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2009 ABANA BOARD OF DIRECTORS MEETING

Memphis, Tennessee

Thursday, December 3, 2009

The meeting was called to order at 6:27 pm by President Rome Hutchings. Those in attendance were:

Peyton Anderson	Myron Hanson	Paul Moffett	Steve Williamson
Andrew Blair	Rome Hutchings	Jack Parks	John Yust
Paul Boulay	David Hutchison	Linda Tanner	
Lance Davis	Doug Kluender	John McLellan	

Absent: Len Ledet, George Matthews, Valerie Ostenak

Also in attendance were the ABANA Central Office Administrator, Diane Walden, and Victoria Lonergan, Membership Services.

At 6:10 pm, prior to the Call to Order, Rome Hutchings handed out items for the board packets. Discussion incurred about a conference call attempt for the absent board members and whether they could vote in elections by phone. David Hutchinson said they could not vote by phone because they did not attend the meeting. John Yust thought it was a courtesy that should be extended to the absent board members. Doug Kluender stated this was the most important vote for the board. Rome stated it would be irresponsible to allow absent board members to vote by phone because they could not be present for the board meeting.

MOTION #1 – Paul Boulay moved to allow George Matthews, Valerie Ostenak and Len Ledet to vote by phone for the upcoming elections. John Yust seconded the motion.
FAILED

Rome Hutchings recognized that the motion was made before the Call to Order. He welcomed all new board members and everyone introduced themselves.

Proof of notice for the meeting was given.

MOTION #2 – Paul Boulay moved to not read the 2008 Minutes. David Hutchinson seconded the motion.

PASSED

MOTION #3 - Paul Boulay moved to accept the minutes from the 2008 ABANA Board of Directors meeting held in Memphis, Tennessee. John Yust seconded the motion.
PASSED

MOTION #4 – Paul Boulay moved to suspend the rule for officer elections until after the business reports and not before 8:30 am. Peyton Anderson seconded the motion.
PASSED

Reports by Officers

- **President's Report** – Rome handed out his report
- **1st Vice-President Report** – Suspended
- **2nd Vice-President Report** – Suspended
- **Secretary Report** – Suspended
- **Treasurer Report** - Linda Tanner stated that ABANA has done better this year. Making monthly payments to the Editor is working better. She has been working with a new accountant and there has been a learning curve to get them to understand our needs. The previous accountant stopped working with ABANA December 31, 2008 and the new accountant is working much better. The Transactions by Account has been very helpful this year.

Paul Boulay stated that we have a positive outcome at the end of the year and this is the first time this has happened in seven years. Doug Kluender raised a question about the President's Report and "sets agenda" in the 6th paragraph. Rome Hutchings said it was just a suggestion and so noted. Paul Boulay stated this was Rome's opinion and action should only be taken when/if this happens.

Central Office (CO) Report - New systems have been initiated to improve the overall normal operations in the Central Office, and to date everything is proceeding smoothly, including the data entry, deposits, phone calls, emails and board correspondence, etc. Victoria Lonergan continues to be the membership voice and Teresa Hannon develops all of our technical/software needs, and processes all membership and conference registrations. We work closely with the executive committee to improve membership retention.

We continue to sell the ABANA merchandise, without the charges previously charged by Bookmasters. We are now registered with the State of VA, Dept of Taxation and currently pay sales tax on items sold to members in Virginia. To date, we have not paid over \$20. We are also registered in the State of GA to pay sales tax as well. To date, we have not had any GA sales. For all sales that are out-of-state, we are not obligated to collect tax. We report to the State of VA on a quarterly basis and to the State of GA on a monthly basis.

The Central Office has fulfilled all of its VA Tax Dept. requirements and we have a Certificate of Authority to Transact Business in Virginia as a nonprofit entity. The Sales and Use Tax certificate is in good standing. This certificate gives ABANA the right to purchase goods and/or services without paying VA sales tax.

The Statement of Ownership, Management, and Circulation forms for 2009 have been submitted to the Dumfries Post Office for both publications. We continue to receive mail at our office, instead of a PO Box. The ABANA UPS account has been discontinued. Our PO picks up at no charge. This is a savings for ABANA; however we continue to go to the post office at least twice weekly to send out packages.

We process membership renewals via phone, fax, mail, and email on a daily basis. Since the second quarter, we have established an expired member renewal mailing and discontinued the post card mailing. Since we began tracking the new system for expired memberships, ABANA has gained 27.26% of that membership.

In an effort to keep the ABANA Affiliate information up-to-date, we continue to maintain an Affiliate Access database so we can make changes to the Affiliate contact information. The database enables us to update information in one place and be able to merge the data into different types of documents. This saves time and improves the management of the ABANA Affiliates. The database enables us to drop the information into an Acrobat pdf format, and an Excel spreadsheet. The spreadsheet is also a great tool for the Affiliates for their mailings. The database contains all contact info on the Presidents and Editors, with fields for the other information that was included on the Affiliate application regarding their members, publications, etc. All this information will be very useful for ABANA's future membership drives.

We suggest that the application form for Affiliates be emailed along with the Affiliate letter from the ABANA Affiliate Chair so we can collect all their information for the Affiliate database. This way we have one place to keep all Affiliate information.

We continue to send Paul Boulay a monthly updated Affiliate Excel spreadsheet and pdf file for posting on the web site, along with the Affiliate letter from the ABANA Affiliate Chair person.

The Central Office has been given the approval to integrate the Advertising for the publications, AR and HB, into their current work arena, with Victoria Lonergan as the main advertising representative for ABANA. Currently, logistics are being worked out between Sebastian publishing and the Central Office for the upcoming Winter issues.

The Central Office has designed new materials for advertising, which include insertion orders for the HB, AR, and the 2010 conference program. We have also developed information for advertisers who wish to take a business card ad.

We have started tracking the conference income and report weekly along with the transaction reports. All Tax donation letters are up-to-date and have been sent as of 3rd quarter 2009. The Central Office has recently developed a program to breakout monthly costs reported on the Wachovia Bank Statement and WH&L invoices to help the finance committee track administrative expense for their budget. This will be an ongoing project.

The Central Office has recently received the Video-CD Library from Rome Hutchings. The managing of the library is now managed by the Central Office. Teresa Hannon is currently creating a library database to track rentals and inventory.

The Central Office has been working closely with the Conference Co-Chairs. A confirmation information piece has been developed for all registrants (attached.) We continue to work closely with Lance Davis and David Hutchinson. Many elements of the ABANA database on the web site are not able to track conference data. Currently, this is being tracked separately by Teresa Hannon in the CO.

We send out membership sympathy cards and letters, certificates to new Affiliates and update the Policies and Procedures. We reply to daily Board requests, as well as work closely with the Treasurer regarding financial matters that need clarification or action. We also send out letters and certificates to the new school members; track gift certificate memberships, take merchandise orders, mail packages to Affiliates, as well as membership phone orders.

This past July the ABANA copy machine lease was terminated and the copier sent back. This is over a \$200 a month savings to ABANA.

We are currently researching the possibility of obtaining a nonprofit mailing status. USPS guidelines on this issue have been sent to Andy Blair and Paul Boulay for review.

All Central Office action items from the 2008 Board meeting have been fulfilled.

The Central Office arranged for hotel accommodations in Memphis for Board members. Board packets have been prepared for all members. Victoria Lonergan and Diane Walden will represent the Central Office at the meeting.

We wish to thank ABANA for the opportunity to be of service to the organization and look forward to a successful 2010. Report submitted by Diane Walden, ABANA Central Office Administrator.

A Break was declined by everyone at this time to continue on with Division Reports.

Andy Blair stated being a new member he didn't understand the concept of a Division as it was not in the ByLaws and it was explained to him.

Division / Committee Reports and Action Requests

Rome Hutchings asked the Division Chairs to give a short oral report on the 2008/2009 year.

BUSINESS DIVISION - I would like to report that our 2008 Taxes 990EZ & 990T have been filed. Also the last 5 years of financials have been posted to our website for 2003 - 2007. We also have a posted Treasurer's Annual Report with the 2008 financials.

I would like to suggest that we include in both publications a list of Officers and Board Directors each issue we run. I believe if we do this it will show accountability and with the financial reports it will show our transparency to the members in this area.

We have identified an error in our advertising billing that has created an increase in our commission payments that needed to be corrected. The advertising will now be done with the Central Office and commission will be paid after invoice is paid. This adjustment will keep this error from happening ever again. The new billing system

should help keep the accounts current or at least identify any past due accounts and commission paid after sale has been completed. With these corrections we should have a better upcoming year and the bonus of having a conference year too hopefully will increase our membership and revenue. *NOTE: The "error" turned out to be the normal operation of the contract we had in place with Sebastian*

We are probably going to just squeak by in covering all of our bills but I have confidence that we will get through this year, like we did last year. Respectfully submitted by Linda Tanner, ABANA Business Division Chair

Paul Boulay stated that the two year membership discount has helped. 305 of renewals were for two years.

Insurance Report - I would like to request that we shop or quote for another company to provide us with our current insurance policies for ABANA. We now have the Hartford Ins. in PA. We have a general liability policy and our D&O insurance through them. I have found this year, the level of service has been lacking and poor. It takes forever to get answers back and half the time there is a lack of understanding as to what we are requesting. I would suggest that we check out some other options before our renewal comes up.

Also we are currently working on getting the property and casualty insurance together to add to the member benefit program. I will let you know as it unfolds.

Also we need to make sure that with the insurance for the health we have an open enrollment of Oct 1. We need to in our advertising gets this out early enough in our publications that this is done well before whatever issue needs to promote this benefit. This was missed this year and fell through the cracks and missed the publications this year. These guys have bought a full page ad in the Ring and the Blow each magazine run this year. We need to make sure our advertisers are being talked to about their needs, it would be a shame to lose this amount of advertising next year because they missed a open enrollment date for promoting this to the current ABANA members. Respectfully submitted by Linda Tanner, Insurance Committee Chair.

Linda Tanner also stated there were two companies interested in giving us insurance and they will possibly be at the conference. Doug Kluender asked how many people have signed up for insurance and Rome Hutchings stated he didn't know the number but there was a good response this year. Linda said another benefit being offered is dental. They are willing to advertise and need to have the enrollment renewal in the publications. Paul Boulay said this is happening with everything and the advertising needs to be done six months in advance. Rome Hutchings asked Diane Walden to make sure they are contacted prior to the publication deadlines for advertising at the right time. Linda Tanner said they paid \$6,000 of advertising. Linda Tanner thanked the Central Office for taking over Bookmasters. Rome Hutchings said any other issues on the Division Reports would happen tomorrow.

COMMUNICATION DIVISION – All the reports are in the committee reports.

MEMBERSHIP SERVICES DIVISION –

- Posted Constant Contact Membership Renewal Notices, minimum 2-3 notices per

- quarter.
- Posted Constant Contact Membership Expired Notices, minimum 3-4 notices per year.
 - Posted Constant Contact Affiliate event notices, minimum of 20 events during 2009.
 - Posted Constant Contact event notices to website archives, minimum of 20 events during 2009.
 - Assisted with several fund raising and scholarship notices delivered via Constant Contact.
 - Cross-posted Constant Contact event notices to 3 email lists through Yahoo.
 - Updated Constant Contact email data several times during 2009
 - Updated member email address change requests and forwarded changes to Central Office.
 - Replied to member emails on multiple topics, including requests for information, member contact, resource information for workshops, materials, finishing process and techniques, contacts for local Affiliates to persons looking for others with the same interests.....etc.
 - Responded to all email inquires similar to those listed in item 9 above forwarded to me from the Central Office staff.
 - Tracked statistical information of unique “click-thru” information provided from the ABANA mass email communications system Constant Contact to best determine the effectiveness of email renewal notices.
 - Exported “click-thru” information provided from Constant Contact to cross check Membership renewals submitted through the ABANA secure online payment system. Central Office provided the actual percentages for this process and the average runs consistently above 50%
 - Monitored unique click-thru” information provided from Constant Contact to the email links to the ABANA website. Throughout 2009 the most popular abana.org link was to Controlled Hand Forging. The second most visited link was the ABANA calendar page.
 - Monitored the Constant Contact subscription list, to best determine the popular content of most interest to the membership base upon the number of subscribers to each category. Event notices and workshop notices were the most popular. Conference News was the second most popular content topic.
 - Membership Services worked with all board members to get candidates for the 2009 election cycle with little success. Perhaps this was in part due to too little, too late. In the effort to fill the board vacancy when Bruce Woodward resigned, a much stronger effort was put forth and the results were very positive. Approximately 13 responses came directly from outreach delivered to the membership via Constant Contact. Those responses were forwarded to the Election and Nominations Chair and the results were that 50% responded with the requested statement of qualification. Then when Ken Prieser resigned the board had a reserve of potential nominees for appoint to fill that position.
 - Participated in the ongoing discussions of the 2010 Conference Planning Committee.
 - The ABANA/Constant Contact system is also open to the general public, so we can promote a public awareness of our craft, send out special content designed for the public, such as events, new services, contact with any of our members, inquire about commissioning a project from an ABANA member in their area of the country.
 - There are currently 3,964 subscribers to the ABANA Constant Contact email list,

down from a 2009 high of over 4,500. Based upon the current number of ABANA members we have valid email addresses for, the Constant Contact email subscribers outnumber the paying membership.

Multiple content subscription groups and the numbers below:

ABANA General Interest News	=	3934
ABANA Membership News	=	2476
ABANA Board News	=	2402
ABANA Committee News	=	2394
ABANA Affiliate News	=	134
ABANA Conference News	=	2480
ABANA General Public News	=	145
ABANA Vendors and Suppliers News	=	172

This new communications system delivered via Constant Contact, an internet based service provider, gives ABANA members a way to stay in touch without worry of having their email address security being jeopardized. Members can Opt-In or Opt-Out at any time, update their profile of desired subscription topic preferences at any time.

- ABANA member video library responsibility was move to the Sales Committee in 2008 and the transfer of Library operations to Central Office is nearly complete. Remaining tasks are the shipping of two recorders and final rental report for 2009. Working with the Central Office staff we will begin to move to sales rather than rental. The suggested format of these sales is in the form of "Life Time" Rentals". Copyright holders of the library videos will be contacted to secure the proper permissions for this move, and wherever possible those videos will be transferred to DVD.
- Membership drives for 2009 commenced with great response, past members who had forgotten to renew, new members, gift memberships....etc. Once again we provided a gift of the 26 back issues of the Hammer's Blow, along with 12 editions of old Anvil's Ring that have been scanned. This gift was funded by board member donation as was the case in 2008.

Last and certainly not the least important thing in my report from the Membership Service Division for 2009 is to state that these items listed above is the short list. Much remains to be accomplished for the year ahead. With a continued focus, the hard work that ABANA Board members have put forth in 2009 the future for ABANA looks very good.

Submitted by Rome H. Hutchings, Chairman, Membership Services Division

CONFERENCE DIVISION - This is a partial year report; I took over after the conference committee chair resigned. The conference has been reworked as the original plan did not meet the Conference Procedure Guidelines.

Committee 2009 Aims / Goals:

The goal of the committee was to organize, and execute a successful affordable and educational conference that meets the Conference Procedure Guidelines.

Maintain three rotational locations for conference sites: East Coast, West Coast and Middle America. These sites would be selected by membership density, amenities and cost. The locations selected would need to have a strong local membership with the ability to host a conference for ABANA as needed. Open Gallery Expo on the off years of the conference. This event could take place at a convention center / hotel / expo center. This would give the Artists an outlet to show / sell their works and not compete with the demonstrators at a conference. This would be open to the public. Again this could be hosted by a local Affiliate in different locations for ABANA.

This Gallery / Show should not be juried and accept items from all ABANA members regardless of their skill level.

Accomplishments:

2010 Conference location the Agricenter International has been approved. The budget for the 2010 Conference has been approved. Demonstrators have been selected; The demonstrators have accepted the invitation to demonstrate, verbally. Demonstrators have been approved. Central Office has agreed to handle registrations. Registration has started and registrations are being processed. All directors for the conference are in place with a couple of exceptions. Volunteers have been recruited and this process is continuing. A call for Auction and Gallery has been announced. Set up crew has been recruited. Conference sponsorships have been set up and we have received sponsorships.

There are other accomplishments, but you get the idea. 2012 Conference site selected.

Expected results for 2009:

- 2010 Conference is on target.
- 2012 Conference selection, by prior committee, this needs to be revisited to see if it meets the requirements of the Procedure Manual guidelines.
- To approve the off conference year gallery show / sale.
- To approve three permanent locations for future conferences to make the conference process easier.

Items not completed:

I have no knowledge of the goals of the prior committee; I took over in mid term.

Submitted by Lance Davis, Conference Division Chair & 2010 Conference Co-Chair.

It was also stated that we need to take a look at the 2012 site and demographics. Jill Turman needs to send the info on South Dakota. We need to keep the holidays in focus when scheduling the upcoming conferences. Andy Blair asked if we had the demographics data. Paul Boulay has done this and noted that 30-40% of the members that are within a days drive and will come and that 10% are outside that range will attend.

COMMITTEE REPORTS

Controlled Hand Forging – The news I have for you is bittersweet.....The Controlled Hand Forging committee has completed the planned curriculum with our final lesson,

#26 by Jay Close.

We are composing a letter detailing how our mission began in 2000, and endured to see the mission to completion. Not an easy task for one committee to sustain itself for such a length of time. I am proud of this committee for their endurance, cohesiveness, and committeemen. I am proud to have served with all on the committee, namely Jay Close, Bob Fredell, Dereck Glaser, Tal Harris, Tom Latane, Peter Ross, and Doug Wilson.

I say "bittersweet", as it is sweet that we completed our mission, but I shall miss interacting with these fine fellows.

However, our next commitment as a committee is to take what we have and put into book form. We will take an extended break, and then reconvene to discuss the next task. So there will be more work ahead of us, but in a different format.

On behalf of the Controlled Hand Forging Committee, I thank ABANA for printing these lessons in the Hammer's Blow, and for putting them also on the internet to share with all who wish to learn Controlled Hand Forging. Submitted by Dan Nauman, Controlled Hand Forging Committee Chair

Journeyman Program – The program has come to a standstill. Overseas people are still interested in coming here but cannot get visas easily. Americans who want to go to Europe can't get in because of work permit and insurance requirements. American people who are interested in traveling the US cannot find a shop that needs additional help. Submitted by: Very frustrating, Bob Bergman, Journeyman Program Chair

Rome Hutchings also reported on the University of Washington update. Nothing has changed. Andy Blair stated three years is the statue of most claims. Doug Kluender asked Andy Blair if we could remove it after that time and he said yes.

ABANA Scholarships/Affiliate Loans & Grants - We started the year with the program closed, I think due to lack of funding. We needed to get back on track and thought some changes needed to be made. Bruce Woodward and I meet at Bruce's house in February and talked over some of the changes that had been suggested by Wayne Coe and others. Bruce then put in writing some changes we would be good and submitted it to the board. The board did implement some changes which included an individual grant program. The deadlines for applications were changed to be the same for all the grants and scholarships. There were other small changes. The program was opened back up and we did have one application. There was some confusion as to when the funding was available [at least to me] so we did not award any. There is an applicant now for an individual grant now in the works and others may be coming.

Funding has some problems in that we are not sure how much we have each year, and what we get and do not use that year goes back to the trust. I think we need to do as Wayne suggested and have the board vote to have the funds awarded from the trust to ABANA stay with ABANA for the exclusive use in awarding Grants and Scholarships. This would make it easier to keep things working smoothly as we have a December 1st deadline to work with.

I think we can get back on track this year and continue into the future.

Respectfully Submitted by David Hutchison, Affiliate & Individual Grants & Scholarships Committee Chair

Professional / Academic Outreach – As the Chair of the Education Committee have been contacted by a number of people sent on to me by the Central Office. Two of these were students in Great Britain who were researching projects for classroom presentations. I did a lot of research on my own and forwarded them the results. I copied Victoria all of that so she knows the specifics which I cannot remember in detail. One of them was concerned I believe about ways of fixing cast iron and another about plating metals. Another person referred on to me is working in Nigeria as a Government Services type worker. He wants to teach Blacksmithing to the locals. I sent him a three page outline of possible classes via his father in Ohio. That three page outline was the same one that I am using at the Technical Center here in Tennessee. I also mentioned to him the Controlled Hand Forging Lessons that are available on the Internet.

William Rogers brought up the idea of having an educational booth at the 2010 conference. That idea gained steam, was supported by the committee and is now a reality. William said that he would arrange volunteers to man that booth. There have been several new additions as educational institutions to our membership. That is all that has happened relative to the Educational Committee so far as I know.

In the mean time, I have been talking to various volunteers for the conference. I believe that there has been a lot of emphasis during the last few months on the conference and that has taken time away from any additional educational committee work. I came up with a plan of squadron commanders and master sergeants. Once those were in place, I have added volunteers to the various crews for the conference. Folks seem to like this arrangement. I believe the Site Set-up, the Tail Gate and the Demo Area helpers are about in place.

I personally contacted five individuals who were recommended to me as possible candidates for board positions. They declined except for Steve Williamson. He has worked out and is technically now on the Board. You have picked several conf. call nights that I am employed to teach class. I will not be able to attend those calls meetings on the nights I have class.

Additions to Committee Report: (Submitted by: William Rogers, Committee Member)

- Created new membership category
- Drafted and sent out recruitment letter
- Received 4 members at this level
 - New England School of Metalwork
 - Rochester Institute of Technology
 - Georgian College Library, Canada
 - Sir Sanford Fleming College, Canada

It seems that we may not have 3 new Ed members after all. These appear to be higher Ed libraries who subscribe to the Anvils Ring. They may or may not want to join as an Educational Member. ABANA needs to offer this as a membership category, not assign it to any group. Appalachian State University just cancelled their subscription thinking ABANA had raised their subscription fee.

- Worked with educators within our organization to establish process within the board to achieve an educational component to our magazine.

Submitted by Ken Prieser, Professional & Academic Outreach Committee, Chair

Elections & Nominating Committee – Despite the arm twisting and impassioned pleas we were only able to convince five people to stand for election to the ABANA Board this year. As a result, no ballot was held and those who filed the paperwork were appointed to the Board. Two of the candidates for election, Valerie Ostenak and Steve Williamson will assume their positions on the Board at the December meeting. The remaining three are current Board members who will be continuing in office.

Upon Bruce Woodward's resignation in September the response was better. Fourteen people responded to the initial announcement. Six eventually submitted follow up information. From this group two were nominated. The Board ultimately selected John McLellan to fill the vacancy.

I recommend that the Board appoint a study committee to examine both the election process and the composition of the board. Submitted by Doug Kluender, Election Committee Chair

Sales– We have gotten the items placed with the Central Office and we don't have the monthly charges like we had with Book Masters. If we hadn't made this move, we would have been down around 3,600.00 in just monthly fees and storage from Book Master's.

The items are online and for sale at our Marketplace at the ABANA Store. So far we have sold a total of 3,991.00 in items. Please see the Sales by customer report from the Central Office and the Sales listed by products as an attachment. We do need to order more XL black ABANA t-shirts, we are out and these seem to sell out first. I would like to give a big Thank You to the Central Office for taking this on and saving ABANA money. Respectfully Submitted by Linda Tanner, Sales Committee Chair

Library – There has been little activity in the library during 2009. Approximately 4 rental orders were placed, one of which was to Canada. These orders to our Canadian members remain problematic as has been since 911, filling out the customs document and acceptance by Canadian Customs end up having the member pay unreasonable "Value" tax. For example \$35.00 rental order incurs a \$60.00 CDN tax that can be appealed by the receiving member, but is not a sure thing that they get a refund. In addition the postal rate charged is not sufficiently covered by the shipping and handling charge.

I have estimated that the library move will cost approximately \$450.00 to \$500.00 based upon 220 tapes and CD's, plus a tape to tape recorder and a tape to DVD recorder.

I will submit a request to the Treasurer for the required amount and keep track of the receipts for our records. Submitted by Rome Hutchings, Librarian

Finance – 2009 has been a challenging year for the Finance committee. We were unable to produce a completed budget by the end of the last board meeting. This was due in

large part to not having contracts with our major contractors. Kate Dinneen was appointed chair and promptly set an agenda and started enforcing deadlines. The 2009 budget was adopted shortly thereafter.

Unfortunately the committee languished following Kate's resignation from the board in February 2009. A number of items fell through the cracks such as revising the chart of accounts and the format of the reports we receive from the accountant. Part of the problem is that the Finance Committee was without a chair for nearly 5 months and the committee was not involved in the fiscal management process during this time. The organization would be better served if the Finance Committee were included in monitoring and managing the association's finances as contemplated in the procedure manual.

Since my appointment as chair in July I have attempted to establish an agenda and set priorities with the input from committee members. As a committee we have a number of unanswered questions. What is the purpose of the budget? Will it be used to plan, monitor and control expenditures or is it just a formal document to be placed on the shelf and ignored? The responsibilities of the Finance Committee are well defined in the ABANA procedure manual in pages 46 & 47. The procedures for documenting and approving expenditures are spelled out in the bylaws. If the established procedures or bylaws no longer meet our needs they should be updated.

One problem area is managing cash flow. First and foremost the Board and the Finance Committee must have timely and accurate information from the bookkeeper. This information must be in a format that is useful and which provides sufficient detail. Current reports often consolidate income and expenditure transactions under "split" transactions making it impossible to understand. If the financial control process is going to work effectively we need to make a number of changes in this area. Despite repeated requests the Finance Committee has not been able to get the information in the format we need. Below are some examples of other problems that occurred this year:

- The Executive Committee has approved a number of expenditures that were not in the budget adopted by the Board of Directors. It was not until well into the third quarter that the consequences of these decisions were discovered. As of this date the administrative expenditures through the Central Office exceed the budget by approximately \$5000. It seems that the budget impact of these decisions was not fully understood at the time they were made.
- Although the Executive Committee is nominally responsible for overseeing the day to day operation of the organization, the Board of Directors should ratify any significant deviations from the approved budget before being implemented.
- Another problem this year was the handling of the corporate tax returns (Form 990). They were presented to the board on the day before they were due. They contained numerous errors and there was not adequate time for review as required by the IRS. The accountant should have properly prepared the returns to begin with. The 990's should have been sent to the Finance Committee for review before being forwarded to the Board. The Finance Committee must be given adequate time to review the documents and make a recommendation to the board

for final approval. It took two extensions and lots of back and forth with the tax accountant to finally get them done properly.

- Perhaps the most important thing we can accomplish now is to sort out duties and responsibilities of the Board of Directors, the Executive Committee, the Treasurer, and Finance Committee. This needs to start with the bylaws and the procedure manual. The Board has the ultimate decision making authority on financial matters. It should rely on the Finance Committee for analysis and recommendations. The Executive Committee is responsible for day to day operations but should not be making decisions to spend funds that are not allocated in the budget without the consulting the Board. The Treasurer's decision-making authority is limited to determining whether invoices and claims are properly documented and within the approved budget prior to payment.
- Recently a problem with collection of advertising revenue and payment of commissions has come up. Initially the Finance Committee was not informed of the problem. This type of budget discrepancy is a specific responsibility of the Finance Committee under the established procedures of the organization. This committee and its' chair should be included in identifying, analyzing and correcting such problems.
- The Finance Committee is currently trying to assemble a budget for 2010 to be considered at the December meeting. We are being hampered in this effort by restrictions placed on access to financial information by the Executive Committee. Requests for information must now be made in writing to the Executive Committee. The Executive Committee will then decide whether the information is needed and if so obtain and forward it to the Finance Committee. These restrictions unnecessarily complicate and delay the work of the Finance Committee.
- Finally, a major item that will eventually need to be addressed is what to do with the Endowment Trust. There have been telephone consultations with David Kahn on this matter. He outlined several possible courses of action.
- The Finance Committee has not had the time to properly evaluate these choices given other more pressing problems. At this point I do not believe that the Board does has enough information to make any decision on this matter. It is the recommendation of the Finance Committee Chair that any decisions regarding revising the Endowment Trust is delayed until we can properly evaluate the consequences of the choices we have. Under the current Trust Agreement scholarships are funded from the investment earnings. In the current economic climate we need to live within our means.

Submitted by Doug Kluender, Finance Committee Chair

Rome Hutchings said he has scheduled a conference call on the trust with David Kahn. Andy Blair thought this would be a good idea to hear from him. Paul Boulay said discussion on the budget would be in new business. 2010 will run like 2009 with no big changes. Rome Hutchings asked about inventory and it was stated that ABANA had not purchased anything new.

Endowment Trust – January 1, 2009 found the Trust with relatively new trustees (4

months). Also one of the 3 trustees had moved on to the ABANA Board.

As of the first of the year, the Trust had \$163M in a relatively safe, but low interest, money market account awaiting investment in a higher yielding product.

In October of last year, ABANA asked its pro bono attorney, David Kahn for his opinion on the Trust being able to transfer money to ABANA to help with the 2010 Conference. At least the trustees considered the Trust irrevocable and the majority of the content in the Trust seemed to prevent giving principal money back to ABANA. Also, the Trust appeared to limit funds for anything other than scholarships, grants, or fellowships. Nevertheless, per an e-mail to the trustees, and the then president of ABANA, Mr. Kahn's opinion was that the Trust Agreement "served no useful purpose whatsoever, and the ABANA board of directors should exercise its authorityto dissolve the trust". "Short of dissolving the trust,.....it is the ABANA board, and not the trustees who are required to determine when and to whom trust distributions are to be made." Mr. Kahn followed up with a more legal and lengthy interpretation of his opinion in November. It was sent to the ABANA Board and the trustees, but the result appeared to be essentially the same. The November memorandum included a statement that the Trust could "grant" funds to ABANA for conference purposes or any other educational purpose.

In attempting to determine the original intent of the Trust at the time it began (February 23, 2005) the trustees and some ABANA Board Members contacted and visited with some of those on the Board in 2004 and early 2005.

It is my opinion after talking with the other trustee and Board Members, that the results of those visits is that some of the original Board members thought that the Trust was truly irrevocable and was designed to prevent the funds from being used by ABANA for other than scholarships, grants, and fellowships. That was their intention. Other board members said they were unhappy with the Trust Agreement as they thought it would limit access by ABANA. They said they warned the board of unintended consequences. Nevertheless, the whole board voted to establish the Trust and Agreement. On February 23, 2005 the board of ABANA funded the Trust with \$107M of ABANA General Funds and the balance of the initial \$150M with funds from an old Trust and the ABANA Scholarship Account.

In September of last year the trustees began the process of closing out the trust accounts at Merrill Lynch due to their financial problems and attempted to move them to Wachovia Bank. Wachovia then also began having financial problem. Problems within Wachovia and the lengthy time it seemed to take for the necessary trustee signatures resulted in the trust funds not being invested until March 20, 2009.

Throughout last fall and this spring Mutual Funds were "in the tank" as well as CD rates. The Trust Agreement suggested the appropriate investments were mutual funds. Nevertheless, the trustees were not confident enough in the market to invest the Trust moneys in Mutual Funds. As of March 20, \$100M was invested in a CD program based on a ladder going out 2 years with 6 each CD's maturing approximately 6 months apart. It was felt that with the ladder program, each 6 months the Trust would have access to approximately 1/6 of the investments for liquidity purposes. Also with CD's being

purchased each 6 months rather than at one time, the overall interest rate would not be subject to any one short term market rate. This left \$23M in a liquid interest bearing checking account, and \$40M in a money market account. The \$40M was reserved for ABANA to use for the 2010 Conference.

In 2009, the ABANA Board decided to have the Trust loan them \$34M following the loan provisions in the Trust. This was instead of the grant that was previously suggested by Mr. Kahn. The trustees agreed to this and a loan is currently being drawn by board member Andrew Blair to hopefully be ready by the time of the annual ABANA Board meeting in December.

In 2008 the trustees worked with the Alaska accountants reviewing past ABANA Board minutes etc. in trying to determine if any adjustments in the accounting were necessary. Several adjustments were made as a result in both 2008 and 2009. Also, in 2009 Paul Boulay and Doug Kluender suggested accounting adjustments. To date this year 2 of the laddered CD's have matured with one being renewed for 2 years and the other awaiting renewal for 2 years. In 2009 the trustees gave ABANA \$5,000 for scholarships.

The Trustees have a few suggestions for the Board of ABANA as follows:

1. Decide what they want to do with the current trust. Either do away with it and therefore put the funds into the accounts of ABANA, or establish a legitimate Trust.
2. ABANA should decide on their scholarship etc. policy. How much each year? Should it be the same each year, should it be based on trust income, or some combination thereof?

If ABANA decides to continue with a trust:

1. Require separate accounting for the trust by accountants so the trustees not on the ABANA Board can have access to the trust balance sheet, income statement, and cash flow. Separate accounting would also facilitate keeping track of the trust funds by the ABANA Board. The accounting can always also be incorporated into ABANA's books.
2. ABANA should decide if they are going to enter all funds received for scholarship into the trust or are they going to just pay funds to scholarship recipients and bypassing trust accounting (not recommended by the trustees).

A Balance sheet and income statement based on the 2008 accountant report and the bank states for 2009 were handed out.

By Laws & Procedures - To my knowledge, I am the only member of the Bylaws and Procedures Committee. If that is true, then it is fair to say that the Committee has met frequently. After I became a director, I reviewed the Bylaws and the Procedures carefully and obtained and briefly reviewed a copy of the Georgia non-profit corporation statute. Based on those reviews, I believe that both the Bylaws and the Procedures need substantial work. Here are my thoughts.

Bylaws: Georgia has adopted a new non-profit corporation statute since the Bylaws were drafted. I need to compare the Bylaws to the new statute and prepare amendments to make them consistent. In addition, I believe (in my capacity as a director) that the governance structure of ABANA needs to be significantly modified to make the management of the organization more efficient and effective. If the board decides to make changes to the current structure, they will be set forth in amendments to the Bylaws. Because an amendment to the Bylaws requires a member vote, it makes sense to do as many amendments as possible at the same time.

Procedures: The Procedures seem to be out of date, some more than others. I assume that the purpose of the Procedures is to promote continuity in the management of the organization as the Board and its officers change and also in the event that the CO changes. That is a worthwhile effort. The question is whether it is possible to keep them up to date on a current basis so that they serve the intended purpose. They are painfully detailed and it requires a significant effort to wade through them. They would have to be reviewed and revised at least annually to have any hope of remaining current. That revision cannot be done by just anyone. The person responsible for the revision of each Procedure would have to be the person most familiar with the operations to which that Procedure relates. I believe we need a Procedure for reviewing and revising the Procedures. That new Procedure would require that a person or persons be appointed to be responsible for revising each Procedure and an annual timetable established for getting that done. The Bylaws and Procedures Committee will be happy to write such a Procedure if the Board thinks we can make it work.

I intend to get started on these projects after the work on the Conference has subsided a little and after getting instructions from the Board at the meeting in December.

Submitted by: Andy Blair, Bylaws & Procedures Committee Chair

Affiliate Relations – Being that I have come into this position a little late I will do my best to fulfill this report. The goal is to enhance and nurture any and all relationships with ABANA Affiliate groups, and also encourage new Affiliates to join up. I do know Bruce was dedicated to reaching out to the Affiliates in every possible way to spread the benefits of ABANA. I have also attempted to keep this spirit alive through the Affiliate Letter, attending meetings, and answering emails that have come through Central Office.

The goal here is to create some worth and value to being an ABANA Affiliate that goes beyond being listed on the website. It may be time with the upcoming conference to discuss putting together an incentive to help lure the Affiliates back into participating with ABANA by submitting articles into the publications, possibly sponsoring portions of the 2010 conference. And ultimately being a consistent source of information for their local members to find out information on ABANA. These goals are ongoing. The biggest challenge is to keep almost 100 Affiliates up to date with the best information not only for communication with ABANA but for the sake of communication among area groups.

A survey in the upcoming year would better serve the direction of this committee and how we can best support our Affiliates. Paul Boulay has already approached me with this suggestion and I have started to piece together possible questions.

Submitted by: Peyton Anderson, Affiliate Relations Committee Chair

Peyton also stated that we have one new Affiliate, the Hungarian Blacksmith Guild.

Public Relations - The ultimate goal for this year was to recruit several off board members into the fold to help carry the torch out into the general public.

This goal fell short, but can hopefully become a reality in the upcoming year with a fast approaching conference. There has been some work done through contacts to Central Office including Jymm Hoffman being commissioned to reproduce a musket ball extractor tool for a show on the History Channel.

The biggest boost to the committee has been the development of the Heritage Award by Linda Tanner to acknowledge an individual or group in the general public who is working to preserve this craft. Upon the hopeful approval by the board this award will be the best "life line" to connect ABANA to the public with the potential coverage of the awards in the mass media.

Submitted by: Peyton Anderson, Public Relations Committee Chair

It was also noted that Nathan Robertson & Rome Hutchings will make a few hammers for the award.

It seems that we may not have 3 new Ed members after all. These appear to be higher Ed libraries who subscribe to the Anvils Ring. They may or may not want to join as an Educational Member. ABANA needs to offer this as a membership category, not assign it to any group. Appalachian State University just cancelled their subscription thinking ABANA had raised their subscription fee.

- Worked with educators within our organization to establish process within the board to achieve an educational component to our magazine.

Submitted by: Ken Prieser, Professional & Academic Outreach Committee, Chair

Publications – 2009 Adjustments: At the beginning of 2009 the publications contract with Rob Edwards (dba Sebastian Publishing) was adjusted in order to bring the cost down by about 18%. Several changes took place: (1) the page count of the AR was reduced by 8 pages (about 12% - this matches the page count reduction of the HB that had occurred the previous year); (2) the mailing of the two publications were collapsed into one that happens at the end of the quarter; (3) payments for the publications were split out on an even month by month basis; (4) Rob's contract was changed to one year rather than two more years. There were some immediate effects of this set of changes and some others that were not recognized at the time. The most important immediate result was that we survived our cash flow crunch. However one negative financial effect occurred that we didn't recognize at the time is that advertising revenue due to the ads in the AR was pushed back by about 2 months. This is essentially a one-time event and that effect is in the past. There has been a recent issue with advertising revenue and the payment of commissions to Sebastian Publishing for advertising, but that will be taken up later.

Struggles with getting fresh content for the Anvil's Ring:

The content in the 4 issues of each magazine continues to be good though perhaps not as representative of the breath of coverage that many in the membership would like. In order to get more varied content your publications committee put out a call for guest editors with the notion that such an individual would solicit content from a number of his or her acquaintances either representing a sub-genre within blacksmithing or the work of artists in a region known to the guest-editor. This is the methodology of the excellent British Blacksmith Magazine of BABA. Unfortunately the response has been essentially non-existent. A slight variant of this is still alive, that of a series editor. Mark Cochan of the Coloma California Gold Discovery Historic Site Blacksmith Shop contributed an excellent article on the Coloma shop. The notion was that he would go on to be a series editor on the theme of historic blacksmith sites and their stories, however we have not had any responses from the rest of the membership.

George Latermoser, the photographer that Dan Nauman works with to portray his work, contributed a 3 article series on photography for blacksmiths.

We also have the unfortunate case of Neil Mansfield. Neil submitted one article and lots of backup material and photos to the AR. However almost all of the photos had been automatically processed by his camera support software for inclusion in an e-mail. Thus they were an insufficient resolution to be used in the magazine. The notes from Rob and or Mimi asking for correction of this problem were viewed as rude and condescending by Neil to the extent that he wanted nothing to do with ABANA. An intervention by the Board and some long phone conversations between Rome and Neil were necessary to resolve the stalemate and to understand and fix the problem with the photos. The article was too late for the December issue but should be printed in March.

Graphics Design and Production Values: We have also struggled with graphics production values. For each of the issues of the AR this year the committee has gone through an early draft of the magazine and provided extensive notes on the areas of the design and the content that we found unfortunate for one reason or another. Valerie Ostenak has recently been particularly helpful in that respect. In many cases her keen eye and understanding of the principles of graphic design put into exact expression that which your humble committee chair sensed but was unable to articulate. To be fair these were early versions that we got before the finishing touches were applied. Still what we saw often needed more than finishing touches. And we have to understand our audience and ABANA's objectives for the AR.

The September issue was a problem in this respect in part because of a serious medical emergency. Linda Murphy, our prime graphics design person, suffered a stroke on Sept 11 and spent 15 days in the ICU and is on her way to a full or nearly full recovery. (Thanksgiving will mean a lot in that household this year.) So some of the final touches of that issue were supplied under very trying circumstances by Linda's husband Dennis and additional ex-colleagues enlisted due to the situation.

The content of the recent AR has included several articles about the demonstrators for the upcoming conference. The December issue will continue that trend and will have an article about Shelley Thomas of the UK. She is one of the principal demonstrators for the Memphis conference.

Hammers Blow: The Hammer's Blow as edited by Brian Gilbert has been relatively trouble free. However Brian needs a steady flow of contributions from the membership.

This problem will soon become considerably more difficult with the completion of the Controlled Hand Forging series that has been the content backbone of the HB for many years. Brian creates the content for the HB out of his own shop when not enough has been received. Some of this has been somewhat removed from blacksmithing. Board members are especially encouraged to provide content for the magazines - even if it is just a shop tip.

Strategy, differentiation and mission: We have to understand our audience and ABANA's objectives for the AR and the HB. There's a difference between being an inwardly focused magazine intended to inform the membership about each other's projects and processes, and one that aspires to be the face and vehicle representing the craft of blacksmithing and the art of blacksmiths to the world.

Business Issues: We need a new contract for the magazines. Separate the roles of editor, publisher, and graphics design person. Central office to sell ads. Commissions payable after the bill is paid. Cost targets and organization priorities need to be sorted. Of course, the overriding question is whether we continue with Rob Edwards for the coming year. We also have to put out the Conference program.

Motions: Change the issue designation to be less confusing. Today the Fall issue comes out during the final days of the Fall season when most would expect the Winter issue to be printed. Let's leave the seasonal references behind and instead refer to them by the month of publication.

Submitted by: Paul Boulay, Publications Committee Chair

It was stated that motions would be held over until tomorrow.

Internet – The committee chair continued as web master. He refuses to accept any of the budgeted stipend for this service because he is merely providing the most basic maintenance. Indeed there are many areas that have not been addressed:

To-do list:

- Enabling online Conference registrations
- Navigation overhaul
- Front Page redesign
- Protected Content Area
- Pubs area redesign
- Updated Forum Software
- "So you want to find out about blacksmithing"
- Photography page

Accomplishments:

- Affiliate page updates - about weekly
- Blacksmith's Links page updates - about weekly
- Updated calendar area software - content updates by Peyton
- Donations - enabled anytime - Dane's work is finished but he has not invoiced us.

During the past year the ABANA web site continued to serve the membership and the public at large. Website traffic was relatively flat over the past year. The statistics gathered by the hosting service show an average of 19,078 unique visitors per month, an average of 1.71 visitors per unique visitor and 3.87 pages viewed per visit. My view of these statistics is that the website has potential but is not living up to its potential - the fact that the average visitor looks at just 6.6 pages per month says they come by and go elsewhere, either because they don't find what they are looking for or because they come for a specific thing, find it and move on. ABANA is not the only source for blacksmithing on the web or even the primary one.

What can we do to improve? We need to add content, significant, meaty content, on a regular basis, content derived from the magazines and elsewhere. In the past the Board has been concerned that if we gave away too much for free we would not have dues paying members because they would simply get things on line and would not have to subscribe. My opinion is that such thinking dooms the organization to oblivion and irrelevance given the way the web works today. What is needed instead is that we should sell memberships not on the basis of what an individual member gets but rather to support the mission that ABANA is executing. Can the Board articulate the vision of ABANA and the mission we are undertaking to get that vision to come true in the world?

Submitted by: Paul Boulay, Internet Committee Chair

Long-Term Strategic Planning – Committee 2009 Aims and Goals:

- To "fine-tune" the mission statement of ABANA.
- To resolve the division between "artist blacksmiths" and "journeyman blacksmiths".
- To identify the issues that need to be addressed for the future viability of ABANA including:
 - Board issues
 - Conference issue
 - Marketing issues
 - Membership issues
- To identify the strengths, weaknesses, opportunities, and threats to the above issues for ABANA.

Accomplishments to Date:

- We have begun to establish the goals of the committee addressed above.
- We are in the process of reviewing the mission statement of ABANA.

- We are reviewing the founding documents of ABANA regarding the definition of artist-blacksmith.
- We have identified initial issues that need to be addressed for the future viability of ABANA including:
 - Board issues:
 - To identify ways to eliminate the politically charged culture of ABANA to raise its level of professionalism of the operations of the organization.
 - To identify ways to educate new members of the ABANA board to serve the objectives of ABANA through their contributions to the organization.
 - Conference issue:
 - To address the biennial conference structure including quality, fiscal responsibility, and location.
 - Marketing issues:
 - To determine how to market ABANA to every artist and journeyman in North America.
 - To determine how to create and appeal to a new generation of blacksmiths.
 - Membership issues:
 - To identify value-added benefits of membership beyond cost of membership.
 - To assess the viability of a professional Affiliate to serve members' professional development, business management, and design education.
- We have identified the strengths, weaknesses, opportunities, and threats to the above issues for ABANA.
 - Board issues:
 - Strengths: committed volunteers
 - Weaknesses: lack of communication and focus on organizational goals
 - Opportunities: individuals who want to contribute
 - Threats: offensive behavior
 - Conference issue:
 - Strengths: focused education of profession
 - Weaknesses: location limits participation
 - Opportunities: expertise if held at same location
 - Threats: fuel costs and economy
 - Marketing issues:
 - Strengths: relationships with Affiliates
 - Weaknesses: identification of target market, lack of submissions for publications
 - Opportunities: using web and journals
 - Threats: publication costs, competition from Affiliates to serve blacksmith needs
 - Membership issues:
 - Strengths: community of blacksmiths
 - Weaknesses: lack of interest of new generation of blacksmiths, lack of retention of members
 - Opportunities: demonstrate value of membership (education, professional development, etc.)
 - Threats: the economy

Expected Results from Committee Aims and Goals:

We believe that if we address the issues above, that ABANA will be in a stronger position as an organization.

Items Remaining not Completed from Committee Aims and Goals:

We need to prioritize the issue(s) that we want to first accomplish. Our recommendations will need to be brought before the Board for adoption, but if we address them in a focused manner, we feel we can accomplish our aims to serve the future of ABANA.

Submitted by: John Yust, Strategic Planning Committee Chair

John Yust also thanked Paul Moffett for his work on strategic planning. Paul and Myron were both great in this committee. John Yust said he will do a revision after committee input and he see this as a beginning, after a late start, to address important issues. He used survey data.

Joe Humble Award - No nomination call was made for 2009 and the procedure is still out of date. The committee members are still committed and Vince Nakovics is working on a plan to allow all newsletter editors compete on a level playing field. The nominees for 2008 are still intact and no decision has been made to make this award.

Submitted by: Rome Hutchings, Committee Member

Bealer Award – Rome Hutchings told everyone who won the award.

MOTION #5 – Paul Boulay moved to approve the Bealer Award 2010 nomination. Peyton Anderson seconded the motion. PASSED

Meeting adjourned for the day at 8:44 pm.

December 4, 2009

The meeting reconvened at 8:54am by Rome Hutchings.

Board members absent were Valerie Ostenak, Len Ledet and George Matthews
Non-board members present were recognized: Paul Moffett, Wayne Coe, Myron Hanson, Diane Walden and Victoria Lonergan.

Rome handed out the Board of Directors letter and asked everyone to sign it in good faith. He stated the ABANA mission and said the letter set ground rules on what to do as a board member. He also handed out the communication by email handout and asked everyone to look it over. Discussion on holding conference calls every couple of weeks ensued. Noted by several that communication via email was not working well Rome suggested the committee chairs set up conference calls whenever needed with committee members. A procedure can be established for the conference calls. Rome handed out a dysfunctional board article and thought it was interesting as it has

guidelines on how to resolve individual issues within the makeup of the board. It was noted to be discussed as a new business item and he asked everyone to review.

Paul Boulay brought a copy of the next Anvil's Ring. Rome let everyone know that John Yust and Myron Hanson brought a frame for the Ring Project so everyone could get an idea and take inspiration for the kind of metalwork to put in it. Wayne Coe talked about how Tom Clark forged the longest nail and it weighs 106lbs and getting blacksmiths to put their Touchmark on it and giving it to the Metal Museum in Tom's memory. Tom's Touchmark will be the only one to go on the head of the nail. Rome said the conference Touchmarks are in and said they've received the first ring for the ring project. John Yust asked everyone to go back and encourage others to make a ring. Tom Clark came up with the ring project idea and it was noted that this was done for the BAM conference.

Nominations and Election of Officers

Peyton Anderson asked everyone to vote in a timely manner

- President –Peyton Anderson nominated Rome Hutchings. Linda Tanner seconded the nomination. Paul Boulay nominated John McLellan. Doug Kluender seconded the nomination. Jack Parks moved to close the nominations and it was seconded by David Hutchinson. Rome Hutchings was elected President.

Wayne commended Rome Hutchings for the exemplary job he has done. He has been talking with members and communication has been good between the board. Paul Boulay talked about John's ability to achieve consensus and thought he would do a good job. Doug Kluender agreed and said he had done a good job in the past.

- 1st Vice President – Peyton Anderson nominated Paul Boulay. Linda Tanner seconded the nomination. Paul Boulay nominated John McLellan. Doug Kluender seconded the nomination. David Hutchinson moved to close the nominations and it was seconded by Jack Parks. Paul Boulay was elected 1st Vice President.
- 2nd Vice President – Linda Tanner nominated David Hutchinson. Peyton Anderson seconded the nomination. David Hutchinson was elected 2nd Vice President.
- Secretary – David Hutchinson nominated Peyton Anderson. Andy Blair seconded the nomination. Paul Boulay nominated Andy Blair and he declined. Peyton Anderson was elected Secretary.
- Treasurer – Lance Davis nominated Linda Tanner. Peyton Anderson seconded the nomination. Linda Tanner was elected Treasurer.

Jack Parks noted there should be photographs of the Officers and Board Members in The Anvil's Ring.

Rome Hutchings asked if there were any questions or comments about committee reports from last night. He passed out committee assignment list. Rome asked for discussion regarding the finance committee report. Paul Boulay discussed the budget and the breakdown of the admin costs and the accounts breakdown. Discussion ensued about the mailing rates and non profit rates. The board agreed that the Central Office should purchase a weight scale so they could mail larger packages. This expense will be put in admin expenses and should save on postage.

Discussion came up about the postcard membership reminder and ABANA is no longer doing that. 70% of the members have email and can be reminded that way. Andy Blair asked if we should do a 3rd mailing to remind the members or is it worth it. He offered to chip in for the mailing. Rome said at this time that a mailing was done once a year to the expired members. There was discussion about setting the date and if it would be done on their anniversary date or the first of the year and to prorate the rate for the year. Rome brought up renewing at the beginning of the year. Linda Tanners though it was a good idea and could happen and help annual renewal as some people renew at conferences. Wayne Coe thought making the transition would be hardest. John thought putting the renewal date on their mailing label would be an idea. Peyton said if it was pro-rated, we would have less money. Linda Tanner asked about duplicate members and how that happens. Discussion ensued about the membership card and whether the one we have is the best versus preprinted cards or whether or not we should even have one. It was suggested that we search out more cost effective options.

Break at 10:10am

Back in Session at 10:40am

Rome Hutchings stated the Committee Assignment list still needs a few people. Peyton Anderson put Diane Walden on the Public Relations committee. Rome set up a conference call at 1:30pm with David Kahn. Rome asked to put announcement on hold until tomorrow for committee chairs, etc. At this time Rome brought out the new business discussion items.

NEW BUSINESS DISCUSSION ITEMS

Strategic Planning - Paul Boulay began with the Strategic Vision for ABANA. He thought we should have a vision and what is the mission of ABANA to continue on. It was thought we should do more with the general public; the Affiliate's role; getting our publications to the newsstands. John Yust thought life today is very different than 1976 with books, the internet, etc. All this has changed the idea of blacksmith knowledge and we should adjust our spending to our true mission. Rome said the strategic committee will continue to work on this.

Membership - Paul Boulay said we have looked at membership and every quarter we lose members. Last quarter we lost 250 members and that was low. He suggested we do another survey. Rome said maybe constant contact could do it. Paul said he was happy with Survey Monkey and it was used before. Rome can give Peyton a sample

and Peyton could come up with the questions. Paul Boulay thought the question about how likely are you to recommend a friend of yours to join ABANA and thought that was the big question. He wondered what our ration would be if we asked that question. It was noted that local Affiliates usually give the people what they need. Wayne Coe said ABANA is the glue that holds everything together. Linda Tanner said it's about the cause and Rome Hutchings thought it was about the vision and mission. Rome Hutchings thought it was a good idea to have a membership committee. and is open to anyone taking that ball. Andy Blair said he would be happy to be on the committee and feels it's a very necessary thing. Wayne Coe said Off Board committee members need to be kept up to date with what is happening. Constant Contact could still be used for articles and board members need to send in articles too. It was discussed that we have 35 lifetime members and that the list needs to be updated for those who have passed on and well as to list reasons why they are on the list.

Publications - Discussion ensued about the publications contract. It was noted to keep it like it is. We need to negotiate the back issues. Linda Murphy wants garden stakes for giving us a DVD of all the back issues of the ABANA publications.

MOTION #5 – Peyton Anderson moved to give Paul Boulay the authority to get the approval signatures on the 2010 publications contracts for both The Anvil's Ring and Hammer's Blow. John Yust seconded the motion. PASSED

Central Office - The Central Office was discussed regarding efficiency and function and it was noted there still needs improvement.

MOTION #6 – David Hutchison moved to approve the Central Office contract as Andy Blair has written it. Paul Boulay seconded the motion. PASSED

Elections - There was discussion about Auto Pay and it was noted that ABANA should do it and to have the Central Office look into it. We had over \$5,000 come in from contributions. The board discussed the board meeting date and our procedures state November. Maybe the procedure needs to be changed concerning the meeting time of the year. Andy Blair thought it needs to be early November or late September. Paul Boulay said the reason the way it is now is because of the publications time and that the by-laws would need to be changed. Doug Kluender said we could mail out the ballot then it will get around that issue. Discussion ensued about doing a mailer with the statements and ballot for the board. Rome Hutchings said the vacancy appointment in constant contact got a good response. It was noted we could create a questionnaire and the board could nominate from the membership but getting 10 signatures may be a deterrent.

Break at 12:36pm

Back in Session at 2:16pm

Discussion ensued about a procedure for BABA exchange to be developed. Rome Hutchings asked for ideas for reciprocal advertising, updated advertising in the

Fabricator and how to get more trade ads. The central office to develop a letter for trade ads.

Linda Tanner suggested having a place of honor plaque for past members who have passed on. Relatives would pay for the plaque. This would be a good thing for ABANA and possibly the Metal Museum. They could be placed in the library at the Metal Museum. Discussion ensued about the project, design fundraising levels, etc. John Yust thought it needed to be something of benefit to both organizations. It could be a fence on the Metal Museum grounds. Any donations could be split. Rome Hutchings asked Linda Tanner and John Yust to discuss with the Metal Museum to see if they would be interested.

Insurance - Rome Hutchings said everyone agreed we should get quotes on a new carrier for our board insurance policy for the upcoming year and to go ahead and do that.

Scholarships - Rome Hutchings said many Affiliates have their own funds. They will discuss with David Kahn on conference call.

Convention/Symposium – This idea was discussed for ABANA. Should we have it at a big hotel or auditorium, possible gallery donations, etc. Affiliates could bid on the opportunity to sponsor the event. An article was done on this in the Anvil's Ring in the past. Rome Hutchings thought this could be a long range planning project and could help build membership. It was stated that Dan Nauman wants to see something like this as well and Rome Hutchings will talk with Dan Nauman and let us know the outcome.

Linda Tanner suggested we have an Affiliate Liaison program and we should be visible at Affiliate events. Rome suggested he write a letter to the presidents regarding this effort to give more visibility to ABANA.

Andy Blair discussed the study on the management of nonprofit boards without a 15 member board. He would like to give 3-4 governance models to the board. He thought pretty radical restructuring might be the answer. Rome Hutchings said we would need to become a policy and program focused system. Doug Kluender, Andy Blair, John McLellan and John Yust would be part of the committee and to go ahead on this. Andy Blair thought long range planning and governance restructuring work together.

Next there was discussion about V Bulletin and email. Peyton Anderson was strongly for it and said from a historical perspective we needed to be able to check back on what was discussed by email, etc. It would keep everyone more focused. Doug Kluender said it requires a strong moderator. Doug Kluender stated that the board was always in session through email and that the time should be limited. Rome Hutchings said one week a month is good to send email, have conference call, etc. Doug Kluender donated V Bulletin software but the license had lapsed. Paul Boulay has re-licensed it and it is paid up. Discussion ensued about voting and that everyone needed to be voting. It was noted that not everyone gets their email daily and that's why they don't vote.

Rome Hutchings would like to see some kind of procedure where the board operates for one week out of the month. Discussion ensued about V Bulletin. Rome Hutchings donated the first \$50. Paul Boulay said it would be \$330 total and that we may need to increase the web space.

Trust – There was a conference Call with David Kahn. Linda Tanner excused herself from the conference call due to a conflict of interest from also being on the Board of Trustees. David Kahn led the discussion on the trust agreement and the issues. The 2005 board set it up and transferred all the working capital to the trust with provisions in place for earnings to go for the educational mission. Understood it limits the proceeds to scholarships and educational purposes. The board can not tie the hands of the future board and taking working capital is an illegal act. The trust overlaps ABANA's purpose. Legally the framers were ill advised and to dissolve the trust you need to go into court to do so but Kahn doesn't see any good from it. Rome Hutchings said part of the trust comes from reserves, parts from endowments for scholarships, and that we want to honor and respect those donors. UPMIFA says what to do with restricted endowments. Discussion ensued about options on what to do with it and the restrictions on the money and what the trustee could do. Call was concluded and will call David Kahn back for further discussion as needed.

Break at 4:00pm

Back in Session at 4:15pm

Rome Hutchings asked Paul Moffett to give some historical background about the trust. He said it was the idea of Will Hightower and Will asked Jerry Kaegle to write the document. He said David Kahn's advice is good; get the money out and not squander it and it needs to be taken care of in a Georgia court. He said Dorothy Steigler, Don Kemper and Bill Calloway were there and wanted to try and protect the trust. Andy Blair said there is a provision it will be governed in GA. He said to find a lawyer and then move the administration of the trust to the new lawyer. Doug Kluender and Paul Boulay said whatever we do, the board is responsible for doing what is right. Every year from 2003-2008 ABANA has lost money. That says the board has not been effective in managing the money. The board has been living beyond its means. Doug Kluender said there was \$25,000 that came from endowments, and \$106,000 in current operating money. John Yust thanked Rome Hutchings, Paul Boulay, Doug Kluender and Andy Parks for finding out all these details. Rome Hutchings said have a responsibility to honor the original donors' intent as well as those who continue to donate all along. He said we need some kind of vehicle that is set up properly that we can put some funds to go towards scholarships and grants. Discussion ensued. Doug Kluender suggested we appoint a committee, have a call with David Kahn and make a preliminary decision regarding what the board wants to do. He said you can't turn taxable money into tax free money and give it out. More discussion. Rome suggested John, David and Doug start a committee to look into this and come back to the board with a presentation on what to do regarding the trust. David Hutchinson motioned that whatever the trust give us for 2009, we use next year and we keep what is not used so we'll be one year ahead. More discussion. Jack Parks asked if we had money for the conference and Paul Boulay said we have a \$34,000 loan from the trust.

Doug Kluender wants to get approval to revise the trust and get with Dick Nietfield. Linda Tanner excused herself and left the room because of a conflict of interest. David Hutchinson said to scratch what he said previously. Paul Boulay said we want to enable the folks to revise the trust document.

MOTION #7 – Paul Boulay moved to authorize Doug Kluender, John McLellan and David Kahn to revise the trust document to be presented to the board within 90 days. Jack Parks seconded the motion. PASSED

John Yust thought looking into these early donations would be helpful. He wanted someone to talk to Mac Beal also to get his thoughts. Doug Kluender said Mac Beal wanted to see a perpetual fund with interest to be used towards educational benefits, grants, bequests, etc.

Rome Hutchings said there were many goals to achieve before the 2010 conference. He said William Rogers will man the educational table at the conference. William Rogers and Ken Prieser were instrumental in getting educational members and Peyton Anderson said they should remain as committee members and stay involved. Rome Hutchings asked for more members on committees. He thanked everyone who signed up for committees and said he would do his best to help committee chairs further their goals.

MOTION #8 – Peyton Anderson moved to adjourn the meeting. John Yust seconded the motion. PASSED

Meeting adjourned at 5:13pm

December 5, 2009

Board members absent were Valerie Ostenak, Len Ledet and George Matthews
Non-board members present were Paul Moffett, Myron Hanson, Diane Walden and Victoria Lonergan.

Rome Hutchings passed out the new committee assignment list and went over it noting we needed to get more off board members on committees. David Hutchison and Paul Boulay discussed money in the exhibition fund and how to use the money – for the conference, CD (gallery CD), etc. Exhibitions to become part of the conference committee. It was noted that people do donate money for exhibitions and the money could be used for the gallery at the conference.

Meeting was called to order at 9:20am

Linda Tanner said if ABANA decides to have a convention, the exhibition money could be used there. Discussion ensued about keeping the exhibition committee as it is for now and allow them to make the decision.

The Heritage Award has been approved. Rome Hutchings wants to set up the Joe Humble Award the same as the Bealer Awards. It was asked what could be done for the Journeyman Program. Rome Hutchings said he would help with any resources. Rome told the chairs to get help from the membership. Paul Boulay asked about the library and where do we get new library content. We have no books. Paul Boulay said there needs to be something to bring in new stuff for the library. Maybe we should reinvest money into getting more content. David Hutchison said we'd have the conference on a CD as property of ABANA for future use. This will be discussed by the Sales Committee.

NEW BUSINESS DISCUSSION ITEMS

Non Discrimination Policy - Rome Hutchings read the Non Discrimination Policy.

MOTION #9 – Peyton Anderson moved to approve the language of the Non Discrimination Policy. John McLellan seconded the motion. PASSED

Rome Hutchings handed out the paper for signatures so it could be added to the procedures manual.

By Laws - David Kahn has agreed to assist in honing up the ByLaws. The Affiliates section should be redefined. It hasn't been revised since the change from chapters.

Scholarships - There was discussion about how to enforce the requirements for a grant or scholarship. ABANA decided to give them 80% of the money and 20% when they give a payback article. The committee to keep contact until obligations are fulfilled.

Affiliate Relations – Rome Hutchings will send a letter out to all the Affiliates the first of the year. Lots of things could be done with the Affiliates. Linda Tanner asked if there would be a table for them at the conference. They will be able to set up a booth to share information. John McLellan said that at past conferences they had time to meet and greet people. David Hutchison said there will be time for that.

MOTION #10 – Peyton Anderson moved to accept the Hungarian Blacksmith Guild as our newest Affiliate. Paul Boulay seconded the motion. PASSED

Publications – Paul Boulay was approached by EBSCO., a well known library database company and they want us to allow them to index our magazines into their database through their site. ABANA would get a small license fee. They make money by selling articles on a pay per view and we would receive 20% of cost. David Hutchison asked who would get to view them and Paul Boulay said anyone who pays them the fee. Paul Boulay thinks it's a good thing. They sell the subscription to libraries and you have to

be a member to pay to view the article. Rome Hutchings said its right on mission. Discussion ensued and it was agreed for Paul Boulay to do it.

Paul said the next decision is to decide how much to put on the website – just teasers like before. Paul Boulay asked the board if Rob Edwards can do interviews again as the procedures are old. Rob Edwards does what the procedures manual says. It was agreed that the procedures manual is outdated and he should do what the contract says. David Hutchison said we could put the interviews on the website. It was the consensus of the board for Rob Edwards to do interviews.

V Bulletin – Paul Boulay said that we do have money in the 2009 budget from the webmaster funds to purchase V Bulletin.

MOTION #11 – Paul Boulay moved to purchase the V Bulletin software. John Yust seconded the motion. PASSED

Conference Program – Paul Boulay asked if we should create a contract for the conference program. This would be bios, note space, schedule and ad space. Rob Edwards did it in the past. Valerie Ostenak offered to price it out and Diane Walden could give a quote. They thought it would be great to recognize the donors and sponsors as well as give ad space to the Metal Museum and the Keeler Brothers. Rob Edwards, Diane Walden and Valerie Ostenak to all give bids for the conference program. Paul Boulay said this would be a good opportunity to see a sample of Valerie Ostenak's work.

Ring Project – Paul Boulay asked for content for the publications regarding the conference. This will be the last issue. The Stump of Nails article was in the Fall issue. He asked to put out a call for rings for the ring project. Updates are being posted on the website. Tom Clark's Nail Memorial is traveling the country. Discussion ensued about the garden stakes for Linda Murphy and the conference. Linda asked the board members to each make one. Linda is making our past publications digital. Rome Hutchings suggested we make two, one stake for the auction and one for Linda as a thank you for creating the cds. David Hutchison, Andy Blair and Linda Tanners are opposed to this idea. There was never a contract with Linda Murphy.

Break at 10:40am

Back in Session at 11:14am

Insurance – Doug Kluender to provide insurance number on who signed up. It was agreed to shop for a new insurance company.

Committee Structure – It was agreed to leave it as it is. They considered having board members adopt issues but they have enough to keep them going as it is. The quarterly reports have not been done in a constant ways. Create ten goals and an action plan to carry out the goals. Quarterly reports would be nice for the whole board.

Website – Paul Boulay said he was willing to continue to help with the website. He said the website is our primary vehicle and the ABANA site is pathetic. It would cost 30K or more to redo the site. Kim Thomas has expressed the desire to help. Discussion ensued about the website and what the users want from it. Rome Hutchings said we all need to send in articles for both publications.

Article Round Robin – Discussion came up about submitting articles and Paul Boulay said we are short on story board articles. He said we have people to edit articles but need direction. There were suggestions about articles. David Hutchison said last year they tried to get Brian Gilbert to come to Gichner’s for ideas and an interview. Andy Blair said people may be put off by the time and effort to submit an article. He would be happy to help people get articles written. Paul Boulay said he was asked by the CBA for funding to help sponsor one of their guys to go to Europe to find demonstrators. May be an education grant but what they are asking for may be more than what ABANA gives.

Fundraising and Sponsorships – Andy Blair has located a woman in Montana to write an NEA grant. John Yust asked do we need a spot that states we are looking for contributions to reach a 50K website goal? Something to think about. Discussion ensued. Everyone should be looking for ways to get help with fundraising and sponsorships.

Website – Rome Hutchings told everyone that when visiting a lot of professional websites there is a Click Here Now button to donate for the cause. Paul Boulay said we have that now on our site but it’s not easy to find. John Yust asked about the Off Year Seminar and that we really need to think more about that. He was concerned about starting that due to the conference planning.

He asked for more details from the board before planning. Andy Blair said the usual problem is location and why not have a regional event. John Yust was moved by Paley talking about looking fresh at all sculptures. John Yust suggested starting a group to go to BABA on off years.

CPA and Accountant – The accountant asked for \$25 a month but Linda Tanner talked to him and he agreed to keep it the same with all the additional changes needed to put forth for the finance committee breakdowns. Five years financials cost \$200. It was agree to go ahead and do it. Rome Hutchings said to condense this to half page and put in 5 years retrospective in the winter issue of The Anvil’s Ring. Linda Tanner said that paying for five publications put ABANA in the red but that it has been better since the payment adjustment. The membership wants the information and we need to publish it. Rome Hutchings said lots of organizations also do this. The CPA has been on vacation has not yet gotten confirmation to keep the cost the same.

MOTION #12 – Paul Boulay moved to approved agreements with the CPA and accountant. Andy Blair seconded the motion. **PASSED**

Break for lunch at 12:15pm

Back in Session at 1:48pm

Conference 2010 – It was said that the biggest problem at the conference is the volunteers and knowing who is doing what (ex. Gallery). The set up crew is done. The containers are a big problem. Myron Hanson suggesting getting a trailer. Get everything out of the containers, clean it, and get rid of the bad items. Discussion ensued about the containers and solutions. Rome Hutchings brought up the conference procedures and that something needs to be done about inventory and how to keep track of it and what should be done with it. Rome Hutchings will check on prices for a trailer. The Forge Council will run the hospitality tent at the conference. Lance Davis said that set up and tear down is covered. Paul Boulay asked if there is room in the budget to replace broken grinders, etc. Rome Hutchings said he will go to Grainger to see if we can get some help with items needed. John McLellan said we should get the trailer before we start pulling all the stuff out of the containers. Discussion ensued about Vendors, Affiliate space, educational tables, etc. There will be a pay as you go BBQ before the auction. The Agricenter has an approved list of vendors. Corky's is doing the BBQ. Andy Blair asked if we had a list of volunteers. John McLellan asked if there is a volunteer policy. It was said that day volunteers get a free lunch and t-shirt and the set up crew is comped. Paul Boulay has added 5K for the trailer and 1K for tools. Rome Hutchings said everyone should be aware that if we luck out and get a good deal then we should really avoid buying last minute stuff. We also have a lot more room than we thought and we should let the tailgaters park close to the demonstrators trying to keep things close. There should be a minimum of 100 feet between tents. Rome Hutchings introduced Carissa Hussong (Exec. Director of the Metal Museum) at this time. She said her schedule is very open for the conference. She is waiting for Iron 2010 items. Everyone wearing an ABANA badge means free entry, special breakfast, cocktail event, etc. and she will be happy to promote the conference, gallery and auction. She will work with ABANA on joint press releases.

Break at 2:45pm

Back in Session at 3:00pm

Conference 2010 continued – Discussion ensued regarding the schedule for the Iron 2010, Demos, Gallery and Auction. The opening ceremony and lighting of the first fire will be at 6pm and must involve music. Rome Hutchings to contact Jeannie of Forge Council regarding music. The reason not to open until 12 noon is to let the photographer work. Andy Blair was concerned that not many people will attend one or the other demo but it was noted that some of the demos will repeat. Discussion ensued. Myron Hanson asked if there is a board member for gallery, registrations, etc. Steve Williamson said he's had 6 inquiries and 3 back for the gallery. Paul Boulay asked if there was money for gallery freight. Yes, \$350.00 as of now. It was thought we should exhibition money to help with costs. John McLellan said FedEx is set to hold stuff for the gallery. He will get dates to ship and it can all be held and brought out all at once. We need to establish a shipping window. John McLellan will identify all aspects for the shipping.

David Hutchinson stated that we stop everything for Iron 2010 at 4pm and then it starts at 6pm. There will be transportation pay as you go to get to the Metal Museum. Demos, etc. will still be going on at the conference. Rome Hutchings said he would talk

to Carissa H. about those proposed plans to make sure it is suitable. Schedules will be posted. It was stated that we should publish the time for the general meeting and the board meeting to follow. Paul Boulay asked everyone to get info to him in a week for the 1st draft so we can make sure we haven't missed anything. There is \$2,561.00 in the exhibition fund right now.

MOTION #13 – Andy Blair moved to use all of the \$2,561.00 in the exhibition fund for the gallery costs. John McLellan seconded the motion. PASSED

Steve Williamson wanted to know how many items we will accept for the gallery. Currently we only ask for two. Rome suggested to take off the limit at this date. Steve Williamson said he has asked people to ship their items in reusable containers with screws and 2 labels for sending it back. Carissa Hussong is good with 6-9pm on Thursday and the Metal Museum can handle about 250 people. The Metal Museum will let in conference people free to the gallery. It was suggested we charge a fee for lost badges at the conference.

At this time Linda Tanner removed herself due to a conflict of interest in Trust discussion. Lance Davis asked if we could take money from the trust as a grant and not a loan. Andy Blair will talk with Dick Nietfeld. Rome Hutchings feels that ABANA will really hurt financially if we don't get the loan and that the loan is the most ideal solution to the future of ABANA. Discussion ensued. Rome Hutchings said we have created a vehicle to create special memberships to get in for the day and that is the Day Pass. Andy Blair suggested we color code the day passes. David Hutchison asked do we need to hand out beer passes before the auction and Andy Blair said the beer is for sale and not given to them.

Break at 4:03pm

Back in Session at 4:25pm

Conference 2010 continued- At this time there was discussion on the programs at the conference. Boones, Metallurgy discussion, Ring Project – needed is a three person jury to select the rings. Smaller items needed for the silent auction and someone is needed to monitor it. Hour presentation on design elements/processes. Daily items need to be collected from vendors for the Iron In The Hat, AutoCad, Photography workshop-two talks on photographing blacksmith items, Slideshow Wars, Touchmarks on garden stakes, Affiliate roundtable were all discussed. Needed is a 18" x 6' stump, additional AV equipment and LCD projector. All demonstrator agreements have been sent out. The central office will have their own laptops and Paul Boulay has the '06 registration computer. People needed to set up. The rental company across the street may be on set up too depending on the cost. Jill Turman through Paul Boulay said regarding the Slideshow Wars is people would put their images in the pot and when yours pops up you lay claim to it by standing up. It was suggested to use the printer person from Friday night Forge Council meeting as poster printer.

Discussion came up about first aid stations and having people treat themselves and how to find help when needed. The sound equipment person needs to be on site at all

times. Port a Johns and water are needed for the set up crews. Video person still not decided. The demonstrations need to be documented and the video to be the property of ABANA. There is no real policy on making a video of a demonstration. Are we going to prohibit conference members from using cameras. Attendees can use cameras. If we allow video recording then it is for personal use only. The SOFA policy is you can video tape but they keep the master and give you a copy. Home movies if hand held are OK. Paul Moffett said to develop your own rules. Put out a video release form to do this provided we get a copy. A policy is needed on this and should go to the committee. The videographer should not interrupt the demonstrator. It was asked if this should be in the confirmation letter. Discussion ensued.

Publicity – Paul Boulay said he could not do it and someone needs to step up.

The Metal Museum will be doing mutual press releases and email blasts and they will mail a postcard announcement. Diane Walden to contact the CVB before the first of the year. John Yust remembers at Seattle the guy from the paper took a photo of Pete R. doing puddle people on the front page of the paper. We need to have the media go to a PR person. The PR committee will select a person. Paul Boulay said he would send out the 300+ to do list to everyone and Rome Hutchings said we need to assign people to tasks.

Jim Masterson can't say what they have spent in the past for gallery costs. A minimum of \$350 is needed to clean up what we need, i.e., paint for pedestals, lighting, tall ladder, security, intake and outgoing person. Discussion ensued on criteria for shipping/receiving gallery pieces. There should be inspection forms and all pieces will need to be checked for damage when they come in and go out. The photographer needs to take a picture of the piece. Labels will need to be put on the pieces to track the piece. 100 objects are about what we have dealt with. Brian Gilbert has done this in the past. It was suggested to do a possible photo preview for the auction on the website and/or use those photos for the front of the postcard. Valerie Ostenak is to be the exhibition chair. It was noted that we need a brochure on the conference to hand out at the Metal Museum and to the Affiliates, etc.

MOTION #14 – Peyton Anderson moved to adjourn the 2009 Board of Directors Fall Meeting at 6:03pm. John Yust seconded the motion. PASSED

Respectfully submitted: Peyton Anderson, Secretary