



Society of American Period Furniture Makers

Manual for Starting a Local Chapter

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Executive Council
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1. INTRODUCTION	2
1.1. MINIMUM REQUIREMENTS FOR LOCAL CHAPTERS	2
1.2. CODE OF CONDUCT	3
2. HOW TO START A CHAPTER	3
2.1. DETERMINE YOUR MEMBERSHIP BASE	4
2.2. CHAPTER CHARTERS	4
2.3. QUESTIONNAIRE & AGENDA FOR THE FIRST MEETING	4
3. TIPS ON RUNNING A SUCCESSFUL MEETING	5
3.1. Setting the Agenda	5
3.2. Finding a meeting place	5
3.3. What about Lunch?	6
3.4. Finding a Hotel & Restaurant	6
3.5. Where's the Bar?	6
APPENDIX A – Initial Email	7
APPENDIX B – Example Charter for a Local Chapter	8
APPENDIX C – Questionnaire & Setting First Meeting's Agenda	9
APPENDIX D – ORV Questionnaire Responses	12
APPENDIX E – First Meeting Announcement	17
APPENDIX F – Opening Remarks and Ground Rules	18
APPENDIX G – Use of National and Chapter Logos	19
APPENDIX G – Use of National and Chapter Logos	20

Starting a Local SAPFM Chapter

1. INTRODUCTION

First off, forming and now running the Ohio River Valley Chapter (ORV Chapter) has been fun and very educational for me. I am very please that you have the interest to start a SAPFM local Chapter. My job, as the current Chapter Coordinator, is to make you successful in this endeavor. If you have any thoughts or ideas and just want to use me as a sounding board, please feel free to contact me at dlconley@roadrunner.com or (606) 836-9772.

This information is presented by the Executive Council (EC) to help guide you in the formation of a Chapter. Please use this information as you feel is appropriate for your group and your situation. The focus of these Chapters can be anything the group wants it to be as it relates to period furniture making. I have attached a couple of documents in the appendices that I think you will find very useful.

The focus of the ORV Chapter is to: a) learn new period techniques and skills (carving, inlay, marquetry, period tools, finishes, ...), b) the presenters are to be our own members, c) develop and renew friendships, d) swap plans, books, literature and other information, e) build a network of friends who you can call upon for assistance, f) and to have fun!

There are a couple of other ways that we are different. First, there are enough high-quality woodworking classes and schools out there that teach how to make a particular piece of furniture. These classes are more structured (and limited) in the methods they teach and in the way they are presented. In their defense, they have to be structured so that they can keep on schedule. The ORV Chapter meetings are different. We try to stay away from how to make a particular piece of furniture. We try to concentrate on different types of techniques and skills that can be applied to whatever you are working on. Some of our topics have been carving a shell, inlay, marquetry, taking dimensions from a photo, and refurbishing molding planes. Second, the relationship between the presenter and the attendee is different. Typically, there is a respectful and running discussion that occurs between the presenter and the audience during the demonstration. Not only do we discuss what is being presented, but other successful methods and things our audience has tried. These open discussions really expand the breath of what is being discussed. You will not find that in a professional class. And finally, it's just good to see your old friends.

1.1. MINIMUM REQUIREMENTS FOR LOCAL CHAPTERS

Most of the requirement flow naturally out of SAPFM. They are as follows:

- a) The Local Chapters become official once their charters have been approved by the Executive Council (EC).

Starting a Local SAPFM Chapter

- b) The purpose of the Local Chapters is to promote education and appreciation for those interested in making, restoring or conserving American period furniture. This is also the mission of SAPFM.
- c) Local Chapters may not engage in any activity that will affect SAPFM's 501-c-3 status. This includes the regulations that the Local Chapters cannot make a profit, nor can they collect local dues.
- d) Chapter membership is open to ALL dues paying members of SAPFM. Members are encouraged to bring/recruit a guest that maybe interested in joining SAPFM.
- e) Each Chapter must have a Corresponding Secretary to post chapter agendas and meeting minutes on the sapfm.org forum and inform the chapter advisor (David Conley) of their meetings. For this purpose, a separate header will be provided to each chapter under the "SAPFM Chapter News and Discussions" forum. This will also provide a vehicle for the Local Chapters to advertise their meetings, and to keep all SAPFM and non-SAPFM members informed about what is going on within the chapter. (Please note: several members of the ORV chapter, who are outside of our geographical region, joined our group and/or SAPFM because of the forum.)
- f) The Corresponding Secretary will inform the chapter advisor (David Conley) of their meetings.
- g) Each Local Chapter shall have to designate an official contact person for the chapter. This person will be responsible for keeping the forum updated and will be the person that the EC will correspond with.
- h) The National SAPFM treasurer will reimburse the Local Chapter up to \$200 per year for postage, printing, and the direct costs of any chapter meetings including a meeting room, coffee, donuts, ... National SAPFM treasurer will not pay for meals or professional presenters. Local chapters can use part of their \$200 to pay for a one year SAPFM membership to their non-SAPFM presenters as a way of saying thank you.

1.2. CODE OF CONDUCT

Chapters, professional and personal dealings, a SAPFM member shall:

- Maintain and increase the prestige of the Society by teaching and transferring knowledge of period furniture.
- When asked, assist those seeking guidance.
- Be responsible for encouraging, guiding and developing other members.
- Not associate with, and not allow SAPFM's name to be associated with, persons or organizations consistently in breach of this code.

2. HOW TO START A CHAPTER

Starting a Local SAPFM Chapter

Starting a Chapter is fairly easy. It just takes a little bit of time to get it started. Once it gets going and you can spread the duties out to the members. It then becomes easy to manage and is not time consuming.

2.1. DETERMINE YOUR MEMBERSHIP BASE

You need to determine how large you want your membership base to be. We looked at the surrounding States (KY, IN, OH, and WV), and sent an Email to every SAPFM members asking if they were interested. Once we posted our meeting information on the website, we got additional members from Michigan, Virginia, Wisconsin, and Canada. As long as they were a SAPFM member, we welcomed everyone. A sample of an initial Email to find out if you have enough interest in your area is listed as Appendix A.

The only way to communicate with the Chapter members is through Emails. It's quick, easy, painless, and it's FREE. I created a group in outlook and added everybody who responded positively to the initial Email. I continue to add names to the group of those who expressed an interest in the Chapter. In this way, I do not have to think about who I need to send messages to. I just select the outlook group and send.

2.2. CHAPTER CHARTERS

Before you can represent yourself as a SAPFM Chapter or SAPFM logo, you must have your Charter approved. One of the functions of the Chapter Coordinator on the EC, is to manage the local Chapters and help them get started. To get an approved Charter, you must use the standardized Charter presented in Appendix B and revise it to include the name of the Chapter and the region you wish to server. These areas of the Charter are highlighted in blue text.

Once you have reviewed the Charter, made the necessary changes, please sent it back to the Chapter Coordinator, for approval. This first approval will be for a provisional 2 year period. After the two years, it will become a permanent Chapter.

Once the Charter has been approved, the Chapter Coordinator will request the Webmaster to add your Chapter to SAPFM's Chapter Forum. That should also help your attendance and communications within your Chapter.

2.3. QUESTIONNAIRE & AGENDA FOR THE FIRST MEETING

Now, the fun begins. Hopefully, you got some people who volunteer to help you get the Chapter started and you can use them as a sounding board for the Chapter. The first thing you need to do is to determine what the interests are in your region. I did this by sending out a questionnaire, see Appendix C. I also asked for topics for the meeting.

Starting a Local SAPFM Chapter

It was fun to read the responses and to gage the talent level and the type of topics the group was interested in. Since the group made comments about the format of the meeting, all I had to do was pick the agenda item and then ask for volunteers to present. You will be amazed in the volunteers you get for the hardest topics. In two years, I've only had one topic (photography) where I could not get a volunteer and had to make a last minute substitution. Also another source for agenda items is to look at the other local Chapters on the SAPFM website.

I will say that the ORV Fall 2004 meeting had too many agenda items. I found that 5 items is plenty and you will still run long. Half of the time is for the demonstration and the other half is for the discussions about the demonstration.

The Indiana and Lone Star Chapters are a little different. Their agenda is setup is for a single day because all of their members are local. How you setup you Chapter is up to you and your membership.

3. TIPS ON RUNNING A SUCCESSFUL MEETING

3.1. *Setting the Agenda*

As discussed above, the first meeting's agenda should come from your initial questionnaire (see Appendix C). I chose the most requested items and then asked for volunteers to lead these demonstrations. There was only one demonstration (photography) out of about 20 topics that we did not get some one to volunteer for and all of the presentations that we did have, have been excellent learning opportunities.

At the end of the meeting, I have a wrap-up session. In this session, we go ahead and set the agenda, location and date for next meeting. I find that I keeping a running list of possible topics (starting with the topics from the initial questionnaire) and throwing them out to the group is a great way to stimulate ideas for new topics and to get the volunteers for the demonstrations. Also, any new ideas are noted and added to the list. The last two times that we have done this, we had completely set the next meeting's agenda and who the presenters were (except for photography). This is so easy to do in person and so difficult to do by Email.

3.2. *Finding a meeting place*

The leg work for finding the meeting place for the next meeting should occur prior to the start of the current meeting, or shortly there after. This is especially true if you are planning to hold the meeting at a woodworking store because they try to schedule their shop facilities months in advance. This is especially true of Woodcraft. They

Starting a Local SAPFM Chapter

have been great to us and both times they have given us a 10% discount for the weekend.

3.3. *What about Lunch?*

The ORV meetings go through lunch on Saturdays and we do not want to breakup the meeting for lunch, so we have it brought in. Usually, we have been getting a Party Sub from Subways. However, our first meeting was at someone's shop and he provided sandwich fix 'in, chips and a drink. How you do this is up to your members. Just don't forget about.

3.4. *Finding a Hotel & Restaurant*

Obviously, it helps to have local input, and even better when they take over the responsibility for finding these for the group. For the hotels, we have always gotten a discounted group rate. For the restaurants, we try to get their private rooms or a quiet section of the restaurant and they need a head count.

3.5. *Where's the Bar?*

Remember this is a social group, as well as an intellectual group. I prefer to find hotels that are within walking distance from a bar.

Starting a Local SAPFM Chapter

APPENDIX A – Initial Email

(Please edit this example as needed.)

Dear SAPFM Members,

SAPFM is an organization whose primary mission is to promote and provide a forum for the advancement of understanding, education, and appreciation of the craft of period furniture making. The national organization has traditionally held two meetings a year, a January meeting at Colonial Williamsburg in conjunction with the Colonial Williamsburg 18th century program and a three day workshop in the summer.

We would like to start our own local Chapter to augment these national meetings with a local spring and fall meeting somewhere around Columbus, OH. This Chapter would take in the States of KY, IN, OH, and WV.

I am trying to gage the interest in this region. **Please let me know if you would be interested in a local Chapter by replying to this Email.**

Thanks,

Starting a Local SAPFM Chapter

APPENDIX B – Example Charter for a Local Chapter

SOCIETY OF AMERICAN PERIOD FURNITURE MAKERS NEW ENGLAND CHAPTER

The purpose of the [New England Chapter](#) of SAPFM is to provide a more local focus for members and allow them to communicate easily between national meetings. The chapter shares the aims and goals of the national, specifically:

1. Promote and provide a forum for the advancement or understanding, education, and appreciation of the craft of period furniture making.
2. Provide and maintain a venue for communications among individuals and groups that share a common interest in the making and preserving of period furniture.
3. To assist members with the identification and location of resources (i.e. materials, training, etc.) and other people or organizations having specialized expertise in the field of period furniture making.
4. To encourage the use of standards and ethical practices within the professional community as they pertain to the reproduction and conservation of period furniture.
5. To help sponsor and conduct exhibitions and workshops to help members achieve recognition for their work.

The chapter will hold meetings and workshops alone or in concert with other organizations sharing our aims throughout the [New England States](#). SAPFM members nationwide shall be welcomed visitors to chapter events.

No membership fees, other than the annual SAPFM dues shall be levied. Charges for postage, printing, and the direct costs of any regional meetings may be levied if necessary.

Starting a Local SAPFM Chapter

APPENDIX C – Questionnaire & Setting First Meeting's Agenda

(Please edit this example as needed.)

Everybody,

It's time to start planning for our first meeting. **I have four questions for each of you to answer and I would like to have your responses by Aug 4, 2004.** This will give you approximately two weeks to respond, and I can bring the information to the *Summer Conference, Williamsburg or send another Email.*

First Question: Do we want the meetings to be two day events with a group dinner?

I will endeavor to tailor the Fall agenda (and all future meetings) to the needs of the group. **The most important thing** I need to know is what are you looking for and/or trying to get out of this group? I.e., why would you driving a couple hundred miles and spending a night in a hotel to attend this meeting? *(My personal response to this question is to see my friends, catch up on what they have been doing, and to learn new techniques.)* **So for the Second question: Please tell me your reasons for attending?**

Third Question, I need each of you to tell me your top two or three agenda items you would like to see, and that is it. If you give me more than that, we could lose our focus. Here are some examples just to get you started:

1. Carving
 - a. Demo on applied carvings
 - b. How to develop carving plans of an original example
 - c. Carved moldings demo
 - d. Ball & Claw foot demo
 - e. A period or regional historical perspective
2. Sharpening
 - a. Carving Chisels
 - b. Scraper Planes
 - c. Molding Planes
 - d. Types of sharpening stones/machines/systems
3. Construction methods
 - a. History and discussion of construction methods for period case furniture
 - b. Blind dovetails – bracket foot
 - c. Skewed mortise and tendon joint (chair stretcher to back leg)
 - d. Inlays
 - e. various approaches to fitting drawer blades and runners to carcass sides
 - f. Hammer Veneering Technique
 - g. Inlay work - Federal Period
 - h. Jigs (commercial and homemade)
 - i. Joints
 - i. Mortise and tenon (plain, pegged, wedged, skewed for chairs)

Starting a Local SAPFM Chapter

- ii. Dovetails joining case furniture's top, sides, and bottoms (by hand, by router)
- iii. Sliding stop dovetail
- j. Hammer Veneer
- k. Hot hide glue and how to use it
- l. Types of Glues: hot hide vs yellow vs new Titebond 3 vs Gorilla vs CA
- 4. Finishes
 - a. Finishing Techniques
 - b. Hand rubbed oil finishes or brushed shellac
- 5. Misc
 - a. Geometric layout considerations for period furniture.
 - b. A historical discussion on moldings, who used what and during what time periods
 - c. Overhaul an old table saw/lathe/jointer/bandsaw
 - d. Tune-up a table saw/jointer/bandsaw
 - e. Shop Tours
- 6. How to refurbish an abused molding plane
- 7. Geometric layout consideration for Furniture.

Fourth question, should the presenters be Professional or Chapter Members? If we go with Professional presenters, then we will have to take up a collection to pay for them. Personally, I think we have enough talent within our group to keep it Chapter Members for the next several meeting at the very least and I am not sure if we shouldn't keep the tone of these Spring/Fall meetings as an informal, and open forum and let the Winter/Summer SAPFM meeting be the formal ones with paid speakers.

Fifth question, do you have any comments on the basic Agenda Format listed below?

AGENDA

SATURDAY, Sept 25

1. Open doors at 10:00am

Arrive, relax, have some coffee

2. Introductions and Show & Tell, 11:00am – 12:00pm

As I envision it, the "show and tell" is an ice breaker. It will be a quick display of your skills, interest, projects past and present, jig, etc. It can even be a request for help in a particular area. We will also need to limit each person to a maximum of 2 minutes. After we go around the room, we will break for 30 min. During this break, you will seek out the other members who have similar interest and/or have already built a project/jig you want to build. This break will give you the opportunity to meet and establish a new friendship, pick their brains, and continue

Starting a Local SAPFM Chapter

communicating with them after the meeting. This would be extremely helpful for highly specialized niches, like making a marquetry eagle, bombay chest, etc.

2a) Introductions and Show & Tell, 11:00 - 11:30am

Name, where you live, your past and present projects, classes, and/or your particular interest and your Show & Tell item if you brought one. ...

2b) Break to discuss Show & Tell one-on-one, 11:30am-12:00pm

3. Lunch, 12:00 – 1:00pm

4. Demonstrations, 1:00 – 5:00pm

4a. Demonstration #1 (60 min)- [by Chuck](#)

4b. Demonstration #2 (90 min)- [by Ian](#)

4c. Demonstration #3 (90 min)- [by John](#)

5. Dinner at a local restaurant

5a. Dinner starts at 6:00pm - ?

SUNDAY, September 26

6. Breakfast (voluntary) , 8:00 – 9:30am

7. Demonstrations (continue), 9:30 - 11:30am

7a. Demonstration #4 (60 min)- [by Dan](#)

7b. Demonstration #5 (60 min)- [by Bob](#)

8. Wrap-up, 11:30 - 12:00pm

8a. Discussion of the agenda items for the next Chapter meeting.

9b. After Action Report for this meeting

- What went well?

- What needs improvement?

- What could we do to make it better?

LOCATION OF MEETING

(Directions)

LODGING FACILITIES

(Group rate under ..., directions)

RESTAURANT

(Reservation under ..., directions)

Starting a Local SAPFM Chapter

APPENDIX D – ORV Questionnaire Responses

Responses to the Questionnaire

First question: Please tell me your reasons for attending?

1. To see my friends, catch up on what they have been doing, and to learn new techniques.
2. I would like to know what the other SAPFM members have been making and how they made their period furniture. What tools they used and the challenges they encountered.
3. I want to meet and visit with woodworkers with same (and different) interests as mine. Chance to learn new techniques, get inspiration.
4. To develop and renew friendships, to learn how others do it (very important for a self taught guy like me!), to learn new techniques, swap plans, books literature and other information.
5. I attend the meetings to learn from my peers and to discuss our common interest in period furniture.
6. I would second your response with an addition -- to make new friends.
7. Having never attended a meeting, I would be interested in seeing and hearing what other woodworkers are doing.
8. Reason for attending - meeting others - enhancement of knowledge, skills, and abilities
9. I totally agree with you. See friends and talk woodworking - the program is secondary.
10. I WANT TO LEARN SOMETHING NEW OR INTERESTING THAT I CAN APPLY TO A PRESENT OR A FUTURE 18TH CENTURY FURNITURE PROJECT.
11. My reason for attending is pretty much in line with what you mentioned in addition to learning the technique's used in the building of furniture by 18th century cabinetmakers. Also other member's methods of work relative to the way I perform construction tasks.
12. LOOKING FOR LEARNING, TEACHERS AND FRIENDS.
13. definitely to visit with and make new friends, as well as learn/share more about the craft.

Second Question, I need each of you to tell me your top two or three agenda items

1. David
 - a. How to Refurbish an abused wooden molding plane, and then how to use them (hollows and rounds).
 - b. Geometric layout considerations for period furniture.
 - c. Carving
2. Dick
 - a. Carving architectural detail in wood, i.e.high relief rosettes, gooseneck bonnet cornice moulding such as those found on high boy pediments.

Starting a Local SAPFM Chapter

- b. Development of detail patterns from close up photos of acanthus leaves on columns.
- c. Creating urn and eagle inlays such as those identified on the American Federal Card Table presented by Robert Millard in the American Period Furniture journal, January 2004.
3. George
 - a. Mid west American period furniture – examples
 - b. Demonstrations of any woodworking technique
4. Kent
 - a. I would favor broader topics than how to sharpen or how to cut a dovetails, etc.
 - b. ... a discussion and some exposure to the construction of period case furniture.
 - i. How I took/developed measurements for
 - ii. How I researched construction techniques for a period piece - Like How did Steven Lash settle on the doweled joint for the front legs of his Queen Anne chairs? - what does this hidden joint look like? - how did he determine that was the joint to use?
 - iii. Research, construction methods and tools used in the recreation of period furniture moldings
 - iv. How did I build or finish a particular period piece, and
 - v. anything about plans and measured drawings.
5. Tom
 - a. Hammer Veneering Technique
 - b. Inlay work - Federal Period
 - c. Using scraper planes
6. Dan
 - a. Sharpening, especially carving tools
 - b. Jigs
7. Ron
 - a. SHARPENING
 - b. JOINTS and CLAMPS
8. Robert
 - a. hand tool work - dovetails and joints
 - b. Carving
 - i. Ball and Clawfoot - Newport Style
 - ii. Carving Period Details
 - c. Locating - Pricing - and Refurbishing Wooden Planes
9. John
 - a. learning more about wooden molding planes, using and sharpening in particular, hollows and rounds.
10. Glen
 - a. DEMONSTRATION ON HOW TO CARVE:
 - i. A BALL AND CLAW FOOT ON A CABRIOLE LEG.
 - ii. A CONVEX SHELL, i.e., GODDARD SECRETARY.
 - iii. A LINEN FOLD PANEL.
11. Greg
 - a. Making an eagle inlay with veneers and fret saw.

Starting a Local SAPFM Chapter

- b. Hammer veneering a table.
 - c. a segment from 18th century furniture history and construction techniques. I know that an inlay class was given at the last meeting, however I was not able to attend and I would still like to see that one given again sometime.
 - d. learn various construction techniques, special jig and fixture uses, and how to's.
12. RAY
- a. veneering
 - b. finishing
 - c. photographing and measuring
 - d. making steel tools
 - e. sliding dovetails.
13. Brooke
- a. construction techniques for certain
 - b. how to (layout-design from photos or new work)

Third question, should the presenters be Professional or Chapter Members?

1. The presenters should be chapter members.
2. The presenter should be chapter members. John Goyer's spring meeting was excellent and should be used as a model for future meetings.
3. Presenters can be both, just make certain the presentation is good.
4. I would favor chapter members but those with the experience to provide the information above (Steven Lash?). Even though I missed the Spring meeting and cannot comment on the format of that meeting, I would favor a more formal learning session type meeting with the breaks, meals, pre and post meeting times for camaraderie. If I am going to commit a weekend, a long drive and lodging, I would like a full, sorta intense, quality learning environment. I would be willing to pay reasonable fees for professional folks and professional printed materials.
5. I believe we have enough expertise in our group to be the presenters and would also like to tour members shops.
6. I think presenters should be a mixture, with the best/most expert chosen from either category
7. I would like to hear members if they have the experience with the tools or techniques being presented. An occasional professional would be acceptable.
8. Any qualified person either professional or Chapter Member - any presenter should have direct expenses paid - if paid professional it should be a top name like Breed or Headley - a registration fee to pay for any costly program - no profit in keeping with National desires.
9. We should use chapter members, and if no one feels really capable in an area where there is much interest - we may try a roundtable discussion so we could teach each other. I don't like the idea of charging as that is for professional schools and the big SAPFM meetings.
10. THE PRESENTER SHOULD BE A CHAPTER MEMBER WHO CAN MAKE A PROFESSIONAL PRESENTATION ON THE SELECTED SUBJECT OR A PROFESSIONAL THAT WE CAN HIRE FOR A REASONABLE PRICE

Starting a Local SAPFM Chapter

11. I'm in agreement as to keeping it informal, I feel that the members would be able to provide adequate demonstrations and presentations.
12. go with chapter members as long as we have the expertise. I'm willing to pay a modest price for a good professional program if need be.
13. our chapter members seem skilled and varied enough to keep us all interested and informed

Fourth question, do you have any comments on the basic Agenda Format listed below?

1. Should start earlier with show and tell, then lunch. The Sunday program should not start until 10:00.
2. Thirty minutes for "Introductions and show & tell are not enough. Suggest members bring their lunch bag and start at 11:00 or 11:30.
3. Any possibility to see and touch other members work? Agenda looks good.
4. I would like to start earlier on Saturday (at least by 9 or 10am). Introductions are important but "show and tell" can drag on. What about pre-selecting one (or two) for a 15-30 minute show and tell including questions. Other show and tell could follow during breaks, mealtime. Get down to the real business by 11am - break for lunch in an hour and then back to it for the afternoon. Adjourn by 5pm. Group dinner at 7pm. Meet for breakfast (voluntary) on Sunday by 8am. Meeting reconvenes at 9 or 9:30am. Finish up Saturday's topic and proceed to less formal open forum. I am basically okay with the rest of agenda as outlined.
5. Looks like a great schedule - but would suggest dinner out to make less work for our host.
6. The agenda looks OK to me
7. I have the date on my calendar-location may make a difference.
8. One day is best for me - 10AM to 6 PM with a cook out dinner. If going into Sunday - done by noon.
9. It might be nice to mention a nearby eatery where people arriving prior to lunch could gather. It would not need to be part of the program per se, but a place that you could see some of the early arrivals.
10.
 - A. START THE MEETING AT 11:00 WITH INTRODUCTIONS/SHOW AND TELL AS PROPOSED. HAVE LUNCH ON THE PREMISE IMMEDIATELY FOLLOWING THIS. 1 HOUR LUNCH BREAK WOULD ALLOW ADDITIONAL SHOW AND TELL/GET ACQUAINTED TIME. AS AN ALTERNATE, START AT 11:30 WITH 30 MINUTES FOR LUNCH.
 - B. START THE FIRST AGENDA ITEM AT 1:00PM AND PLAN ON TWO OR POSSIBLY THREE AGENDA ITEMS IN ORDER TO HIT AS MANY HOT BUTTONS AS WE CAN AND STILL DO SUBJECTS JUSTICE.
 - C. INCLUDE SHOP TOUR ON SATURDAY EVENING PROGRAM.
 - D. DON'T START THE SUNDAY PROGRAM UNTIL AT LEAST 9:00 AM
11. I would like to see the Saturday starting time moved a bit earlier say 10:00 AM. My feeling is that if I will be attending a meeting for the weekend, I expect

Starting a Local SAPFM Chapter

to make the most of it. It would be worth leaving a bit earlier to take in more presentations. ... I personally feel my limited time at the meeting needs to be the most informative. I get a lot of the typical tool sharpening, cutting dovetails, mortising etc. from my Fine Woodworking magazine and feel that the not so run of the mill topics be the main focus at the meetings.

12. I agree with your agenda its good.
13. the format for the meeting seems good to me, plenty of time for one to one discussion is important as is the group instruction

Starting a Local SAPFM Chapter

APPENDIX E – First Meeting Announcement

Members,

Many thanks to those who responded to the questionnaire. Again, the dates for the Fall meeting are Saturday, Sept 25, 2004 and Sunday, Sept 26, 2004. We will be holding the meeting in Parkersburg, WV in association with Woodcraft.

The Fall agenda (see below) was based on responses, and I tried to meet as many of your needs as I could. Our group is quite diverse with various levels of expertise. However, our reasons to be in this group was uniformly the same and best described by Kent A. Ryan' *"To develop and renew friendships, to learn how others do it (very important for a self taught guy like me!), to learn new techniques, swap plans, books, literature and other information."*

Regarding the agenda items, we had no shortage of ideas. The most requested item was some form of carving. I think we need to add this as a standard agenda item to our program. For the Fall meeting, John Goyer has graciously volunteered to demonstrate how to carve a Ball and Claw foot. For future meetings, I suggest moving onto acanthus leaves, shells, applied carvings, linen fold, etc.

As reflected in the survey, our Chapter members should be the presenters. Please keep in mind that our presenters are not "The Experts." It just means that they have done the activity before, are proficient it, and have enough guts to demonstrate it in front of the group. I fully expect other members to contribute their knowledge during these presentations for everybody's benefit. If we all work together, these presentations will be very productive for everyone.

Which leads to a request for volunteers for the Fall Meeting. Please let me know if you would like to volunteer for any of the following presentations, and thanks in advance:

1. Sharpening and using a scraper plane (30 min)
2. Construction technique – Hammer veneering (60 min)
3. Sliding Stop Dovetails (30 min)
4. How to reproduce a period piece from photographs, dimensions, and tracings (60 min)

The Agenda and responses to the questionnaires are listed below. Please let me know if you want to attend this meeting by Tuesday, September 7, 2004 so that I can get an approximate head count.

Thanks all,
David

Starting a Local SAPFM Chapter

APPENDIX F – Opening Remarks and Ground Rules

1. We have a lot of new people here. So a few ground rules.
2. This is a nice friendly group, and we are very cordial to each other. We have done this often enough that this is what I imagine summer camp is like. You get to see all of you old buddies, again.
3. The Gavel. If you hear it, we are getting ready to start the next presentation or make an announcement.
- 4. The main goal from this meeting is that we are all here to learn from each other.**
5. We all are the demonstrators. So be kind to everyone, especially the ones up front running the presentation because one day, it maybe you up here.
6. The questions, answers and discussions flow freely between all of us during the demonstrations. And we have had several eureka moments that come out of these conversations with and between the audience.
7. Our demonstrators are not up here trying to push you along the process so that you can take your project home when you leave here. They are here to teach. Times on the demonstrations are approximate. If a demonstration is creating a lot of discussion, then we will not cut it short.
8. Membership Dues: I will be passing around the membership list that was current as of _____. So please check your name and addresses, Email addresses. If you need to pay your dues, I will collect your money.
9. If you want me to send you Emails, please keep me current on your Email address.
10. The President's Challenge. We would like to give some woodworking students at the various institutions like Rio Grande free SAPFM Student Memberships. If you are interested in contributing to that let me know. Remember, we are a non-profit organization. So your contributions are tax deductible.
11. Restrooms are:
12. Lunch will be:
13. Dinner will be:
14. Lets go around the room doing Quick Introductions: I would like to keep this short; Name, where you are from, and a sentence or two about you. After that, we will do our Show & Tells




APPENDIX G – Use of National and Chapter Logos



Society of American Period Furniture Makers

Instructions for using Society of American Period Furniture Maker's National Logo are:

- 1) The Executive Council will provide a High-Resolution image of the logo. If you need a copy of the image, please contact the Chapter Coordinator.
- 2) The font style is monotype corsiva.
- 3) The fill in the SAPFM shell is optional. However, if the shell is filled, to make it more prominent, the color shall be in the range of pantone 123C, 130C, 136C, or as close a possible. This will be referred to as SAPFM gold.

	Yellow	PANTONE© 123 C
	Gold	PANTONE© 130 C
	Yellow	PANTONE© 136 C

- 4) The National Logo text color is not restricted, but the preferred colors are Black, White, Navy Blue, or SAPFM gold.

Additional instructions for the Local Chapters are:

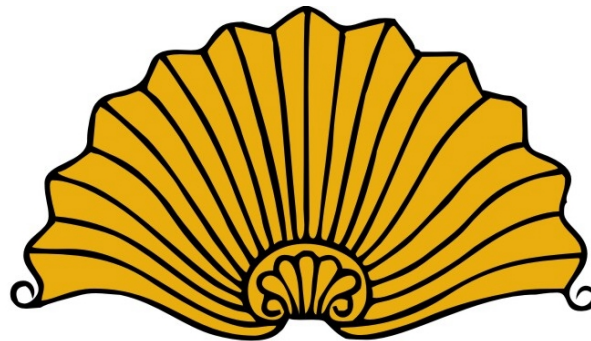
- a) The National Logo with the Society's name will be placed above the Chapter Logo.
- b) If a Chapter chooses to develop a Chapter Logo, it needs to be tasteful. Also, a copy of the logo needs to be sent to the Webmaster for inclusion on the website under the Regional Chapter page.
- c) Unlike the National Logo, the text style and font for the Chapter logo is not restricted.

Starting a Local SAPFM Chapter

APPENDIX G – Use of National and Chapter Logos

International Chapters can follow one of two paths. They can either use the same instructions listed above for Local Chapters or the following instructions below:

- a) The National Logo will be placed above the Chapter Name.
- b) The text style and font for the Chapter Name is not restricted.
- c) On all official documents, the text “*Affiliated with the Society of American Period Furniture Makers*” needs to appear underneath the Chapter Name.
- d) A copy of the logo needs to be sent to the Webmaster for inclusion on the website under the Regional Chapter page.
- e) An example of an International Chapter Logo is given below.



Royal Oak Chapter

Affiliated with the Society of American Period Furniture Makers