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2008 ABANA BOARD OF DIRECTORS MEETING

Memphis, Tennessee

Friday, October 31, 2008

The meeting was called to order at 8:37 a.m. by 1st Vice President Rome Hutchings. He welcomed all new board members. Those in attendance were:

Peyton Anderson	Myron Hanson	Ken Preiser	John Yust
Paul Boulay	Rome Hutchings	William Rogers	
Wayne Coe	David Hutchison	Linda Tanner	
Rob Edwards	Doug Kluender	Jill Turman	
Brian Gilbert	Jim Masterson	Bruce Woodward	

Absent: Kim Saliba

Kate Dinneen joined the board meeting on November 1, 2008

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

Proof of notice for the meeting was given.

MOTION #1 - Paul Boulay moved to accept the minutes from the 2007 ABANA Board of Directors meeting held in Memphis, Tennessee. Wayne Coe seconded the motion.
PASSED

MOTION #2 - Wayne Coe moved to suspend the rule for officer elections until the afternoon after the committee reports but no later than 3:45pm. Paul Boulay seconded the motion. PASSED

Reports by Officers

- **President's Report** - Chris Winterstein did not submit a report.

- **1st Vice-President Report** – Rome Hutchings submitted the 1st quarter committee reports in the board packets and mentioned that they accomplished many objectives last year, and he was very appreciative of the work completed.
- **2nd Vice-President Report** – Jill Turman noted the Executive Committee activity has included conference calls with David Kahn, the pro bono attorney and advisor for non-profit issues, and he has been an excellent resource and they were very appreciative for his legal counsel.
- **Secretary Report** – Peyton Anderson said Eric Ryser did not submit a report. He stated his report begins when he came into office in August. Peyton Anderson reported that the Central Office was moved. He gave a special thanks to Wayne Coe for undertaking the move of ABANA materials and files from Tennessee to Virginia. He also commended Linda and Mike Tanner for assisting with the move. He stated that it was a seamless transition. He reported that the Central Office had submitted a report for their activities from July 15, 2008. Rome Hutchings stated he had requested a report from the past secretary, as well as a request to transfer all Secretary records to Peyton Anderson.

Discussion ensued regarding the Motions from last year and the need to record them in the Minutes book. Peyton Anderson stated he had the Motions from August 2008. David Hutchinson suggested a certified letter be sent on behalf of ABANA to Eric Ryser to return any items, minutes, etc.

Linda Tanner stated she had not received anything from the past Treasurer as well. She stated she had to collect her information from the CPA, not knowing what had transpired prior to her term, she also added she did not know what had been paid or not paid. She commented that there should be procedures in place for the return of materials from past officers. She continued that it has been reported that Dorothy Steigler, past Treasurer, stated that she sent everything to the Central Office. She added that the CPA in Alaska should have a record of all the check registers. Discussion ensued on the responsibility of returning material after your position has ended to the new officer. Paul Boulay stated that all motions need to be in a Motions Book. Rome Hutchings commented that he has them in a pdf file but they haven't been updated. Diane Walden stated the Central Office has not received anything from Dorothy Steigler.

ACTION ITEM: Jill Turman requested that she contact Eric Ryser to return his records, and the Central Office send Dorothy Steigler a certified letter requesting past Treasurer materials.

- **Treasurer Report** – Linda Tanner presented an overview of her background with business and accounting expertise. She noted that she was the third Treasurer this year. She did not receive the ABANA checkbook until May 1. She commented that she thought that some records might have been shipped between Will Hightower, Dorothy Steigler, and Heather Hutton. She has gathered information from the CPA and continued her duties from that date. She commented that she will present the Finance Committee report later and it will give more in-depth information.
- **Central Office (CO) Report** - Peyton Anderson read the report submitted to him from the Central Office. He reported that for the past 3 ½ months the new Central Office has been in a transition period since moving from Knoxville, TN. He reported that 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. We are working diligently with Paul Boulay and Rome Hutchings to improve the membership retention rate, and have a program in place to contact the lapsed members and encourage them to renew.

The CO is looking forward to selling the ABANA merchandise, which is to arrive shortly from Linda Tanner. They are in the process of filing the R-I Form (Virginia Dept. of Taxation Business Registration Application). After the submission of this form, they will be obligated to pay sales tax to the State of Virginia for tax collected from VA residents. For all sales that are out-of-state, they are not obligated to collect tax. The monthly reporting will begin in December 2008.

The CO has researched through the VA tax department in Richmond the legalities in the State of VA that require processing so that ABANA is meeting all its requirements as a non-profit. They have also prepared the Application for a Certificate of Authority to Transact Business in VA. The Sales and Use Tax certificate has been received. 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 2008 have been submitted to the Dumfries Post Office for both publications. The CO has arranged to receive mail at their office, instead of a PO Box, and discontinued the UPS account for daily pickup. Their PO picks up at no charge. These are a new savings for ABANA.

In an effort to keep the ABANA Affiliate information up-to-date, the CO has created an Affiliate Access database in order to make changes to the Affiliate contact information. The database enables them 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 recently included on the Affiliate application regarding their members, publications, etc. All this information will be very useful for ABANA's future membership drives.

The CO would like to mail a single page version of the application to all the Affiliates once permission is granted. With the Affiliate database, we have one place to keep all this great information about our Affiliates. We currently send Paul Boulay a monthly updated Affiliate Excel spreadsheet and PDF file for posting on the web site.

At the request of the Publications Committee, the CO acquired bids from four companies for the printing, production, graphic development, etc. for the Hammer's Blow and The Anvil's Ring. This information has been submitted to the committee for review.

The CO has researched firms in VA for accounting and CPA services. This information has been submitted to Linda Tanner for reporting at the Board meeting. We have been working with the current CPA/Accounting firm to process all ABANA financial invoices, checks, credit card processing, etc.

The CO arranged for hotel accommodations in Memphis for Board members, as well as a complimentary reception for the Board, sponsored by the Memphis CVB and the Comfort Inn Downtown. Board packets have been prepared for all members. Victoria Lonergan and Diane Walden will represent the Central Office at the meeting.

The CO intends to research foundations and organizations for information on educational grants that will greatly improve ABANA's ability to provide grants to blacksmithing students. This research will begin in mid-November.

Doug Kluender inquired about ABANA's non-profit 501 (c) 3 status in the state of Virginia. Diane Walden stated they have prepared the legal forms and are waiting for a true and correct copy of the Articles of Incorporation, which must be submitted to the CO by the State of Georgia.

Peyton Anderson thanked the CO for their work and said they're all very appreciative of what has been done so far. The welcome reception was appreciated, especially after having traveled all day to Memphis.

Discussion ensued about the CO and staff and their professionalism. Brian Gilbert

stated it is not a one person job.

Doug Kluender had a question about the 501(c) 3 letter and did it only apply to retail items sold in VA and Diane Walden replied the letter keeps you from paying taxes in TN for the rental car, etc. and that it is applicable in other states as well. Doug Kluender disagreed and said it doesn't exempt ABANA from all taxes, and that they need to keep records. Diane Walden said that is true but in the state of TN according to the Sales and Use Tax Dept., as a non-profit all you need is the letter. Diane Walden has checked with the hotel to make sure that it is acceptable.

Doug Kluender also questioned how the Affiliate database is kept current. Diane Walden stated the information is updated as we receive the changes daily. Paul Boulay stated that they have had to go to the Affiliate for current information and the new CO has been doing a great job of keeping him informed.

Rome Hutchings asked for announcements at this time. No Announcements

Division / Committee Reports and Action Requests

Rome Hutchings asked the Division Chairs to give a short oral report on the 2007/2008 year.

BUSINESS DIVISION - Linda Tanner read and passed out the 2007 Treasurer report to refresh everyone. She stated ABANA continues to be over budget each quarter because of pre-payments to Sebastian publishing for AR and HB. This has caused a hardship when paying other bills in 2007 and 2008. She further reported that she did not receive a third quarter report from the CPA until last Wednesday, and the CPA did not submit their fee structure for 2009. She read a letter from Jerry Kaegle.

COMMUNICATION DIVISION - Paul Boulay stated that the chair, Megan Crowley, resigned from the Board, and that he took over her role in editing the last AR. On the whole, publications have been doing better and the content is good. The AR has improved over the year, and he thanked other Board members for their input and content. He stated the HB is the publication for hands-on blacksmithing techniques, and we need content that is more substantial. The AR is a big expense; and, it has the most controversy over content. With regard to the Internet, Paul Boulay reported he has acted as the web master and survey administrator. Rome Hutchings has added the Constant Contact software. Peyton Anderson is doing a good job keeping the events calendar up to date. He stated that ABANA needs to make the website more attractive so smiths will submit more gallery submissions. Paul Boulay stated that a hacker erased the database this past year, but they had it back up in 12 hours thanks to Dane Wagner, who has addressed problems with issues and late renewals. Dane Wagner has

done a great job. He stated he has not changed the option to contribute for seed money to the 2010 conference.

The site needs to be reconfigured so that contributions can come in at any time. This feature is not currently applicable. Because this feature was never finished, he stated that Dane Wagner never submitted an invoice for the work. He commented that ABANA needs to improved the look and feel of the website and add more modern content and facilities.

Discussion ensued on description from Paul Boulay regarding the Internet and securities involved. David Hutchinson asked about the galleries and their space capacity. Paul Boulay stated there was plenty of space on the site for galleries. Discussion ensued on ways to improve and obtain gallery material, moving content from the publications to the website, making the website more exciting. Paul Boulay recommended we purchase **Survey Monkey** for \$300, and Linda Tanner stated that we also should send \$100 to Dave Mudge.

Discussion ensued on the value of becoming a trade or educational association in lieu of a non-profit. Wayne Coe suggested we look at the 501 (c) 3 issues and whether we want to continue that status. However, he reminded the Board that many organizations/ companies give grants only to non-profits. Discussion ensued. Rome Hutchings thanked Paul Boulay for all his efforts and hard work.

MEMBERSHIP SERVICES DIVISION – Rome Hutchings noted a lot of appreciation from the membership regarding Constant Contact, and keeping the communication lines open with members. Last quarter, there were 267 renewal notices sent, with 30 bounce backs, 18 clicks on the link to go to the website. He stated Linda Tanner did a great job regarding the insurance program and member discounts, which reenforce the value of the ABANA membership. He attributed the fact that the membership numbers were down due to the economy. Rome Hutchings recommended that ABANA continue to maintain Constant Contact.

BREAK- 9:45-10:10am

CONFERENCE DIVISION – Jill Turman stated that there would be a more in-depth report later during the meeting. She noted that Mud Island was approved at the last Board meeting for the 2010 conference.

She reported that Myron Hanson was at the Board meeting to view the equipment in the containers and to give a report on the condition of the equipment. She referenced the First Quarter Report stating they had completed their objectives. Rome Hutchings remarked that they had done a great job. Jill Turman noted Ralph Spurrow is head of the Set-up Committee. She commented that the conference fee will be dramatically

lower. They are expecting 800 to 1,000 attendees at the conference. There were 750 paid attendees at the Seattle conference.

Jill Turman asked everyone to focus on what interests them on the committee list that has been passed out, and she recommended they put in order their preferences regarding assignments. Rome Hutchings asked the committee chairs of each committee to go out and recruit non Board members to serve on the committees. This would also create potential candidates for Board positions in the future. Rome Hutchings asked if we needed to keep a By-Laws Committee and Wayne Coe said yes. Jill Turman suggested losing the POABA Committee and to put the duties into Professional Services Outreach Committee.

COMMITTEE REPORTS

Controlled Hand Forging – Dan Nauman & Rome Hutchings

Report submitted by Dan Nauman attached. Dan Nauman was not present.

Rome Hutchings stated the committee started as a funded committee, but as far as the use of the lessons beyond the publications, there has been a conflict of interest. There is a dispute on ABANA's use of the hand forging lessons and distribution. He read the preamble written by Dan Nauman. Discussion ensued about the use of the lessons and the authors' content. The website states the lessons are for ABANA's use and should be used as a teaching tool. It was noted that the link on the website for CHF lessons was the most popular link. Bruce Woodward stated that he would like to broaden the base that ABANA touches to reach the Hispanic population and noted that other sites have a translator. He thought the CHF lessons could be a tremendous tool if put in a second language, and it would be very effective in our mission statement, which is exclusive to educational activity, etc. Rome Hutchings asked Brian Gilbert about translation software and Brian stated that it was very limited and that someone still had to check it for errors. Rome Hutchings to follow up with Dan Nauman on this issue. The material is one of our largest assets and part of the fulfillment of our mission and we should give it to the people who could really use it.

ABANA Scholarships/Affiliate Loans & Grants - Wayne Coe submitted a report which is attached as an addendum. He noted that ABANA received 6-7 applications this past year, and stated they needed to know how much funds were available for disbursement. Chris Winterstein had committed ABANA to an international member to demo at the BAM conference, but the rules for scholarships and grants need to be revisited and readjusted. For scholarships, he suggested a quarterly outlay of funds. Jill Turman asked how many requests from groups and individuals. It was noted there were four, but there were no guidelines. Discussion ensued about Affiliate assistance

and the process for Affiliates to fund. There should be some clarity by the end of the meeting.

John Yust asked how much money was available and Wayne Coe stated he thought about \$3000. Questions were asked about the terms of the trustees and their expiration. It was noted that the current trustees were Linda Tanner, Dick Nietfield and Len Leditt. Linda Tanner stated the money is being transferred from Merrill Lynch to Wachovia.

POINT of ORDER – Wayne Coe stated the chair should recognize who will be speaking first. Rome Hutchings will recognize you first.

Doug Kluender commented about the trust and the BAM demonstrators and that during this time he discovered the trust wasn't earning interest, and brought it to Chris Winterstein's attention. The Trustees are responsible for the endowment fund and decide what is available. He stated that this is not the only money available for education, and that there is \$6,194 available for education. This amount is from donations. He was not sure if all the information was accurate. He commented that the scholarship program is a small amount of money to a limited number of people.

Doug Kluender described another program that brings people in for demos and they are able to do this for a small amount of money, approximately \$1,200. He thought demonstrations were a better use of grant money. More discussion. He remarked that the Conference Committee plans to apply for grant money to use for the 2010 conference. Wayne Coe remarked that the Grants/Scholarship program should be suspended on the website. This is in an effort to stop applications before the committee has a clear definition of its role. It was questioned whether the CO or the committee be responsible for grant responses. Rome Hutchings stated it should be the committee. The CO will check out if there is a letter saying, "We received your application." and respond. Discussion ensued. Linda Tanner stated that the Iron in the Hat funds are for educational expenses. Rome Hutchings instructed to pay BAM demo expenses which totaled about \$5,033. Linda Tanner stated that she endeavors to have enough money earmarked for bills. She commented that she tries to operate out of the general operating fund.

On the bright side of things per Rome Hutchings, we now know where we are going, etc. John Yust asked if the Endowment Fund was in a Fannie Mae account and Doug Kluender said yes, just not currently receiving interest.

ACTION ITEM: The Central Office will check the files to see if there is a letter saying we received your scholarship/grant application for the committee to respond to applicants.

Exhibitions – Elizabeth Brim –No report submitted. Rome Hutchings asked if we needed an Exhibition Committee and Jim Masterson thought we did. Jim Masterson is working on a traveling show with Jim Wallace, Richard Cornell, and Tom Joyce. He has letters of acceptance from them as jurors. It would be opened internationally, and he will let BABA know about this. This information will go into the Hephaestus magazine, and he is planning to travel from San Francisco, New York, North Carolina, and possibly Europe, as well as have the show at the ABANA 2010 conference. Rome Hutchings asked him to put the MN Institute of Arts on the list. Rome Hutchings stated you have to apply two years out to get it scheduled. Jim Masterson reported that there will be a \$30 entry fee to help pay for jurors. All artists will be required to pay for shipping one way to the first destination. The traveling show is open to all; however, he would like to have an award for only ABANA members. One idea is for attendees to get a discount on the entry fee if they become a member of ABANA. Jim Masterson reported that there is no theme yet. Peyton Anderson was interested in seeing the Gallery show at the conference and have the ABANA award presented there as well. John Yust asked if the conference gallery would be open to the public, the reply was yes.

Professional / Academic Outreach – Elizabeth Brim –No report submitted.

Insurance Representatives Visit - At this time Rome Hutchings introduced Tami Petrie, Benefit Enrollment Administrator with Tigrett & Pennington Inc. and her assistant. They presented an overview of the insurance program. All Board members received folders regarding the program, with contact information, etc. Ms. Petrie reported that they built the ABANA package from scratch for members. Sue Angel, the agent, went to the brokers, and they worked directly with the carriers and enrollees. She perceived no problems, and is looking forward to working with the members. Bruce Woodward asked about the monthly prices and the \$2 fee for each transaction. This fee can be doubled. Rome Hutchings stated they have been attempting to bring a program like this to ABANA for ten years. It was asked if a membership lapses will it still be in good standing, and the reply was yes, but when they renew they need to be current members of ABANA. They can do a 30-day flag from expiration dates. She stated they offer a portfolio of benefits the member can select from many options. The benefits do not coordinate; however; if you have Medicare and you file a claim with Medicare and with Trans America, it will still pay. It's an indemnity plan, not a supplement plan. The claim can be paid directly to the individual.

Computer/Email Organization - Rome Hutchings discussed ABANA organizational issues and the email setup handout he gave out. He suggested everyone use Outlook Express and the folder divisions to stay organized. Wayne Coe stated he used routers for his emails to go into specific folders based on whom the email initiates from.

Doug Kluender passed out a handout on the article, "Forging Effective Affiliate Organizations." Following this, he led a discussion on the fundamental obligations for anyone who serves as an officer or director of an organization. He encouraged members to go the extra mile and to work for the good of the organization, participate, be an active thinker for the best interests of the group.

Doug Kluender stated a Conflict of Interest Policy needed to be instituted.

MOTION #3 – Paul Boulay moved to adopt the Conflict of Interest Policy in the Board Book, which was supplied by pro bono attorney David Kahn. Ken Preiser seconded the motion. PASSED

ACTION ITEM: COI Policy to be inserted in the ABANA Procedures Manual.

Insurance - Linda Tanner – Linda Tanner submitted a written report. (See addendum attached.) She stated she has given financial information on the IRS Form 990s to a potential new accounting firm and CPA. She reported to the Board that she suggests there be a change in the current accounting firm in Alaska to a new firm in Virginia, which is closer to the Central Office. She commented that she would report more about the accounting situation in the New Business section of the agenda. Doug Kluender recommended the 990s need to go to the Board members before they are filed with the IRS. David Hutchinson suggested they delegate certain Board members to review them as presented by the CPA and before they are filed with the IRS.

Discussion ensued about errors and omissions, writing contracts and the need for additional coverage during the conference.

MOTION #4 – Wayne Coe moved to keep the D&O insurance and other insurance policies in the Policy and Procedures Manual as a part of the manual. Jill Turman seconded the motion. PASSED

ACTION ITEM: Make a copy of the Declaration Page for all Board members.

Elections & Nominating Committee – Jim Masterson – He reported that nine people ran for election for the ABANA Board, he received 566 votes, 474 voted yes to pass the By-Laws and 22 voted no, with 70 abstentions. The ByLaws passed. He also noted that he received two votes from Europe.

Sales/Library – Linda Tanner submitted report. (See attached addendum). She stated the Hanover storage is closed now, and that it saves ABANA \$100 a month. BookMasters is closed and saves \$321 a month. The final bill has been paid. Linda Tanner will be taking items to the CO and they will use surplus items as Affiliate welcome packages or for their events. She stated there were about 500 CDs of conference gallery photos that can be used possibly as give-a-ways for membership drives. It was proposed to stock five years out or just go with the current year. Rome Hutchings stated not to give out anything until we have a PDF file of all the outdated publications. Jim Masterson to talk to Layla and give the Metal Museum copies of issues that they are missing. There was discussion on sales of The Anvil's Ring and the Hammer's Blow at conferences. David Hutchinson thought it was good to use them as sale items at conferences before giving items to the Affiliates. The effort is to eliminate what we have, and then we don't need to keep excessive inventory in storage. Extra issues are a great way to stimulate interest in blacksmithing and/or memberships. Rome Hutchings stated we are already in library catalogues, as well as universities and colleges. Ken Preiser suggested selling two for one t-shirts at the 2010 conference.

Linda Tanner stated the Staples Discount Program is almost in place, and it would be a big benefit savings to Affiliates and other members.

MOTION #5 – Jill Turman moved to break for lunch at 12:47pm. Wayne Coe seconded the motion. PASSED

MOTION #6 – Paul Boulay moved to send an official thank you letter to Keeler Ironworks for allowing us to use their site for storage of the conference containers. Jill Turman seconded the motion. PASSED

ACTION ITEM: Send thank you letter to Keeler Ironworks who are good friends of ABANA. Keeler is the founder of the Metal Museum. Make a framed Certificate of Appreciation for being such a huge help with donating the storage containers and helping with the storage of the containers. Get names for possibly seven people and certificates.

Memphis Convention and Visitor's Bureau – Eva Eagen

Eva Eagen gave a CVB overview of the hotels/rates/transportation in the Memphis area. She also presented other handouts for the Memphis area. She stressed the importance of reserving rooms as there currently was nothing scheduled during that timeframe in 2010, but a group could schedule something at any time. Discussion ensued about the number of rooms ABANA should commit to for the conference.

ACTION ITEM: Diane Walden to send Paul possible questions for survey for conference.

Library – Rome Hutchings – He stated that the library has been extremely slow which may be due to pulling the insert from The Anvil’s Ring. He converted Clifton Ralph’s VHS to a DVD and suggested Constant Contact could be used to put information out.

Finance – Linda Tanner referred her report to New Business.

Endowment Trust – Linda Tanner presented a handout regarding the Trust. (See attached addendum.)

By-Laws – Wayne Coe gave report. (See attached addendum.) He stated that the By-Laws’ revisions had been passed by the membership, but remarked that there were still more areas to be amended in the By-Laws. He suggested we need an independent ballot counting service because of the perception of the ability to tamper with votes. He also remarked that an amendment needed to be added that a Board member should be an ABANA member to stay on the Board.

ACTION ITEM: Diane Walden to research Ballot Counting Companies to give to Wayne Coe.

Affiliate Relations – Paul Boulay – Paul Boulay stated that we have gained six new Affiliates this past year, three in the US, one in Morocco, one in Israel, and one in Australia, making our current total 80. He stated that a letter goes out to the Affiliates every other month and most Affiliates incorporate this letter into their own newsletters. He has been communicating with the CO on affiliates, changes and keeping information updated. Paul stated that the Australian Affiliate has asked now that they are members, what do they or ABANA do? Paul said they don’t really need our help as it’s a freestanding relationship. Discussion ensued about purging inactive Affiliates and how to go about it. Some Affiliates were not responding and New Zealand is one of these, and they are listed on the website as inactive asking anyone with information to contact us. Paul Boulay remarked that there needs to be a procedure so that we can purge the Affiliates in areas where there is no contact with them. Discussion ensued about swapping membership rosters with Affiliates and about the good communications this would create, and the basic idea was it could be a benefit and a membership opportunity with Affiliates who are not members of ABANA.

MOTION #7 – David Hutchinson moved to share/swap membership rosters with Affiliates within their geographic region. William Rogers seconded the motion.
PASSED

John Yust asked if it is possible to look at the current Australian projects? Paul Boulay replied that there are links on the ABANA website, which you can access. John Yust asked what could we offer to the Affiliates. Rome Hutchings said that communications with Affiliates has vastly improved and they're updating us with information and events.

Paul has met and talked with the California Blacksmith Association (CBA), and they will help with sponsorship and conference seed money. He said CBA was willing to come up with \$5,000. Paul Boulay discussed Dave Mudge's Affiliate Liaison program and whether it should be revived. It was suggested to give the Liaisons "ABANA Liaison" T-shirts to wear at events so people would notice. The issue was finding the people to be the liaisons to these groups.

Long-Term Strategic Planning – Rome Hutchings stated that things are slow in this area. Wayne Coe asked if Ernie Durell is still involved and Rome Hutching said yes, he was responsible for bringing him on the committee. Wayne Coe said he hasn't heard anything from him. He stated that Ernie worked in strategic planning for many years with the government. Rome Hutchings noted that Ernie Dorell reviewed the document describing the duties of the committee. John Yust asked him to review the top items. Rome Hutchings stated 1) Review and make recommendations for the Policy & Procedures Manual, this is a daunting task 2) To create a mission, vision, and values statement 3) Strategic planning for the growth of the organization and how to retain and expand the organization. John Yust suggested the incredible need for seed money. Ken Preiser has a background in the founding area, and Wayne Coe suggested Ken Preiser to work on grant procurement for seed money for the conference. Not a general fund but for something specific. David Hutching stated that he was willing to ask groups who are dedicated to the conference. Rome Hutchings stated that the VA Blacksmith Guild donated \$1,020 to ABANA for conference seed money. If every Affiliate would do that one time and earmark it for the conference, it would help greatly. Discussion ensued about the need for a letter for donations and does the Central Office have a letter and if this is their responsibility.

ACTION ITEM: Central Office to check in files for a thank you letter for donations for tax purposes. Rome Hutchings to send the Central Office a template letter used in the past.

POINT of ORDER – Wayne Coe stated there was 20 minutes until the election officers.

Central Office Report – previously submitted by Peyton Anderson

Publications – Paul Boulay – Will report in New Business

Internet – Paul Boulay – Will report in New Business

Public Relations – Wayne Coe – He suggested we have a reporter from each state as a publicity member in the committee. There was a need for public relations for blacksmiths. Jill Turner said she talked with someone at High Noon Entertainment. They were doing a show on old world craftsmanship. They ended up dropping the show.

Before the break, John Yust presented Linda Tanner with a Beam Hook she won in a Board appreciation drawing.

BREAK- 3:47-4:07pm

Nomination and Election of Officers

- President – Wayne Coe nominated Rome Hutchings. David Hutchinson seconded the nomination. Jill Turman nominated Paul Boulay. Peyton Anderson seconded the nomination. Bruce Woodward moved to close the nominations and it was seconded. Rome Hutchings was elected President.

Wayne commended Paul Boulay and Rome Hutchings for their hard work. He thought Rome Hutchings has moved the organization forward and was an excellent choice. Rome Hutchings said it's been a very educational experience this part year and will continue to move forward. Paul Boulay stated his vision was to look at what ABANA can do for blacksmithing, not what members can do for ABANA. Jill Turman commended both as well, and stated she nominated Paul Boulay because he has been very active in all his committees, he knows budgets and is very articulate. Rome Hutchings talked about his grandfather, Frances Whitaker, who served on the ABANA Board and resigned. His father told him to never give up and he thanked everyone for their vote of confidence.

- 1st Vice President – Jill Turman nominated Paul Boulay. Ken Preiser seconded the nomination. Peyton Anderson nominated Jill Turman. Paul Boulay seconded the nomination. Wayne Coe moved to close the nominations and it was seconded. Paul Boulay was elected 1st Vice President.

- 2nd Vice President – Paul Boulay nominated Jill Turman. Peyton Anderson seconded the nomination. Bruce Woodward nominated Doug Kluender. Peyton Anderson seconded the nomination. Paul Boulay moved to close the nominations and it was seconded. Jill Turman was elected 2nd Vice President.
- Secretary – John Yust nominated Doug Kluender. Paul Boulay seconded the nomination. Wayne Coe nominated Peyton Anderson. David Hutchinson seconded the nomination. Bruce Woodward moved to close nominations and it was seconded. Peyton Anderson was elected Secretary.
- Treasurer – David Hutchinson nominated Linda Tanner. Bruce Woodward seconded the nomination. Jill Turman nominated Doug Kluender. Bruce Woodward seconded the nomination. Wayne Coe moved to close nominations and it was seconded. Linda Tanner was elected Treasurer.

Joe Humble Award – Rome Hutchings reported that he requested nominations to be submitted digitally, and there were six nominations. Only four came in digitally. His goal is to complete the task of taking the other two submissions and creating digital copies. He intends to complete this by December 2008. Brian Gilbert and Rome Hutchings discussed that there was a certain amount of money budgeted for the award. Three past recipients have agreed to view the material. It is not totally run by the editors; however, the recognition is still very important to the editors. Paul Boulay asked what process did he propose to get it out, and Rome Hutchings replied that he would scan it and send it on a CD to the committee members. Bruce Woodward questioned if it would not be less expensive to send them as PDF files or paper copies. Rome Hutchings goal is to send it to the committee by the end of the year. He commented that he would require postage and cards to mail out for voting

Bealer Award – Rome Hutchings moved that the Board move into Executive Session to review the Bealer Award nominations.

Wayne Coe renewed his objection from last year and opposed moving into Executive Session and cited that the By-laws prohibit such action as any member has a right to attend and participate. Rome Hutchings then suggested the meeting adjourn for 15 minutes.

Adjourned at 4:43pm

Back in Session at 4:54pm

Wayne Coe and Jill Turman stated they were present when the Bealer Award was presented to Tom Clark. It was a very emotional time. He had the award at the SOFA Conference and was very appreciative. Peyton Anderson stated that Tom was instrumental in his joining the organization and it was a great moment.

2010 Conference Committee - Jill Turman

Jill Turman reported that the sites for the 2012 Conference are Springfield, IL and Phoenix, AZ. She stated she wants to pursue Rapid City, South Dakota School of Mines and Technology. The school facilities are available as well as the fairgrounds. They have even offered for the ROTC to build a bridge over the creek between the school and the fairgrounds, which are across the street. The location is 30 minutes from Mt. Rushmore. The fee is \$6,000 for one week rental fee. They are offering dorm rooms at \$29 per night, and three meals a day for \$20.15. Jill would like a vote for Rapid City. Discussion ensued on any Affiliates in the area, RV and camping, the replies were there are approximately 230 hook ups on the property, and one small Affiliate in the area. The area is a heavy draw from Montana and Minnesota. More discussion ensued on sites for 2012, mentioned were Rapid City, SD, followed by Phoenix, AZ in 2014, followed by Johnstown, PA in 2016. Jill Turman requested a motion for the site of the 2012 conference, with her preference being Rapid City, SD.

MOTION #8, David Hutchison moved that ABANA hold its 2012 conference in Rapid City, SD. Linda Tanner seconded the motion. PASSED

Conference Container Report -- Myron Hanson reported on the condition of the conference containers. He stated that some of the motors did not operate due to grinding disks. The hammer stands, made in Richmond, are badly rusted. Jim Masterson stated he will look into a blasting company, and stated they need to see if Keeler will bring in the container units during down time at the Museum and repair them.

ACTION ITEM: Thank you letter, addressed to Jeannie Saltmarsh, to be sent to the Riverbluff Forge Council to thank them for the dinner provided by the Council.

John Yust passed out some wrought iron pieces and was thanked for this special gift.

MOTION # 9, John Yust moved to adjourn for dinner. Paul Boulay seconded. PASSED

The Board adjourned for dinner at 5:30pm
Reconvened at 7:00pm

Distribute 2009 Division/Committee Assignments - Rome Hutchings

Rome opened the meeting and suggested redefining committee lists, and asked if everyone approved with deleting and combining some committees. He addressed his President's letter and stated that ABANA needs to acknowledge mistakes made in the past. He asked for opinions. He reiterated that the Board needs a strategy to repair happenings from the past. John Yust asked for suggestions on bringing people back together, since many individuals who are now off the Board are unhappy. They need to address their concerns as well as other, e.g., the NY Guild who were upset because the conference was not held in their area. More discussion ensued. Rome Hutchings stated that ABANA does not mean to demean anyone's best efforts, and we learn from our past history.

Myron Hanson suggested writing to the Affiliates and ask them to put our message in their newsletters, if we don't, we are preaching to the choir. John Yust stated that we need to be careful and not make the mistake of offending people that are not alienated. He agreed on sending a letter to the Affiliates.

Rome Hutchings closed the discussion.

2009 Budget Planning - Linda Tanner

Linda Tanner handed out a packet of information. She stated she had all information up to the third quarter from the CPA. She pleaded with the Board to make some hard decisions regarding the deficit in the budget. She stated that the budget needs to match reasonable expectation and explained the various problems involved.

Suggestions were made regarding finding sponsors for some programs, e.g., Humble and Bealer Awards. Various other suggestions included:

- Sell auction items via the Internet
- Sell the Gold Bowl asset
- Copier to be returned after April
- Donate articles early for the conference auction

Rome asked Jim Masterson if it is possible to sell the Gold Bowl worth 3-4K to the Metal Museum.

MOTION #10 - Ken Preiser moved to sell the Gold Bowl asset in the best possible manner over a four-month period, with funds to go to the general operating budget. Jill Turman seconded the motion. PASSED

Rome Hutchings addressed the high expense of the printing of the publications. He stated that the Executive Committee investigated other printing options and generated a RFP for printing, production and design, etc. They had received quotes for printing

and production that were substantially less than what they currently pay. Discussion ensued on various ways to cut costs. Doug Kluender stated we have a commitment to the members, and Rob Edwards should be extended sufficient time to come up with some reduction costs for consideration.

MOTION # 11 – David Hutchinson moved to adjourn the meeting for the day at 9:15pm. Wayne Coe seconded the motion. PASSED

Saturday, November 1, 2009

The meeting reconvened at 9:02am by Rome Hutchings

Committee Assignments

Jill Turman requested that the 2012 Conference be an addition to the committee list. Rome Hutchings passed out committee assignments. He suggested they set up an email group for each committee division. Wayne Coe suggested that Rome Hutchings be added to each group. Jill Turman suggested they have a quarterly conference call with division chairs. Discussion ensued on various ways to communicate monthly. Doug Kluender recommended they use the V-Bulletin, which is very good forum software, and costs \$180.00 to purchase. Peyton Anderson approved of this solution and thought it was the best idea, and much more efficient. It would be hosted on the ABANA web site, and be password protected.

MOTION # 12 --David Hutchinson moved they purchase the V-Bulletin software for Board business, and to take Doug Kluender up on his generous offer to purchase for the Board and have Paul Boulay set it up on the ABANA web site for official Board communication. Paul Boulay seconded the motion. Wayne Coe made an amendment and withdrew it regarding investigating the software. PASSED

Further explanation was given regarding how the software would interact with Board members' software. Per Rome Hutchings, in 1966 Dick Graves stated that the organization had a huge challenge ahead and communication was the key to answers.

John Yust suggested forming a committee to create fundraising ideas. He suggested that Myron Hanson, Doug Kluender, and Paul Moffett head up the committee to obtain funds. Discussion ensued. Rome Hutchings agreed on having fundraising as part of the Long Term Strategic Planning Committee. Bruce Woodward asked to be Co-Chair with John Yust. Doug Kluender also requested that they be added to this committee. There was more discussion on fundraising ideas.

Wayne Coe suggested that Committee Chairs be able to involve the membership at-large and recruit members who are not Board members. This helps to establish a

recruitment base for Board members. Rome Hutchings instructed Committee Chairs to go to the membership to recruit for Committee members.

Committees participated in a breakout session to brainstorm ideas and commitments.

The Board reconvened at 11:30am.

Committee Responses:

Peyton Anderson suggested work begin in the publicity area, since ABANA needs to have more media, e.g., radio, TV, etc. Wayne Coe suggested idea to have publicity person from each state. Suggested that Publicity and Public Relations Committee is the same committee. Discussion ensued on other committee ideas.

Diane Walden and Bruce Woodward brought up the idea of having a conference in March during ABANA's anniversary at the Westville Village in Georgia. Diane Walden stated she has spoken to the Director of the Westville Village and he would charge ABANA only \$30 for each participant. ABANA members would have the use of the facilities, and that the price included lunch and two refreshment breaks. This was tabled until the Board could investigate the pros and cons.

John Yust brought up ideas on sponsoring demos at other industry tradeshows. This was reinforced by Jim Masterson who commented that he and Jeffrey Funk forged a stone at a demo two years ago at the NOMA conference and brought in 14 new members.

More discussion ensued regarding various ways to generate more general operating funds. Peyton Anderson, William Rogers and Ken Prieser suggested that ABANA become acquainted with more educational institutions. They wish to send educational institutions packets and contact them personally with positive reasons for affiliating with ABANA.

Conference 2010: Jill Turman stated that three of the Board members are on the 2010 Committee. She commented that every Committee would be involved with the Conference. Doug Kluender will be in charge of finance; Paul Boulay will handle the Internet and assist with finance; Peyton Anderson to work on legwork getting demonstrators for the conference; Bruce Woodward to assist with involving the Affiliates, to name a few.

Discussion ensued regarding various ways the Board and Committees will be involved. Linda Tanner to be involved with insurance issues. Many other people were mentioned in the organizational activities.

The meeting adjourned for a lunch break at 12:15pm.

The meeting re-opened at 1:15pm.

NEW BUSINESS

Brian Gilbert contract renewal: Brian Gilbert stated that he has not had an increase in his contract fee since 1999, his current contract is \$4,000 per issue. He mentioned he writes articles and fills in on ideas that are generated. He asked the Board for a confirmation on whether they will continue his contract by January 1, 2009. He stated that he would not work on the next issue until his contract is approved.

Rob Edwards contract renewal: Rome Hutchings asked Rob Edwards for his new contract numbers. He stated that he would consider a reduction on the production of the AR with some discounted revisions. The Board has asked for a 20% reduction in costs to be in line with proposals that are on the table for consideration. He was given an extension to November 15, 2008 to provide a reduced budget for the AR.

The Board acknowledged the excellent work of Rob Edwards and Brian Gilbert.

Rome Hutchings stated that he wished to revise the ABANA Mission Statement. Discussion ensued. Rome Hutchings stated that this will give us better direction, and the statement on the web site is not a core definition.

MOTION #13 - Jim Masterson moved that the Long Term Strategic Planning committee draft a mission/vision/values statement for ABANA around the one on the web site. Kate Dineen amended the motion to add that this be completed within a six month time frame. Ken Preiser seconded the motion. PASSED.

The Authority for Signatures for the 2010 Conference - Jill Turman explained the need for her committee to be extended the authority by the Board to sign contracts, specifically related to conference activity. Linda Tanner stated that the President is responsible per the Policies and Procedures for signing all contracts over \$5,000. Discussion ensued. Kate Dineen moved that the Executive Committee of the Board be responsible for agreeing to any contracts, and once they agree, any member of the said committee be allowed to sign. Kate Dineen withdrew her motion. Jill Turman suggested a tiered spending option. It was tabled for further discussion until the Conference Committee Report on Sunday, November 2.

Annual Membership Survey -Paul Boulay asked for opinions regarding the **Survey Monkey**. Peyton Anderson stated it is very beneficial. Peyton reinforced the importance

of the survey. William Rogers asked, "How many people took the survey." Paul replied that 1,800 responded.

MOTION # 14 - Paul Boulay moved to pay the \$300 to continue using the Survey Monkey. Peyton Anderson seconded the motion. PASSED

Membership Drive - Rome Hutchings stated that the last membership drive incentive (CD) was very successful, and he would like to use this same method for 2009, adding the AR and HB. Rome stated that he would like to see renewing members have the option of which CD they like. He asked for a motion to authorize the funding of CDs in the first quarter of 2009. Discussion ensued on postage ramifications.

MOTION #15 - Paul Boulay moved to move forward with the CD proposal with details to be laid out at a later date. Jill Turman seconded the motion. PASSED

Membership Dues Payments - Jim Masterson stated that the organization needs to continue to offer student memberships, and we need more efforts in this area. Discussion ensued on Contributory Membership. It was stated that according to the By-Laws it could be anything the Board decides on. Wayne Coe stated that \$100 more than the regular membership rate is reasonable. Discussion ensued.

MOTION # 16 - Doug Kluender moved to add a category for 2010 Seed Money for the Conference on the Membership application and the web site. Paul Boulay seconded the motion. PASSED

MOTION # 17 -Paul Boulay moved to establish a Contributory Membership rate of \$150. Kate Dinneen seconded the motion. PASSED

Conflict of Interest Policy - Doug Kluender passed out information regarding the policy. He went over the importance of having one.

Code of Ethics Policy - It was suggested by the attorney that the organization might need a Code of Ethics Policy. Paul Boulay stated that this is not needed, per our pro bono attorney, David Kahn.

Peyton Anderson pasted out a handout regarding education institution memberships. It was recommended to add educational institutions as a membership category.

MOTION # 18 - Peyton Anderson moved to add a membership class for educational institutions for a fee of \$250. Ken Preiser seconded the motion. PASSED

Lifetime Membership – David Hutchinson stated that you need to make this class of membership high enough to generate the necessary income that you require. This was tabled at this time. Rome Hutchings stated it would be discussed at later membership forums.

Grants/Scholarships – Ken Preiser stated that we need to redefine what the fund limits are for scholarships, and delete the Social Security number request. Doug Kluender stated his guild established a scholarship fund in Arizona and stated that you can't require the applicant be a member, etc., application must be open to everyone. Discussion ensued. Doug Kluender stated that ABANA needs to be able to chart out how they are going to define the criteria for Grants/Scholarships. The discussion was tabled to be addressed by the committee.

Affiliate Relations – Rome Hutchings stated that Constant Contact would continue. Rome raised the idea of an incentive program for Affiliate groups. Bruce Woodward stated that they are a tremendous asset to ABANA. Current activities to continue.

Publications: The question arose regarding revising the idea of paying for articles. Some other ideas were suggested, guest editors, funds better spent on grants for Affiliates, etc. Discussion ensued.

Professional and Academic Outreach and Professional Services: Jill Turman asked Board members for a commitment for articles for the professional section on the web site.

Insurance Program: Rome Hutchings stated that this has been covered sufficiently earlier in the meeting.

Committee Structure: Rome Hutchings stated that all Chairs might appoint committee members who are not on the Board. He reinforced the need for all committees to submit quarterly reports. He continued that it is very important to focus on our mission of education and public awareness, especially with the upcoming 2010 conference.

Conference 2010

Jill Turman introduced the lead conference team, Doug Kluender, Kate Dinneen and herself.

She reported that they had been working hard to do the ground work, e.g., researched the site, signed contract, identify potential demonstrators, and to arrange to bring in the conference containers/equipment, to name a few. Jill Turman stated that she would be the liaison between the Board and the committee. She introduced Kate Dinneen as the conference chair. Doug

Kluender will head up the conference business division.

Jill Turman announced the conference theme, **ABANA's GREATEST HITS!** She stated that they have a logo. She passed out the logo for the Board members' approval. She informed the Board that she will send a copy of the Mud Island contract, along with the 2-part map of the location. Jill Turman commented that they have selected Jim Wallace to be the keynote speaker.

Discussion ensued on various conference activities. The public is to be invited to attend and see demos, as well as view the auction gallery. Demonstrators have already been invited, and there will be teaching stations as well. They are also planning roles for the Affiliates, and they plan to reach out to the public as well. Paul Boulay has already set up a 2010 conference blog on the web site.

Doug Kluender informed everyone that they plan to keep the costs down, e.g., look for travel agent where people can obtain travel information. They will be identifying potential sponsorships; and plan participation where attendees, if they assist with the conference, will be refunded their conference fee. He stated that every function would be a cost/benefit center. Discussion ensued on vendors, camping, etc.

Doug Kluender presented a conference flow chart, depicting divisions and responsibilities. He explained the budget and reported that their recommended registration fee is \$205 for regular member attendees, \$250 for late registrants. Family registration will be \$45 per member. Day passes will be priced at \$99. Vendor workers will be at the family cost. Jill Turman stated that the goal is to have a profit of \$39,000. To obtain this, they plan on 800 fully paid attendees, 250 family registrations, and 100 day passes.

Following past procedures, they will open the auction to the public, and there will be gallery shows in downtown Memphis. Mud Island will promote the conference in their calendars. Jill Turman reported that there are many facilities that come with the site; however, one of the biggest expenses will be the tents. Jim Masterson suggested that they obtain the art early for the auctions, that way they can begin to talk to the galleries, collectors so they can submit proxy bids. More general discussion.

MOTION # 19 – Jill Turman moved to approve the conference budget. Ken Preiser seconded. Kate Dinneen abstained. PASSED

Jill Turman stated that they have devised a tiered spending system, Kate Dinneen authorized to approve up to 7K, Jill approved to spend up to 15K, and anything over \$22K would be sent to the Board for full approval.

MOTION: #20 – David Hutchinson moved to approve the tiered spending method as long as the funds are withdrawn from a separate conference account. Discussion ensued. Paul Boulay amended the motion to state that the Treasurer writes the check and another chairperson sign, making two people responsible for the fiduciary responsibility.

MOTION: # 20 (Amended) – Paul Boulay moved to create spending limits such that the conference chair can request up to \$7,500; the division chair can request up to \$15,000, and any above this must have Board approval. The conference Treasurer writes the checks; and if unable,

the division chair can write the checks. Peyton Anderson seconded the motion. PASSED

Discussion on seed money ensued. The committee explained that they use start up money for printing, etc. They requested 40K for seed money for the 2010 conference. Discussion ensued. Linda Tanner explained that the endowment account is still at Merrill Lynch, and once the signatures are received to permit the transfer of funds to Wachovia, the transfer will be made. Linda Tanner further stated that the Trustees must show that they can preserve ABANA from an untimely extinction due to circumstances beyond ABANA's control; therefore, the Trustees need legal advice that they can make the loan. She further explained that they are waiting for legal answers from David Kahn regarding the Trust.

MOTION # 21 – Paul Boulay moved that ABANA's Board authorize the Conference Division to request a \$40,000 loan from the Trustees to be paid back as funds can be replaced. The attorney David Kahn is being consulted regarding this issue, and the Trustees have the discretion to reject this loan. Jill Turman seconded the motion. PASSED.

Jill Turman asked the Board to approve Kate Dinneen as a paid chair at \$20,000. Kate was asked to remove herself during this decision making the process to comply with the Conflict of Interest policy. Jill Turman explained Kate Dinneen's responsibility will be to set-up systems of management for the conference. Doug Kluender assured the Board that a detailed description of the position of running the conference would be forthcoming. Discussion followed.

Doug Kluender stated that the Board needs to recertify that they have a Conflict of Interest policy.

MOTION: # 22 – David Hutchinson moved to accept Kate Dinneen as an independent contractor for the monetary fee of \$20,000, and that the Conflict of Interest policy has been addressed. Ken Preiser seconded. PASSED

Jill Turman stated that they need Board approval to open a checking account. Rome Hutchings stated that they need a motion to approve a classification of membership exclusive for the conference, with the fee to be determined by the Conference Division. Discussion ensued.

MOTION: # 23 – David Hutchinson moved that you have to be a paid member to register for the entire conference; however, for \$99 you receive a one day membership fee, and that the \$205 fee also guarantees membership as well. Ken Preiser seconded. Discussion ensued. PASSED

MOTION: # 24 – Paul Boulay moved to adjourn the meeting for the day. Kate Dinneen seconded. PASSED

The meeting was adjourned at 6:21pm

Sunday, November 2, 2008
Morning tour of Mud Island

Call to order: 11:15am

Absent for meeting: Bruce Woodward, Victoria Lonergan, William Rogers

Rome Hutchings thanked Jill Turman and her team for their hard work to date on the 2010 conference. The Mud Island visit was time well spent. Everyone is paying attention to the financial side of the situation.

Miscellaneous: David Hutchinson agreed to get the Bealer Award funded in 2009. Rome Hutchings to supply the wrought iron to Williamsburg for the forging of the froes.

Discussion ensued on voting. The possibility was raised on using the V-Bulletin for polling. Rob Edwards proposed a marketplace as a possible venue to sell hot links. He stated that about one-half of the advertisers on the website are paying \$30 a month to be listed. He agreed to set this up for \$100 per month, with \$975 to ABANA and \$975 to Sebastian, and \$300 to the sales person. More discussion followed on the web site marketplace billing.

Website – It was reported that they did not search for a new webmaster this year. Paul Boulay has agreed to continue as webmaster complimentary to ABANA. Discussion followed on forum software. Blog for the conference will be added as soon as Constant Contact content is available. It was suggested to pay Paul a small stipend for his work, \$1,500 at the beginning of the year, thereafter a fee of \$25 per month. The Board agreed to consider after they pay the Central Office payment. The issue was tabled. More discussion regarding the web site. Questions arose regarding, copyright concerns on uploading past issues on the site, how to navigate the site, creating a getting started feature for new members, or those just interested in blacksmithing.

Fundraising/Sponsorships – The Board agreed that they all need to work on fundraising, and not let the Trans America situation happen again. It was agreed that the organization needs new money. Discussion followed regarding ways to raise money.

Insurance Program – Discussion ensued on the new insurance enrollment program. Rome Hutchings and Paul Boulay wrote a memorandum of understanding regarding the program. Because of the program issues on advertising and member rebate, the Board has been concerned about any IRS ramifications regarding their non-profits status as a 501 (c)3 organization. Linda Tanner stated that all information has been sent out in a timely manner, and it was unfortunate that they were unable to keep the rebate in the program. ABANA lost \$48 a year, per person, because everyone did not completely understand the program.

John Yust commented that we should utilize our Affiliate groups better, and consider better ways to raise seed money. It is hard to sell memberships to poor blacksmiths. He stated that if each Board member brought in 33 new members it would be a start to solving our shortfall.

Rome Hutchings stated that the Constant Contact system is reasonably effective, and that the current contract is over at the end of the year. He would like to renew it for \$600 per year for 2009. He reported he has a \$59 credit and a 15% discount if they renew.

MOTION #25 – Doug Kluender moved to approve the renewal of Constant Contact up to \$600, with the caveat that Rome Hutchings submit the 501 (c) 3 letter and other non-profit

documentation. Jill Turman seconded the motion. PASSED.

The decision on the conference in March 2009 was referred to the committee for review. Everyone would like to see a grassroots effort on the part of all. They tentatively agreed to set the registration fee at \$90, with \$30 to go to ABANA, \$30 to any Affiliate group that assists, and \$30 to Westville Village. Discussion followed on possible Affiliate group located close to the geographical area.

ACTION ITEM: Central Office will issue quarterly requests for reports from the committees, with reasonable deadlines, etc.

Rome Hutchings reported that he will deliver a one page monthly report, and he enforced his commitment to Board members to communicate verbally monthly with all Board members. He stated he is available to all Board members when they have issues, problems, or just need to discuss/debate whatever. His desire is to foster mentoring among Board members.

ACTION ITEM: Send to Doug Kluender and the Board the IRS guidelines for donation letters.

Ken Preiser presented a fun gift to Jill Turman for all her hard work.

Central Office 2009 Contract – Rome Hutchings asked the Board to review the Central Office 2009 contract. Discussion ensued.

MOTION # 26 – John Yust moved to approve the Central Office 2009 Contract. Wayne Coe seconded the motion. PASSED

Insurance – Linda reported that she has received a quote capped at \$500 per month from a Virginia accounting company, Premier Tax, to take over the ABANA accounting. She stated she also has a quote of \$795 to prepare the 990 and 990-T tax forms for the year from a reputable CPA firm in Alexandria, VA. Linda Tanner requested Board approval.

MOTION # 27 – David Hutchinson moved that we change from the Alaska accounting firm to the new firm recommended by Linda Tanner. Jim Masterson seconded the motion. Discussion ensued. Rome Hutchings commented that when this is approved, all data be transferred electronically. He also suggested a reorganization of the Chart of Accounts. Doug Kluender asked that the motion be amended to involve the Conference Committee in the reorganization of the Chart of Account. The motion was amended to accept the proposals for Premier Tax and the new CPA, involving the finance committee and the conference committee in the set up of the new Chart of Accounts. In addition, all records to be transferred electronically. All documentation to be received in hard copies as well. PASSED

Paul Boulay reported that membership numbers were up for October by 5.5% from October 2007. The revenue is \$21,610.00.

MOTION #28 – Wayne Coe moved to adjourn the 2008 Board of Directors Fall Meeting. Jim Masterson seconded the motion. PASSED

The meeting was adjourned at 2:50pm.

Respectively submitted: Peyton Anderson, Secretary