members as runners for the auction.
 10. Establish a display theme for the meeting

- Try to develop a theme that will encourage the largest number of members to bring a display. If possible relate the theme to the venue or the industries that were prevalent in that area.
- Confirm the theme with the Executive Committee and Executive Director.

11. Write promotional articles for Shavings and the EAIA website.

- Provide content for the EAIA website “Annual Meeting” pages and supporting information in the EAIA blog. Content should include an engaging description of the meeting venue, the activities that are planned and a description of the area and other attractions. Pictures are very important and are typically available from the Chamber of Commerce, historic sites and hotel. The specificity of the content on the website and blog should increase as the date for the meeting nears. Include the display theme and the auction. Encourage members to bring items for the silent auction as well as provide items for the public auction to benefit EAIA.
- Promotional articles should be written in Shavings for the 4 issues prior to the meeting and a retrospective on the meeting provided for the 1st issue after the meeting. The content should be similar to that on the website and increase in detail as the meeting nears. Again, pictures are very important, particularly if they can be obtained for the specific activities planned. Approximate publication copy submittal dates for Shavings are below. Specific dates must be obtained from the Shavings editor well before the 1st copy is due.
 - Summer – 1st week in July
 - Fall – 1st week in October
 - ~~○ Winter – 1st week in January~~
 - Spring – 3rd week in February
 - Summer after the meeting - 1st week in July
- The Chronicle cover typically includes a brief description of the meeting with a photograph. This should be coordinated with the Chronicle editor early in the year before the meeting.

12. Solicit volunteers from the membership, M&P Committee, and the Board for roles/responsibilities at the meeting. Typical tasks for the meeting are shown in [Appendix 4](#)).

13. Arranging the speakers, and demonstrators.

- Solicit demonstrators in Shavings and through broadcast e-mails to the membership.
- Speakers are typically best sourced from members and experts from the historic sites or museums. Work with the site contacts to determine subjects and personnel for presentations. Members who have written for the Chronicle may also be able to provide excellent presentations.
- Arrange to video the speakers and upload the edited video to the EAIA website. Make sure that the exact format of the video is understood by all involved so that uploading to the website or an associated service (YouTube, Vimeo, et.) is straightforward.
- Limit demonstrators to the reasonable capacity of the venue.

- Coordinate with demonstrators and the venue regarding permitted activities, responsibility and timing for set-up and breakdown, and resources the venue may be able to provide, e.g., electricity and tables.
14. Prepare the copy for the meeting brochure and making arrangements with the printer and mailing house;
 - Copy should be reviewed by the Committee for clarity and ease in filling out
 - Clearly state capacity limits for activities.
 - Include a question about accessibility and needs.
 - Printing and mailing should go through the Executive Director.
 - Send registration materials to the membership at least 100 days in advance of the Annual Meeting.

An editable example is provided in [Appendix 5](#).
 15. Set up registration on the website with the Executive Director and, as needed, the Webmaster. On-line registration should be completely consistent with the mailed registration form and include selection of activities, whether or not there are associated fees.
 16. Process registrations as they come in.
 - For mailed registrations,
 - Send checks to the Executive Director
 - Send confirmations to the registrants and include confirmation of activities with limited capacity that they will be able to attend
 - For on-line registrations show the number of remaining places in capacity limited activities
 - Maintain a log of all registrations (paper & on-line) to track availability of capacity limited activities. Example shown in [Appendix 6](#).
 - Confirm activities accepted (if there are limited capacities)
 17. Prepare materials for the registration packets including badges, schedules, attendee lists, etc.
 - List of typical registration packet items are shown in [Appendix 1](#) and typical information for the “welcome letter” is provided in [Appendix 7](#).
 - Soliciting commercial mementos for registration packets
 18. Interact with Tool Exchange, Consignment Table, Book Sales, Auction, Speaker and Display Managers (“Event Managers”) during meeting planning and during the event to ensure that these functions have a time and a place.
 19. Serve as a contact person(s) between EAIA members, and hotel/venue/sites staff as needed during the meeting.
 20. Complete follow-up activities
 - Collect questionnaires ([Appendix 8](#)) included in the registration packages and compile the results ([Appendix 9](#))
 - Write summary report to the directors at the Fall board meeting after the annual meeting
 - Send thank you letters to demonstrators, presenters, corporate sponsors

and management of sites visited during the meeting.

A Note on Communication:

The Chairperson of the Meetings and Programs Committee is essentially a project manager who manages a project almost entirely staffed and supported by volunteers. In order to assure that the meeting preparation and management is executed efficiently and with the engagement of the entire Committee, it is absolutely critical that the Chairperson keep the team aware of the plan and progress to and through the meeting. It requires excellent group and personal communication. It also requires leadership, organization, and regular recognition of those who contribute. The latter is often the most important element of engagement, and ultimately success.

Appendices (Embedded below in editable files)

Appendix 1 - Meeting Preparation Task Responsibility & Status Template



Appendix 1 -
Annual Meeting Pre

Appendix 2 – Timeline for Meeting Preparation



Appendix 2 -
Timeline for
Meetin

Appendix 3 – Budget Template



Appendix 3 -
EAIA 20xx
Annual Meetin

Appendix 4 – Meeting Management Action Template



Appendix 4-
Annual
Meeting
Manageme

Appendix 5 – Meeting/Registration Brochure Template



Appendix 5 -
Registration
Template

Appendix 6 - Registration Log Template



Appendix 6 -
Registration Log
Template

Appendix 7 - Welcome Letter Template



Appendix 7 -
Welcome Letter
Tem

Appendix 8 – Questionnaire



Appendix 8 -Sample
Questionnaire.docx

Appendix 9 – Questionnaire Summary



Appendix 9
-
Questionnaire
Sum

Appendix M

M. Membership Recording and Communications

Appendix 1-Using CharityProud Membership Software

- A. When a member renews or signs up for membership online:
1. CharityProud will generally have a small alert on the right side of the dashboard when you sign in that will tell you if there are new membership payments or donations. To access these new membership renewals or sign-ups, go to the Memberships tab on the left side of the dashboard (home page).
 2. If there are new membership renewals or sign-ups to process, the Online Submissions tab on the following page will have a yellow New icon beside it. Click Online Submissions and it will take you to the list of renewal/sign-up submissions.
 3. Click the constituent name listed and see if theirs is a renewal or a new sign-up. CharityProud should have it listed as one or the other, and it will also ask you to Connect the submission to an existing constituent if they are already in the system. If they are not, that field will be blank. If they are in the system already, click to connect them to the submission, see if their address needs updated (CharityProud will prompt you if there is a difference), check to make sure they did not submit a note along with their submission (which would show up near the bottom of the submission), and then you can click Mark as Processed to accept the submission.
 4. If the submission is a new sign-up, click to Create a new constituent from this submission. You can then follow the remaining steps above and check to make sure they did not submit a note, and then click Mark as Processed.
- B. When there is an online donation:
1. As with the memberships, the CharityProud dashboard will generally have a notification on the right side of the screen if there is a new donation to be processed. You can also check this yourself or access the new donation by clicking the Donations tab on the left side of the dashboard. If there is a new donation, there will be a yellow New icon beside the Online Donations tab on the following page.
 2. Click the Online Donations tab and there will be a list of any new donations with the constituent's name, payment amount, etc.
 3. To process the donation(s), click on the donation submission from the list, click Accept Donation Payment, and then click Mark as Processed to finish.
- C. Inputting mail-in memberships:
1. You can check to see if the person is already a member by searching their name in the Quick Search bar at the top of any page within CharityProud. If they are already a member, select their name, which will take you to their dashboard that lists all of their basic information, previous memberships, etc.
 2. To input their membership renewal, click on the Add New tab near the left side of their dashboard, and then Add New Donation.
 3. On the following page, put in the donation amount, always click the Non-Gift box beside the donation amount if it is for membership, select the Gift Type (usually a

check), put in the check number if a check, choose the appropriate Campaign (ex: Membership 2023), choose the appropriate Fund (ex: Membership), choose the corresponding Solicitation (usually Direct Mail), click the appropriate Acknowledgement Type (“Thank you for your renewal”), and then click Save to save the membership payment.

4. Next, click on the constituent’s name near the top left corner, and then click on the Constituent Memberships tab.
5. Click on Add a New Membership. Under Membership Group, chose Default Memberships. Choose the appropriate Membership Level, which will then fill out some of the remaining information for you. Under Start Date, click on the first day of the corresponding year of the membership (ex: Click on January 1, 2023 if it is a 2023 membership). This will automatically fill in the End Date as one year later. Choose whether the membership is New or a Renewal. If it is a gift membership, click on the corresponding box and it will prompt you to select the name of the member who purchased the gift membership. The last part is to Link to a Donation, where you will choose the corresponding payment from the drop box (usually the payment listed last). You can then click Save/Close to complete the process.
6. If the person is a new member, you will need to begin by going to the Constituents tab on the left side of the CharityProud dashboard and then clicking Add a New Individual. Fill in the information you have for the constituent and click Save. You can then go to the constituent’s dashboard and follow the process listed above to Add a New Donation and Add a New Membership.

D. Inputting mail-in donations:

1. Begin by searching the donor’s name in the Quick Search bar at the top of any CharityProud page and click to view their member dashboard.
2. Go to the Add New tab on the left side and then to Add a New Donation.
3. As with a membership, fill in the donation amount, gift type (adding a check number if it is a check), and solicitation type. With donations, make sure the “Non-Gift” box is left unchecked.
4. Under Campaign, click either Endowment or General Fund donations, depending on the choice specified by the donor. Next, under Fund, choose the corresponding fund. You may then click on Save/Close.

E. Running Reports:

1. From the main dashboard, go to the Reports tab on the left side. This gives you access to a plethora of report options. For the most part, we use the Membership and LYBUNT/SYBUNT (Last Year But Unfortunately Not This Year/Some Years But Unfortunately Not This Year) reports to keep track of memberships and donations.
2. If you click the Dynamic Report tab at the top of the report options, and then click Standard Dynamic Report, you will see a list of reports we have previously ran (“Current Members,” “Members without Email,” etc.) and can use those to run them again if needed.

F. Updating a member’s information:

1. Search their name in the Quick Search bar at the top of any CharityProud page and then click their name.
2. On their member dashboard, click the Edit Profile button on the right side of the page.
3. Click on the tab needed (“General Info,” “Contact Info,” etc.), update the applicable

information, and then Save.

Appendix 2 Annual Meeting Registration Form



EAIA Annual
Meeting Registratio

Appendix 3 Using Constant Contact Communication Software

A. Adding contacts to our list of email subscribers:

1. From the home page, click the Contacts tab at the top, then Add Contacts.
2. Click the Type or Paste Contacts option. Once you have typed in the email, first name, and last name, click Continue at the bottom.
3. Under Lists, click the “Complete 10-24-12” option, then Save.

B. Creating emails to send to members/subscribers:

1. From the home page, click the Marketing Campaigns tab at the top, then choose Email.
2. On the right side of the following page, click the blue Create an Email button. Look through the various templates on the following page and select the one you want to use.
3. Use the functions on the left side of the following page to add images, change font styles and colors, and generally design the email to be sent.
4. Always be sure the email designs are professional, are easy to read and understand, and that any and all links (including the social icons at the bottom) are working.
5. Be sure to fittingly rename the email file in the top left corner, so it is easy to identify from the marketing dashboard. Below the file name (a bit to the right), click the box beside what is meant to be the subject of the email. Type in the appropriate subject line, remove the preheader line, and Save.
6. Before sending an email, use the Preview & Test feature at the top right side of the page to send yourself and the Executive Director a test. This allows you to see how the email will look to recipients and to check all of the links, and is also necessary for the ED to approve the email before it is sent.
7. When the email is ready to send, click the blue Continue button in the top right corner. You may also change the subject line on the following page. In the Email Lists option, choose “Complete 10-24-12,” unless the email is meant to be sent to a more specific list (ex: 2023 Annual Meeting Registrants). When ready, click the blue Send Now button in the top right corner.
8. If wanting to schedule the email to be sent at a later date, from the same page in which you choose the Email List, click Schedule for Later on the right side, under “Choose when to send.” Choose the date and time, and then click the blue Schedule button in the top right corner.