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2004 ABANA BOARD OF DIRECTORS MEETING

Seattle, Washington
October 28 -30, 2004

Thursday, October 28, 2004

The meeting was called to order at 8:36 a.m. by President Don Kemper and the roll was taken. Those in attendance were:

Will Hightower	Erik Lander	Maegan Crowley
Jerry Kagele	Chris Winterstein	Dave Mudge
Murray Lowe	Bob Jacoby	Clare Yellin
Dorothy Stiegler	Tim Ryan	

Board members not in attendance were Scott Lankton, Dan Nauman, Elizabeth Brim.

Other persons in attendance were Rob Edwards, Editor of The Anvil's Ring, Brian Gilbert, Editor of Hammer's Blow, LeeAnn Mitchell, ABANA Central Office Administrator, and Cinde Wagner, ABANA Accountant.

Guests included Doug Kluender.

President Don Kemper introduced and welcomed new ABANA Board member Erik Lander. The roll was taken.

Proof of notice of the meeting was given.

MOTION #1

Will Hightower made a motion to correct a typographical error in a former motion involving proxies at Board meetings. Jerry Kagele moved to table the motion. Erik Lander seconded the motion to table. PASSED.

MOTION #2

Jerry Kagele moved to correct the former motion on eliminating proxies at members' meetings to also apply to board meetings. The motion #420 from the 2001 Seattle Board Meeting reads as follows:

Jerry Kagele made a motion to change Article VI, Section V to read as follows: No proxy votes shall be allowed. Seconded by Will Hightower. PASSED.

Seconded by Will Hightower. PASSED.

Nomination and Election of Officers

- Will Hightower nominated Don Kemper for president. Jerry Kagele seconded the nomination. Will Hightower moved that the nominations be closed. Dorothy seconded the motion. Don Kemper was elected president.
- Dorothy Stiegler nominated Clare Yellin for first vice-president. Murray Lowe seconded the nomination. Will Hightower moved that the nominations be closed Meagan Crowley seconded the motion. Clare Yellin was elected first vice-president.
- Dorothy Stiegler nominated Dave Mudge for second vice-president. Clare Yellin seconded the nomination. Will Hightower moved that the nominations be closed. Murray Lowe seconded the motion. Dave Mudge was elected second vice-president.
- Erik Lander nominated Will Hightower for secretary. Bob Jacoby seconded the nomination. Maegan Crowley nominated Jerry Kagele for secretary. Clare Yellin seconded the nomination. Chris Winterstein moved that the nominations be closed. Murray Lowe seconded the motion. Will Hightower was elected secretary.
- Will Hightower nominated Dorothy Stiegler for treasurer. Clare Yellin seconded the nomination. Will Hightower moved to close the nominations. Murray Lowe seconded the motion. Dorothy Stiegler was elected treasurer.

Central Office Report

LeeAnn Mitchell submitted her report for the Central Office activities for the past fifteen months. She discussed her pleasure with the general operations and the production of the 2004 ABANA Conference. The report is on file and ideas for the upcoming year will be discussed under new business. She also submitted her financial bid for 2005.

MOTION #3

Will Hightower made a motion to go into Executive Session. Dorothy Stiegler seconded the motion. PASSED

The Board met in Executive Session at 9:30 a.m. / Board meeting reconvened into regular session at 9:50 a.m.

MOTION #4

Dorothy Stiegler made a motion to accept the financial bid and contracts submitted by LeeAnn Mitchell Arts, Inc. Chris Winterstein seconded the motion. PASSED.

The ABANA Board praised LeeAnn Mitchell for her efforts in the Central Office and with the production of the 2004 ABANA Conference.

Reports By Officers

- President's Report-Don Kemper wants to move ABANA into a new phase of organization where ABANA represents the concerns and interests of all blacksmiths. He would like to see long range planning take hold. He would also like to see ABANA work with publishers and produce materials that promote smithing. Don passed around a list and asked members to sign up for committee assignments. He also indicated that we will be asking everyone for quarterly reports to improve communications and will hold everyone accountable.
- 1st Vice-President's Report - Bob Jacoby deferred to the committee reports section.
- 2nd Vice-President Report - Clare Yellin deferred to the committee reports section.
- Secretary's Report – Jerry Kagele indicated that the Central Office had been discussed in executive session.
- Treasurer's Report - Dorothy Stiegler deferred to the new business section

Division & Committee Reports

EDUCATION DIVISION – to be delayed until Elizabeth Brim is present on Friday

BUSINESS DIVISION – Jerry Kagele indicated that his report had been discussed within the business of the Central Office and he moved on to Business Division Committee reports.

- Insurance Committee – Clare Yellin indicated that ABANA had adequate coverage and reviewed the insurance we had during the 2004 ABANA Conference. Will Hightower asked Clare Yellin to look into some type of policy for general health care. LeeAnn Mitchell suggested that we develop a hand out for members that call the Central Office looking for independent insurance companies and suggestions. Clare will look into several of these possibilities and speak with organizations of similar size.
- Election and Nominations Committee- Jerry Kagele had nothing new to report.
- Sales – Murray Lowe indicated that sales have been good and under new business he would discuss his ideas for new sales inventory.
- Bylaws Review Committee – Bob Jacoby indicated that in 2005 the bylaws will be open for review and will go through and clean up areas that need review.
- Grants Committee - deferred to new business

- Finance Committee – Clare Yellin will be talking with everyone during the course of the next three days, and by Saturday will have a working / draft budget for 2005.
- Endowment Trust – Bob Jacoby indicated that nothing had been finalized, and he hoped to get with Will Hightower and Dorothy Stiegler to finish up this transfer. Dorothy had spoken with Patty Sans at Merrill Lynch, and ABANA will need to get three outside trustees. Merrill Lynch will take the trust if we can appoint three outside trustees, since the amount is under \$1,000,000. Chris Winterstein also wanted to know what the quarterly returns would be in order to estimate ABANA's giving of Individual ABANA Scholarships.
- Affiliate Loans & Grants – Tim Ryan also asked about funding for this program. Tim discussed that the Saskatchewan Affiliate has applied for funding. They will have an exhibition in conjunction with their event. John Little will jury the show and serve as a demonstrator. They have asked ABANA to assist with funding in the amount of \$600 US Funds. The board decided to move Affiliate Loans & Grants to the Education Division.

MOTION # 5

Dorothy Stiegler made a motion to fund the application from the Saskatchewan Chapter of the Western Canadian Blacksmithing Guild. Chris Winterstein seconded the motion. PASSED.

MEMBERSHIP SERVICES DIVISION - Dave Mudge reported on the success of the Voter Incentive Program held during the last election. He would like to see the program continue.

- Affiliate Relations - Dave Mudge indicated that the Affiliate Representative program was not proving that successful. Only 26 Affiliates have representatives and we are just not hearing that much back from the Affiliates. Maegan Crowley suggested that Board Members make more of an effort to attend more regional events. Dorothy Stiegler reported on the success of the CBA event and encouraged more board members to take part in events in their area. She mentioned the success of handing out the printed materials and souvenirs that LeeAnn Mitchell sends from the Central Office.
- Library Committee – Clare Yellin reported that the library was doing well. We have had to order a few new titles due to loss, but the library is still serving the needs of the membership. The idea of committing back issues into an electronic format was discussed. LeeAnn Mitchell brought up the idea of making videos of future conference demonstrators as a rental item.
- Long Term Strategic Planning – Will Hightower discussed the trust and indicated that Bob Jacoby and Dorothy Stiegler are working on finalizing the transfer. Will Hightower also attempted to contact the American Farriers Association to see what type of relationship they would like to establish with ABANA but had not had much success in

getting a reply. Will Hightower deferred Long Term Conference Planning to New Business.

COMMUNICATIONS DIVISION - Maegan Crowley talked about the project that Jack Andrews proposed at the Kentucky meeting in regards to the Julius Schramm book. It will cost approximately \$400 to produce the e-book and that once we carry it at BookMasters it will make about \$10.00 per unit and should easily fund the project and provide a new sales item.

MOTION #6

Maegan Crowley made a motion to accept Jack Andrews offer of transferring the copyright for the Julius Schramm book to ABANA and to produce an e-book to be sold through BookMasters, Inc. Murray Lowe seconded the motion. PASSED.

- Publications Committee - Maegan Crowley discussed the meeting that the committee held at Richmond, Kentucky with Rob Edwards and indicated that it was quite productive. She also mentioned that Robert Owings would be submitting a bid for production of The Anvil's Ring on Friday.
- Internet Committee - Dave Mudge discussed the hits that the ABANA site enjoyed during the conference. We averaged between 60,000 – 160,000 hits a day. Rob Edwards discussed the ABANA Market Place that he has been working on and indicated that it was ready almost ready to go. He and Dave Mudge showed the site to the board.
- Bealer Award Committee - LeeAnn Mitchell read the report submitted by Scott Lankton. The 2004 Bealer Award was given to Albert Paley at the 2004 ABANA Conference. The 2004 & 1/2 Bealer Award was presented to Doug Hendrickson during Repair Days at the Metal Museum. The committee wishes to request \$750.00 for fiscal year 2005. The committee also recommended a recipient for the 2005 Bealer Award.

MOTION #7

Will Hightower made a motion to move into executive session. Dorothy Stiegler seconded the motion. PASSED.

MOTION #8

Dorothy Stiegler made a motion to accept the recommendation of the Bealer Award Committee for the 2005 Bealer Award. Clare Yellin seconded the motion. PASSED.

- Joe Humble Award - Jerry Kagele reported that the 2004 Humble Award was presented to Dave Smucker of North Carolina during the 2004 ABANA Conference. He indicated that the committee needed to produce another award.

CONFERENCE DIVISION - Jerry Kagele gave an overview of the 2006 ABANA Conference and mentioned that he and Terry Carson had made a lot of progress in locating specific figures, services and vendors. Jerry Kagele felt that we are at the 50% level of planning. Jerry Kagele and Terry Carson will give the ABANA Board, staff and guests a tour of the site tomorrow. Jerry also wanted to alert the board to the fact that he would like to make room in the budget for 2006 Conference promotion.

The meeting adjourned for lunch at 12:30. The meeting resumed at 1:30 p.m. and Doug Kluender made a presentation for non-profits entitled "Effective Board Leadership". The meeting adjourned at 5:30 p.m.

Friday, October 29, 2004

The meeting was called to order at 8:35 a.m. by President Don Kemper and the roll was taken. Those in attendance were:

Will Hightower	Erik Lander	Dave Mudge
Jerry Kagele	Chris Winterstein	Clare Yellin
Murray Lowe	Bob Jacoby	Elizabeth Brim
Dorothy Stiegler	Tim Ryan	
	Maegan Crowley	

Board members not in attendance were Scott Lankton and Dan Nauman.

Other persons in attendance were Rob Edwards, Editor of The Anvil's Ring, Brian Gilbert, Editor of Hammer's Blow, LeeAnn Mitchell, ABANA Central Office Administrator, and Cinde Wagner, ABANA Accountant.

Guests included Doug Kluender.

Don Kemper discussed the new committee assignments and encouraged board members to be extremely productive as he will hold them personally accountable.

Treasurer's Report-Dorothy Stiegler

Dorothy discussed the financial reports submitted by Cinde Wagner and the breakdown of ABANA's accounts. Board members asked Cinde Wagner a variety of questions concerning her record keeping. Dorothy Stiegler discussed the variety of categories within the ABANA budget and encouraged board members to keep up with their expenses. She also praised board members for staying on budget. Erik Lander discussed separate accounting for ABANA conference auctions.

Conference finance and accounting were also discussed. LeeAnn Mitchell, Cinde Wagner and Dave Koenig still need to go through several of the expense sections and make sure that all figures have been placed within the correct accounts. Cinde Wagner presented the board with her bid for services for 2005.

MOTION #9

Clare Yellin made a motion to move into executive session. Will Hightower seconded the motion. PASSED.

MOTION #10

Bob Jacoby made a motion to accept the contract from Lambe, Tuter and Wagner, with a change that the contract be extended to cover two years, 2005 and 2006. Will Hightower seconded the motion. PASSED. Dissenting votes were Jerry Kagele and Clare Yellin.

EDUCATION DIVISION – Elizabeth Brim reported that the Controlled Hand Forging committee was going well and that they were meeting this weekend at Bob Fredell's. She also indicated that Peter Ross was going to temporarily leave the committee, but planned to return.

- Scholarship Committee – Chris Winterstein indicated that we have received more scholarships this year and he would also like to develop a budget based on what we can award quarterly. He would also like to see a new category that would cover academic research. Chris Winterstein discussed the idea of transferring money into the trust so that the returns would fund scholarships on a long-term basis. He also indicated that he is coordinating with Maegan Crowley to insure that scholarship recipients meet their obligations.
- Aachen Committee - Bob Jacoby reported that the Aachen program has been inactive, but the committee wants to get this educational exchange program going again. The idea to move this committee to the scholarship committee was discussed. Chris Winterstein discussed that the organization in Germany needs to be more active in working with ABANA. Tim Ryan discussed the idea of an exchange program. Bob Jacoby indicated that the program should remain in place. Don Kemper charged Erik Lander, Bob Jacoby, Elizabeth Brim, Chris Winterstein and Maegan Crowley get together and formulate a working plan.
- Exhibitions Committee – Elizabeth Brim talked about the contacts she is making with galleries in the Seattle area to take the work from the ABANA Members' Gallery at the conference for exhibition after the conference. The hope would be that this exhibition would stay up for an extended exhibition. She also mentioned that Jerry Kagele wanted an exhibition of Chris Ray's work at the 2006 Conference and had been in contact with Greg Leavitt and Don Plummer and they are willing to help. Clare indicated that this would be a costly project in terms of shipping and insurance and that this would be worthy of funding in the form of a grant. Don Kemper discussed the idea of establishing a Professional / Academic Outreach Committee. Tim Ryan suggested that before establishing a new committee we move the library committee to sales. Will Hightower suggested that it be renamed Sales & Rental. Chris Winterstein asked Erik Lander to note the creation of this new committee with new memberships and membership retention in terms of the Long Term Planning Committee and that they should work in agreement.

SPECIAL COMMITTEE /ISSUES:

1. The issue of ballot requirements for uncontested elections for board nominations was discussed. It was determined that under Georgia law that an election must be held even if there are not five candidates.
2. The issue of board nominations during conference years was discussed. It was decided to delay publication of The Anvil's Ring by two weeks during conference years and alert the membership to this decision. It was also decided to delay the board nominations deadlines during conference years.
3. LeeAnn Mitchell reported that this fall she will assist Dave Koenig and Paul Moffett with the long needed update of the Conference Procedures Manual.
4. The idea that was executed at the 2004 ABANA Conference of vendors trading merchandise for the auction in fulfillment of their conference registration fee was discussed. Tim Ryan indicated that it was a bad business practice in terms of his commitments as an auctioneer.

MOTION # 11

Will Hightower made a motion to dissolve the trading vendor fees for auction items at ABANA Conferences. Dorothy Stiegler seconded the motion. PASSED. Dissenting votes were Jerry Kagele.

5. LeeAnn Mitchell presented the project bid from Jake Goulding and Dane Wagner for the development of a new relational database that would serve both the needs of the Central Office and the Conference Office. The board approved the project.
6. LeeAnn Mitchell presented a project overview solicited from Nigel Noble for the production of a video. The documentary would feature ABANA and be ready for presentation on public television and related shows. The idea was thought a good one but funding is not available at this time. The board encouraged the grants committee to procure outside funding for such a project.
7. The issue of sending LeeAnn Mitchell and the Central Office to regional events was discussed. Murray Lowe brought up the idea that the cost for LeeAnn's travel could be supported through sales that occurred at the events. Jerry Kagele stated that sending the Central Office to selected events was warranted as LeeAnn maintains a booth and is readily available to answer questions, take memberships and sell merchandise. The board decided that no travel would occur during fiscal year 2005 due to lack of funding. Dorothy Stiegler encouraged board members to travel, when possible to events in their area.

The meeting adjourned at 12:00 noon for lunch / The meeting reconvened at 1:15 p.m.

PUBLICATIONS PRESENTATIONS

Maegan Crowley presented Rob Edwards and his contract bid for publication and editorship of The Anvil's Ring. Rob Edwards made his presentation and discussed his contract bid with the ABANA Board.

Maegan Crowley presented Robert Owings along with Dennis Gallagher of Visual Strategies to present their bid for editorship and publication of The Anvil's Ring. Robert Owings made his presentation to the ABANA Board

Discussions concerning the publication presentations were delayed until the next morning as the representatives from the Sand Point Magnuson Park staff were waiting at the future conference site. The meeting adjourned to conduct a site tour scheduled for 4:00.

Saturday, October 30, 2004

The meeting was called to order at 8:36 a.m. by President Don Kemper and the roll was taken. Those in attendance were:

Will Hightower	Erik Lander	Dave Mudge
Jerry Kagele	Chris Winterstein	Clare Yellin
Murray Lowe	Bob Jacoby	Elizabeth Brim
Dorothy Stiegler	Tim Ryan	
	Maegan Crowley	

Board members not in attendance were Scott Lankton and Dan Nauman.

Other persons in attendance were Rob Edwards, Editor of The Anvil's Ring, Brian Gilbert, Editor of Hammer's Blow, LeeAnn Mitchell, ABANA Central Office Administrator, and Cinde Wagner, ABANA Accountant.

MOTION #12

Will Hightower made a motion to go into executive session. Maegan Crowley seconded the motion. PASSED.

The meeting reconvened at 9:20 a.m.

MOTION #13

Bob Jacoby made a motion to accept Rob Edward's contract for the publication of Hammer's Blow and editorship and publication of The Anvil's Ring for fiscal year 2005. Seconded by Jerry Kagele. PASSED.

2006 Conference

Jerry Kagele discussed general plans and answered questions concerning the 2006 ABANA Conference in Seattle, Washington that were not discussed yesterday during the site tour. He indicated that he will need seed money to produce materials for public relations and printing. The board agreed.

SPECIAL COMMITTEE /ISSUES CONTINUED:

8. Chris Winterstein would like the minutes to reflect that he would like to see in lieu of other contributions board members attend a conference within 200 miles of their home if possible.
9. LeeAnn Mitchell reported that BookMasters Inc., is willing to drop the fulfillment price of The Anvil's Ring and Hammer's Blow for orders of ten units or more. This will enable ABANA to sell issues for \$1.00 each for orders of \$10.00 or more. The sales & rental committee will look into this and let the board know the decision.
10. Don Kemper discussed the issue of compensation for ABANA Affiliates that assisted with the production of the 2002 Conference. He and LeeAnn Mitchell will follow up on this commitment. He encouraged the board to review the existing motion and make suggestions for an appropriate donation.

NEW BUSINESS

MOTION #14

Will Hightower made a motion to award Paul Moffitt a lifetime membership in ABANA. Scott Lankton seconded the motion. PASSED. (note: this was a follow up vote to an email motion that had been made on October 26, 2004)

MOTION #15

Will Hightower made a motion to award Dave Koenig a Brent Bailey engraved hammer for exemplary service to ABANA. Dorothy Stiegler seconded the motion. PASSED.

Don Kemper presented a letter from Al Butlak who wishes to pursue the Affiliate Banner Project at the 2006 ABANA Conference. Jerry Kagele has agreed to assist with this project. Dave Mudge and LeeAnn Mitchell will also help promote the project through the liaison mailers.

MOTION #16

Bob Jacoby made a motion that ABANA codify a board-member travel policy. Specifically, in keeping with best corporate practices intended to manage corporate liability, board members will be afforded private accommodations at regularly-scheduled ABANA board meetings and reimbursed for reasonable travel expenses. Further, board members will be personally responsible for accommodation expenses related to early arrival or late departure from ABANA Board meetings. Will Hightower seconded the motion. PASSED.

2008 Conference

Murray Lowe presented the materials from Jonathan Nedbor. He indicated that he would be visiting the area soon and would make an appointment with Jonathan Nedbor to view the campus.

2010 Conference

Will Hightower reviewed solicited materials for two possible locations for the 2010 Conference in Illinois. He indicated that since he will not be running for the board again he would like someone else to take on this project.

MOTION #17

Will Hightower made a motion to hold the 2005 ABANA Board Meeting in Memphis, Tennessee. Dorothy Stiegler seconded the motion. Will Hightower amended the motion to hold the 2005 Board meeting in New York State. Dorothy seconded the motion. Bob Jacoby moved to table the motion. Erik Lander seconded the motion to table. PASSED. Dissenting votes were Will Hightower.

MOTION #18

Bob Jacoby made a motion to require that the ABANA Board approve the annual budget prior to approval of the three major contracts, Central Office, Publications and Accounting. Will Hightower seconded the motion. PASSED

MOTION #19

Will Hightower made a motion that on January 1, 2006 the ABANA dues will become \$55.00 annually. Members may purchase up to two years worth of membership prior to December 31, 2005. Dorothy Stiegler seconded the motion. PASSED. Dissenting votes were Bob Jacoby.

Don Kemper charged LeeAnn Mitchell, Will Hightower and Bob Jacoby to write a job description for the Central Office in order to publicize the position Central Office Administrator to solicit competitive bids.

MOTION #20

Will Hightower made a motion to accept the proposed budget \$314,445.00 for fiscal year 2005 with a transfer from the 2004 Conference of \$32,345.00. Dorothy Stiegler seconded the motion. PASSED.

MOTION #21

Will Hightower made a motion to adjourn the 2004 Annual Budget meeting. Dorothy Stiegler seconded the motion. PASSED.