

# OREGON WOOD WORKS

EDITOR'S INSIGHT

## HELP AND LEARN

I'll start this little note by thanking Linda Howarth for helping me with the newsletter this month. I'm building the content and Linda has assembled the articles and done the formatting that I have increasing difficulty seeing. At this point I am not declaring the newsletter handed off to Linda. None of the Guild roles are life-long commitments. With good fortune, ten years from now, Linda, like me, might be seeking a replacement. Meanwhile, thank you very much Linda.

And on the subject of volunteering, we've talked about this quite a bit in the past year, the Guild is always in need of additional help. The column on page 5 lists the *continued on page 2*

### In This Issue

SketchUp	1
Hand Tool SIG Books	3
Guild Picnic	7
Birdhouses and Kids	8
Sidewalk Libraries	9
Garden of Innocence	10

## SKETCHUP

### THE FIRST TOOL OUT OF THE BOX

Bob Oswald

I had the opportunity recently to ponder my favorite hand tool. Favorite was a key word and using by hand triggered this instant thought in my SketchUp. You might not think of it as a tool but in fact, in building furniture, a pencil and paper is always the starting place. Create the image of what you are going to build. This image can be simple, enough to remind you of your plan along the way, or complex including all dimensions and construction techniques. Today's computer power and software world opens up tremendous opportunities we never had when I was growing up. It takes me back to Mr. Garity's high school wood shop in the 50's. and leaps decades to Gaston High school wood shop today.

SketchUp is one such program that I now use consistently on every project. There is a free version from Trimble; just google "download sketchup" and install it.

It is a three-dimensional modeling program that allows you to create your project, as it

*continued on page 6*

## NEXT PROGRAM:

**TUESDAY, SEPTEMBER 18 AT MULTNOMAH ARTS CENTER - 7PM**

*The Multnomah Arts Center is in Multnomah Village across from Starbucks, 7688 SW Capitol Hwy. The meeting is in the auditorium.*



We are all familiar with hand planes, but how about the planes that fly? You will have the opportunity to see a great presentation from Pearson Air Museum on Tuesday, September 18th. They will be talking about one of their recently completed projects of a full-sized replica of the Curtis Pusher Biplane that was flown off the Multnomah Hotel in downtown Portland and landed at Pearson Airpark as

a stunt for the Rose Festival in 1912.

The Pearson Air Museum is an aviation museum at Pearson Airfield across the river in Vancouver. Currently it's managed by the National Park Service as part of the Fort Vancouver National Historic Site. Museum exhibits provide an opportunity for visitors to explore aviation history tied to Pearson Field and Vancouver Barracks. Objects and artifacts from the National Park Service collections and on loan from members of the community and other museums depict history of aviation in the Pacific Northwest.

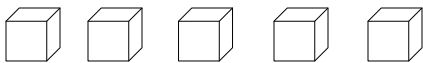
Come to the program on September 18th at the Multnomah Arts Center. Board meeting starts at 5:30 and the social time starts at 6:30 pm. As always, we will have our raffle and Show and Tell. Bring your treasurers to share your experience!

## EDITORIAL INSIGHT...continued from page 1

areas where your help can make a difference. Even a Board of Directors position such as shop manager, should not sound so daunting as to prevent you from helping. In my fifteen years on the Board, one observation I have is that no one stands alone. The Board is a group of thirteen people, all talented and dedicated to helping the Guild. We solve problems together. We work together to help each other.

So be it a Board position or one of the other areas like Woodworking shows, estate sales, or teaching, your hands make a difference. People join the Guild to take a specific class. Many seem to be seeking a means of becoming an instant furniture builder. It doesn't work that way. A powerful method for becoming a better woodworker, or that new woodworker, is to be involved in something. Community Service projects, toy build, project build, contributing to the newsletter, or getting involved with the education team. You learn a lot more than taking that special class.

Take a look at the list. Remember, you don't stand alone.



## Shop Improvement

The entry to the shop bench room has a step from the entry to the actual floor level that has always posed somewhat of a threat. A definite trip hazard.

Kirk Clagstone and Ken Hall worked on a removable rail right next to the nametag holder. Just finished. It's ironic how we accept situations that could be addressed, getting used to their presence.

Thanks to Kirk and Ken for recognizing what needed to be done and helping out.



## Welcome New Members

Welcome to our newest members in chronological order. Twenty-six new folks who want to know more about woodworking. We're happy to have you with us and hope you'll make a regular appearance at the monthly program. Say hello at the next meeting so we can get to know you.

Eric Lopez, Severin Holden, Kevin Kampwirth, Gordon Dale, Paul Ellis, Mark Nutter, Paige Jones, Robert McArthur, Sheri Dover, Chelsea Dover, Christopher Jones, Ian Bingham, Kasey Watters, Thomas Spidel, Casey Teicheira, Kim Garner, Travis Pazin, Anne Hoisington, Jason Ferrelli, Michael Horey, Dave Elkin, Mike Bijon, Gregory Carrick, David Moss, Jackie Bartlett and Dennis McMillana

Get your feet wet. Try your hand volunteering at just one event this month. You don't learn woodworking by reading magazines.



*The Guild of Oregon Woodworkers is a group of professional and amateur woodworkers committed to developing our craftsmanship. The Guild offers many benefits for members, including:*

- *Monthly programs*
- *Monthly newsletter*
- *An education program to help members develop woodworking skills*
- *Sponsor discounts*
- *Woodworking shows*
- *Network of business partners.*
- *A woodworking shop with space to rent*
- *A network of friends*

*For information on how you can become a member, see the Guild website.*

## Hand Tool SIG Members Favorite Books

In Guild Library	Author	Date	Title
YES	Alexander, John D.		Make a Chair from a Tree: An Introduction to Working Green Wood. Fine Woodworking
YES	Becksvort, Chris	2000	Shaker Legacy, Perspectives on an Enduring Furniture Style
NO	Dunbar, Michael	1977	Antique Woodworking Tools: A Guide to the Purchase, Restoration, and Use of Old Tools for Today's Shop
NO	Dunbar, Michael	1989	Restoring, Tuning, & Using Classic Woodworking Tools
YES	Hack, Garrett	1997	The Handplane Book
YES	Hack, Garrett	2001	Classic Hand Tools
NO	Hoadley, R. Bruce	1990	Identifying Wood: Accurate Results with Sample Tools
YES	Hock, Ron	2009	The Perfect Edge. Popular Woodworking
YES	Krenoff, James	1976	Cabinet Makers Notebook
YES	Krenoff, James	1977	The Fine Art of Cabinetmaking
YES	Krenoff, James	1979	The Impractical Cabinetmaker
NO	Langsner, Drew	1987	Green Woodworking: Handcrafting Wood from Log to Finished Product
NO	Langsner, Drew	1978	Country Woodcraft: A Handbook of Traditional Woodworking Techniques and Projects
NO	Lidwell, William	2015	The Pocket Universal Principles of Design: 150 Essential Tools for Architects, Artists, Designers, Developers, Engineers, Inventors, and Makers
YES	Miller, Jeff		Foundations of Woodworking
YES	Maloof, Sam	1983	Sam Maloof Woodworker
YES	Noll, Terrie	2009	The Joint Book: The Complete Guide to Wood Joinery
YES	Schwarz, Christopher	2011	Anarchists Tool Chest
YES	Schwarz, Christopher	2009	The Joiner and Cabinetmaker
NO	Sellers, Paul	2016	Essential Woodworking Tools
YES	Sloane, Eric	1965	A Reverence for Wood
YES	Sloane, Eric	1964	A Museum of Early American Tools
NO	Taunton Press	2018	Woodworking Wisdom & Know-How: Everything You Need to Know to Design, Build, and Create.
YES	Tolpin, Jim	2010	The New Traditional Woodworker: From Tool Set to Skill Set to Mind Set
YES	Waring, Robert	2010	The Essential Woodworker.
NO	Watson, Aldren A.	1982	Hand Tools Their Ways and Workings
	Mortise and Tenon Magazine.		...a woodworking and historical preservation magazine.
			Free video of Will Myers making a tusk tenon for the Moravian Workbench
			<a href="https://woodandshop.com/how-to-make-a-tusk-tenon-joint-with-hand-tools-will-myers-part-3/">https://woodandshop.com/how-to-make-a-tusk-tenon-joint-with-hand-tools-will-myers-part-3/</a>

## UPCOMING CLASSES

### GUILD CLASSES

#### **Chair Mock-up Workshop**

*with Michael Fortune*

Sept. 10-12, 9:00 - 5:00

Class Fee: TBD from the number of registrants  
Class Coordinator: Chip Webster  
The intended outcome of this workshop is a mock-up constructed with inexpensive materials that has been refined to the size and comfort level of the intended user. The participant will now be able to make the final product in their own shop at their leisure.

#### **Learn to Make an Upholstered Slip Seat**

*with Michael Fortune*

Sept. 13, 9:00 - 5:00

Class Fee: \$240  
Class Coordinator: Steve Anderly  
It is possible to make a very comfortable slip seat for chairs, benches, and stools. This is a workshop demonstrating and practicing a new technique for making them.

#### **Linguine Stool**

*with Michael Fortune*

Sept. 14-16, 9:00 - 5:00

Class Fee: \$695  
Class Coordinator: CJ Marquardt  
This stool can be made in many different variations for different purposes. The construction revolves around four identical pieces supporting the top. The footrest is a steam-bent spiral. In addition to making a stool for each participant, the class will make additional stools for the Guild shop.

#### **Green Woodworking Series: A Ladderback Chair**

*with Norm Baird*

6 Sessions, Sept. 15-Nov. 3, 9:00 - 5:00

Class Fee: \$525  
Madrone Studio  
Class Coordinator: Rick Alexander  
In this 5 1/2 day class we will learn techniques developed by a long tradition of country chair makers to make surprisingly refined and comfortable chairs. Working at the shaving horse with drawknife and spokeshave, we will also focus on the things the wood can teach us while we work it by hand.

#### **Overview of the Maloof Joint**

*with Bob O'Conner*

Sept. 25, 6:00 - 9:00

Class Fee: \$40

Class Coordinator: Larry Wade

Sam Maloof was a world-renowned furniture maker, famous for creating what is now called the Maloof Joint. Our instructor will be Bob O'Conner, a long time Guild member who has built a fair number of chairs using this joint.

#### **Follow-on Project 1: Classical Carving**

*with Chuck Rinehart*

3 Sessions, Oct. 2-16, 9:00 - 1:00

Class Fee: \$180

Class Coordinator: Larry Wade

This class is intended for students who have completed Chuck's Intro class or equivalent. The project will be a complex acanthus leaf.

#### **Intro to Classical Carving**

*with Chuck Rinehart*

6 Sessions, Oct. 6 - Nov. 10, 10:00 - 2:00

Class Fee: \$350

Multnomah Art Center

Class Coordinator: Larry Wade

Chuck Rinehart has been woodworking for 60 years and the last 30 have included an extensive background in Classical Carving. The class will be a hands-on opportunity to be guided by an expert. In order to provide opportunity for lots of personal guidance, the class is limited to 6 students.

#### **Follow-on Project 2: Classic Carving**

*with Chuck Rinehart*

3 Sessions, Oct. 23 - Nov. 6

Class Fee: \$180

Class Coordinator: Larry Wade

This class is intended for students who have completed Chuck's Intro class or equivalent. The project will be a border of the student's choice.

#### **Carving Tool Sharpening**

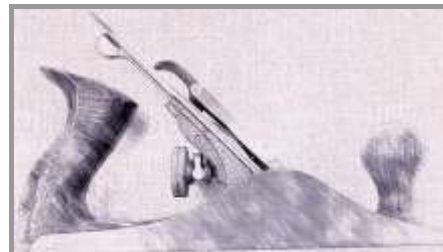
*with Jeff Harness*

Oct. 27, 9:30 - 4:00

Class Fee: \$90

Multnomah Art Center

Class Coordinator: Larry Wade





This six-hour class will focus exclusively on sharpening carving tools. Carving tools will include gouges, V tools and carving knives. There will be a dual focus: sharpening by hand and sharpening with power.

See the Guild website for registration and details. Contact the Class Coordinator with questions. All classes are held at the Guild Shop unless otherwise specified. 7634 SW 34th St, Portland, OR 97219

### AFFILIATE UPCOMING CLASSES

See their websites for more details and offerings.

Oregon College of Art and Craft

#### **The Beautiful Wooden Box**

Sept. 12 - Nov. 28

Instructor: Sterling Collins

Anvil Academy

#### **Women's Blacksmithing**

Sept. 20

Rob Lewis

Northwest Woodworking Studio

#### **Design / Build: Dinner Table Anyone?**

Sept. 10 - 14

Instructor: Gary Rogowski



### WOMENS SIG

starting September 6 and October 4  
(Thursdays)! 5:30-9:00

We will be talking about growing into the future and exploring Japanese saws, backsaws, jigsaws, circular saws and bandsaws.

Come explore and learn how to select and use saws, when to use each one, and why!

Come join the group and help us form this ongoing group!

Refer to Guild website for reminder of time and location.

## YOU CAN HELP

*Bob Oswald*

### Website Assistants

Own a page or two of the website. Update and maintain it on a periodic basis.

Most of the functions are well managed under current leaders. A few pages need ongoing maintenance to keep them up to date. An easy job. Work with Bob Oswald See May 2018 newsletter for an outline of the website components.

### Shop Operations Manager

*Board Position.* Coordinate maintenance on machines with assorted vendors as the need arises. Oversee managers of Maintenance, Annex, Shop Ordering, and Shop Attendants

### Shows Committee Chair

*Board Position.* Coordinate the Guild's setup in a variety of art shows. Using other volunteers, arrange for our involvement in at least three annual events, Gathering of the Guilds, Clackamas County Fair and Art in the Pearl.

### Class Coordinators and Teachers

There is a running complaint from new members that there are not enough classes of some types. People join and then get discouraged that there are wait lists for several classes, especially those that get them into the shop. The Education Committee is restructuring some of these and has ideas on how improve, but it comes down typically to having more people help. In many cases, wood-working experience is minimal.

Contact Bob Oswald to get connected to the right place. [guildBob2011@gmail.com](mailto:guildBob2011@gmail.com)



### SketchUp ...continued from page 1

says, in three dimensions. It varies radically from the conventional 3-D modeling software on the market, products such as AutoCad, AutoDesk, SolidWorks, Daz3D and a host of others. So much so that what you learned when you use those does not really apply here. There is a lot of tutorial help on the internet but I learned a few basic techniques that are indispensable knowledge, in a class I took several years ago from Guild member Lloyd Johnson. I'll pass them on to you here a bit later.

I have subsequently taught SketchUp for the Guild and for PCC. It takes several hours to cover enough to build furniture, which this article can't address. But if you are inquisitive, have used it a little but are missing the elements to make it really productive, hopefully these few following tips can move you forward. There are three of them.

The program looks deceptively simple, drawing boxes, and cylinders, until you try to assemble them into a piece of furniture. Each addition 'sticks' to the previous one and quickly makes it impossible to make changes.

#### Use Dimensions

When you create, move, or copy an object, SketchUp focuses on the dimension box as the next opportunity. If at this point you type a dimension, it applies that number to the action just taken. For example, in creating a box, after you drag and drop to create it, type 2,3<enter> and the box will be 2" in the x-dimension and 3" in the y-dimension.

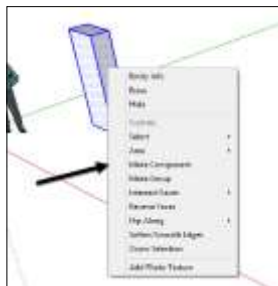


It's the same with moving or pushing. The critical action is to not touch anything else on the keyboard or mouse until you

complete that data entry. And if you type it wrong, just re-type it until you get it right.

#### Make a component

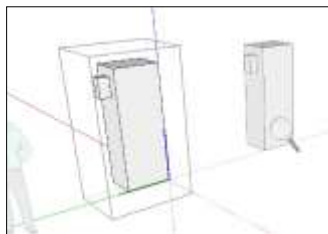
If your try to create an assembly in SketchUp as a single entity, you wind up with an impossible to manage structure. Everything sticks to everything. You simply cannot make changes. The secret to success here is to make each element stand alone, encapsulated, and that is a component. Easy to create, you simple build the element, even in most rudimentary form to edit and improve later, like a table apron, even just a rectangular object. TRIPLE click on any part of the component and the whole thing becomes selected. Then right click and select "Make Component".



To edit this component in the future, like adding a mortise or a tenon, double click on it to "open the box". Then make your changes.

#### Scale

This is a little less used feature but invaluable to woodworkers when building many furniture objects. When you create a leg for a table, you will replicate it three more times to make a table. This is done simply by using the copy/move feature. But if you make a change to the master object, perhaps on the



right hand side, the change will automatically appear on the copies, but all on the right hand side.

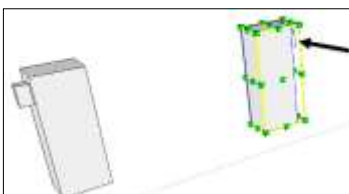
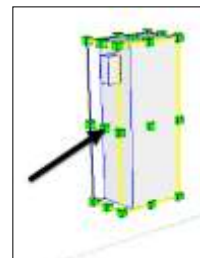
So the fix is to use the scale feature to mirror image the copy to turn the right hand side into the left hand side. Select the handle in the middle of the side of the component and drag it through itself. Then type -1<enter> (another application of dimension) to reflect it negative 100%.

There is a bit more to using SketchUp than this simple article can tell you. But these three elements learned in class unleashed incredible power.

Here are a few things I've created in SketchUp.

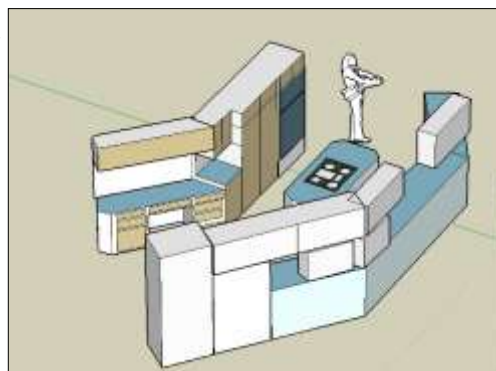
A kitchen remodel

Adding a deck to the back of the house. I



wanted to see the impact from both inside and outside. The model allowed me to study it from the inside: the living room, the dining room and the basement.

SketchUp really helps plan a kitchen remodel I's easy to move a cabinet when it's a computer model



continued on page 9

### 2018 GUILD PICNIC

*Bob Oswald*

Who would think that forest fires in Canada would make for a pleasant day in Oregon. While the smoke kept the visibility low, the tress in of Summer Lake Park made up for it. The benefit was the lower afternoon temperatures. It was perfect for sitting and chatting.

Attendance was about normal. Small for an organization



of our size but a very nice mix of old hands and new folks. I got to know a couple of newer members who work regularly at the toy build project every Friday.



They are learning more about woodworking, meeting people, and finding the Guild to be what one could only hope for: friendly, educational, and productive.

Wooden games didn't manifest themselves in dozens, but a beautifully crafted Corn-Hole by Alexander

Anderson spoke highly of how nothing our woodworkers do, and Alexander for sure, is short of perfection and beauty. The game was enthusiastically used before dinner. Thanks Alexander.

Roger Crooks brought a shave horse for a little test



drive. He's planning on taking a couple to the upcoming Art in the Pearl show Labor Day weekend. We have a large booth space this year. He is going to add this new opportunity to show the public an interesting aspect of woodworking. Here's a shot of it in action.

Food in abundance. That's something we never lack at Guild events. Several awesome salads. The chicken was wonderful, making me want to stop on the way home and pick up some more. Yellowjackets, now that could have been interesting. We all know how very intense they are this year. Who in their right mind would plan an outdoor picnic? Well it worked out fine. A large table full of food was pretty much devoid of bees, except for the boxes of chicken, as you might imagine. It looked a little intimidating at first glance. But a simple lift of the lid, pick out a piece and move on. I don't think anyone was intimidated or injured. And there was enough distraction for the yellowjackets there that the sitting area was basically buzz-less. All in all, another delightful summer event..





## BIRDHOUSES AND HAPPY KIDS

The Guild's presence was again felt this year at two somewhat traditional fair venues, the Clackamas County Fair and Multnomah Days. The Guild Project Build team assembles birdhouse kits during the year, several hundred, in fact. Predrilled and ready for assembly, it's still a fun challenge for the youngsters to drive nails successfully. You can tell by the focus of their attention that this is definitely an important and challenging project. The faces on our volunteers always speak of how much they enjoy watching and guiding the little hands.

The photos tell the same story, from two different events. A great story about sharing the joy of woodworking. A very big thank you to the event coordinators and the volunteers that make this possible.





## HILLSBORO PARKS DEPARTMENT: SIDEWALK LIBRARIES

*Ariel Enriquez*

The call came in about this time last year from a volunteer group that works to support Hillsboro's Libraries and Parks Department. "Could we build some sidewalk library boxes for them?" Why yes, we could that. However, being so late into the coming holiday season we asked if they could hold off until after the New Year and they accepted that.

In the meantime, I asked them if they had a design in mind and the volunteer directed me to an existing library in her Beaverton neighborhood. So I went, checked it out, and took several pictures plus some overall measurements.

That box had been pieced together with what looked like the contents of a woodworker's scrap box. It was sound enough yet evidenced some knocking about and racking out of square. But the overall design was very good. A single piece of plywood for the top ensured that no rain would get in and the mounting system was as simple as it was stout. Lots of good things to work with.

Over the winter I drew up a very simple design that would work very easily and the entire thing made of MDO. MDO is the same material used for making road signs and it's a perfect choice for anything that needs to stand up to the weather. It can be spendy but the budget for this project was not a problem.

Early this year three volunteers cobbled up the boxes over five regular work sessions in the Guild shop. It was incredibly simple and the results were just what client hoped for. They organized some volunteers on their end to paint the boxes and the Parks Department did the installations.

My thanks to Joe Nolte and Joe Sanders in making this happen.



## GARAGE AND ESTATE SALES

### September

On Saturday, September 8th from 10:00 until 2:00, we will be conducting the second Guild Garage Sale as well as an Estate Sale.

The first Garage Sale was a success and we hope to have an even larger turn out for this event.

The sellers are limited to Guild Members but anyone can buy. Sellers are reminded that one or two tables may be available from the Guild. Sellers should plan to bring their own table. Since we live in the ATM Age, Sellers should plan on bring sufficient change.

On the Estate Sale side, there will be items from two Estates as well as donated items. Highlights include a still-in-the-box Jet air cleaner, router tables with lifts, equipment roller bases, an almost-new Fien multi tool, routers, and more.

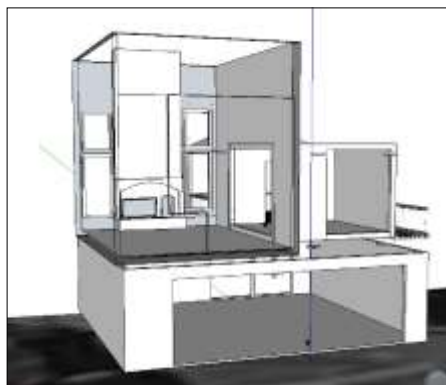
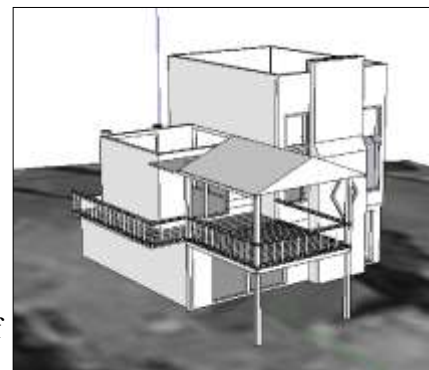
We look forward to seeing you at this event. Check the Guild website home page, *Frequent Needs* for a reminder.

### October

There will be an Estate sale on October 6 at the Guild shop.

### SketchUp ...continued from page 6

One of the most valuable applications was modeling the panned deck expansion on the back of the house. What would it look like from the dining room, the living room, the shop? This was a fun use of a powerful tool.



## Garden of Innocence

*Bob Oswald*

As the center of the mail system for odd jobs, in which many of you participate, I received a phone call from a lady working for the *Garden of Innocence*. They are a non-profit organization with a home office in Carlsbad, CA and many sites throughout California and other parts of the United States. They are also located in Roseburg, OR with plans to eventually establish a location in Portland.

They provide burial services for abandoned children. This phone call was made to make me aware of their existence and to let me, and therefore you, know that they could use donations of burial urns and caskets for babies. Their website [www.gardenofinnocence.org](http://www.gardenofinnocence.org) explains their mission well. And for you woodworkers, there are two menu pages with plans for a typical urn or a casket.

The typical urn is small, around 4x4x6". A small casket is only 8x1x20". You can make them any way you like. Turned urns make a beautiful presentation also.

Our Guild today has 887 members. If only ten percent of you woodworkers took on one small project, that would be a gift of 90 urns and caskets. At only ten percent, what a difference it could make. The power of numbers is staggering. If half the Guild members made one urn, imagine, a donation of over 400 urns.

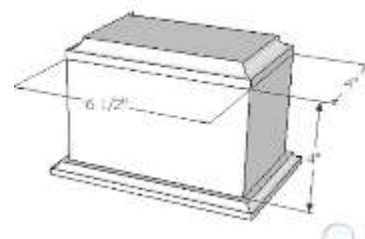
Take a look at their website and see if it's something you

would like to help with. A small quantity could also be a great community project or a one-time project for the Project Build Group.

With coordination of a Guild member effort, I would be willing to collect donations and get them to Roseburg. I could create a community service event on the website allowing you to register and giving us an idea of the level of participation. Let me know.

[Timbercreek08@gmail.com](mailto:Timbercreek08@gmail.com)

The SketchUp photo shows the urn on their website in its very simplest form. It can be made quite nice with a little embellishment. For example, the top can be larger and overhang. Trim can be added. The router trim incorporate a round-over with double bead. There are many ways to make it elegant and yet keep it simple and easy to build. The bottom is screwed on. Refer to their website for other ideas.



## SHOW AND TELL: WHAT OUR MEMBERS BUILD



**Keith Williams**

*The outer wood for this table is Oregon walnut with the inner circle of pine and the center of walnut again. Legs are almost clear cedar and the finish is six coats of brush*

**Send in your photos** - We are out of photos and ready to receive more of your wonderful work. Please include a little info on the piece: type of wood used etc. Send your photos to me at [timbercreek08@gmail.com](mailto:timbercreek08@gmail.com)



## FOR SALE: DEBORAH'S FURNITURE

Guild member Deborah Munro moved to New Zealand recently. She did not have time to sell a last few big items related to her woodworking.

She has the following items that need new homes:

Solid cherry, oval, dining room table and six chairs with upholstered cushions. The legs are Queen Anne style. I designed and built the table, and the chairs were built and finished from kits. One of the chair legs has some minor dog chewing, and I have the supplies to repair that. Asking \$300 for the set.

Four additional matching chairs that are unfinished, as well as two armrest kits in cherry. The chairs have new, upholstered seats in burgundy. I'd like \$100 for the chairs and armrests.

Four cherry Queen Anne legs for a table, unfinished. \$40.

Maple (flame) oval coffee table top. I made the top. \$40.

Antique, birdcage style piano shell with rosewood burl exterior and floral inlay. It is truly beautiful and has brass candelabra mounts and a foldout music holder. I grew up playing this 1800s piano (inscribed to original retailer in MA), but rebuilding it would have been prohibitively expensive, so I had the piano gutted in order to insert an electronic keyboard. It will be a straight forward project to complete and the result will be a playable piano in a gorgeous case.

The piano is in the attic master suite and is no longer that heavy and can be carried out by 2-3 people. I'd like \$300 for the piano.

Contact me at [debmunro18@gmail.com](mailto:debmunro18@gmail.com). I have a friend who lives near my house with keys. She can let people in as needed. I'm happy to put you in touch with her if interested.





## NEW MEMBER FAQ

The Guild enjoys a high growth rate, around 30 new members each month. An article in the newsletter directed to new members is lost on the next eleven months or so of new members.

This column will contain the most common thoughts about how you get more out of your guild membership. It will repeat every month so new (and older) members can find answers.

Write to me [timbercreek08@gmail.com](mailto:timbercreek08@gmail.com) if you need to know something that is not here. I'll add it.

### Contact a Member

A common occasion to contact another member is when a class instructor, safety instructor, or shop attendant tells you to. It is easy and not necessary to bother the web manager.

★Log in to the website.

★Click on Membership > Members Only > Current Member directory.

### Email

Filters are used to match what we send via email to your preferences. You set them when you join. There are currently 10 filters used to direct emails. You can change them at any time. See *Edit Your Profile*.

Addressed to you: you and a large group of other people receive a particular email but it is addressed to YOU. Please don't reply with answers and questions as if you are the only one receiving this email

Mail list selection: feel free to reply to the sender if you didn't think you should have received a particular mail

If you are on the Odd Jobs mail list, do not reply to the request. Check the contact information at the bottom.

### Edit your profile

You can change your email address, password, email filter selections, subscriptions to forums, and more. To edit your profile:

- ◆Log-in with your current email and password
- ◆Next to the login box, click View Profile
- ◆Three tabs let you work on Preferences,
- ◆Make your changes and click SAVE

### Contact other Guild members

Website > Membership > Members Only > Current Directory. You must log-in to access this page.

### Education Classes

Having trouble finding a class? Education classes are divided into six categories

Basics of fine woodworking, basic skill, next level, special interest and green card. You see them outlined with a brief explanation on the website Education tab.

Each type is 'tagged' to appear in the specific calendars on the Education page of the website. At the top of that page is a calendar containing all classes, in case you can find the right category.

### Cancel classes

It's easy to register. It's also easy to cancel. Go to the class event where you registered. Under Register is a "Already Registered" link. Click and follow directions. PLEASE read details on the next page. If all else fails, go ahead and click reply to one of the automated reminders and your overworked website manager will help.

### Registering for Classes

Please do sign up for classes, one or especially multiple events, as a placeholder for you and what you *might* want to take. This causes us serious scheduling problems. If you have not paid for a series of classes, you run the risk of the class coordinator cancelling you from any or all of them.

### Be Kind

The Guild is run totally by volunteers. We are large enough now to be perceived as some big company. When something doesn't go as you think, and you get frustrated, it is best to remember that we all do these jobs because we like to help people. We don't get paid and we too get frustrated sometimes.

### Getting started learning woodworking

◆Attend the free Safety & Orientation class at your earliest convenience. It is the doorway to most everything in the Guild. Taking classes, working towards the Green Card, volunteering in the work sessions in the shop. PLEASE fill out and bring the test with you.

◆About Basics of Fine Woodworking—read the website page under Basics for details

◆Estate Sales – you can help out at estate sales and be part of getting good deals too. Notification is done via the email filters.

◆Getting started. Read the website Membership page for more details.

### To Cancel a Class

Here is how to do it. PLEASE do it rather than replying to one of the automated emails. Reduce our bookkeeping burden.

1. Find the education calendar that contains your class
2. Click on your class
3. On the next screen you should see a link "Already registered". Click it.
4. On the next screen a "Cancel registration" button is present. Click it if you want to cancel. You Can Not undo this operation.

5. Result: You will be removed from the class. If you have paid, your account will have a credit balance. PLEASE email Julie Niemeyer for a refund or to transfer payment to a different class.



To see the balance see "Check for a Credit Balance" To use a credit, see "Using a credit balance"



### Checking for a Credit Balance

1. Log in to the website
2. Click View Profile next to the login box
3. On "my profile" page there are several items you can view and edit. Click on "Invoices and payments". In the example the yellow flag means some event is not yet paid.
4. The next page will show if you are balanced, owe money or have a balance.



### Using a Credit Balance

Members – if you have a credit (log in and look. Sometimes it is a bookkeeping error, a result of confusion in communicating, etc). write to Julie before paying for a class and ask to use your credit. It must be manually applied by her. When that is complete, you can log in and pay the balance if there is any. If you pay BEFORE applying the credit, it is a very difficult process to undo it to use the credit. We will usually mail you a refund check instead.

## HOW DO I RENEW MY DUES

Where do I send my check? I get that question so often. Don't people use the website? Do I need to change something? Maybe my expectations are too high.

On our website under Membership, where 30 new people every month seem to be able to join the Guild without trouble every month, is a RENEW option. Please

give me feedback on how I can improve that section and cut down on the daily email I process.

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