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2007 ABANA BOARD OF DIRECTORS MEETING

Memphis, Tennessee

Thursday, November 15, 2007

The meeting was called to order at 8:36 a.m. by 2nd Vice President Don Kemper and the roll was taken. Those in attendance were:

Elizabeth Brim
Maegan Crowley
Bobby Floyd
Don Kemper
Jill Turman
Rome Hutchings

Eric Ryser
Dorothy Stiegler
Jim Masterson
Chris Winterstein
Will Hightower
Linda Tanner

Wayne Coe
Paul Boulay

Also in attendance was the ABANA Central Office Administrator, Heather Hutton.

Proof of notice for the meeting was given.

MOTION #1 - Dorothy Stiegler moved to accept the minutes from the 2006 ABANA Board of Directors meeting held in New Paltz, New York. Eric Ryser second the motion. PASSED

MOTION # 2 - Wayne Coe moved to suspend the rules for officer elections to no later than the end of the officer's report and/or no later than 3:45 PM on November 15th 2007. Bobby Floyd second the motion. PASSED

Reports by Officers

- **President's Report** – Chris Winterstein read a report by Clare Yellin. Clare's report stated that the more things change the more they stay the same in reference to the discussion about professionalism vs. hobbyist, a long unresolved issue that is never going away. Mentioned was the importance of keeping the ABANA website updated and the need for more website training in the central office. Clare's report also discussed the need to fine tune *The Anvil's Ring* in terms of editorial content and review. In conclusion Clare reported that better communication with the membership is necessary for the future success of ABANA.
- **1st Vice-President Report** – Dave Mudge resigned and there was no report submitted.

- **2nd Vice-President Report** – Don Kemper reported that communication has been a problem in 2007. Don made it clear that reports must be given to the President quarterly. He expressed that no one has reason to say there is no communication if they are not an active committee member.
- **Secretary Report** – Eric Ryser reported the general health and evolution of the Central Office and Website Manager position. Eric explained the hiring process for the Central Office. Heather Hutton was hired in March of 2007. No applications were received for the Website Manager position. Recommendations were made to triple the budget for the website. Dave Mudge agreed to fulfill his one-year contract as Website Manager, but he is not interested in renewing the contract and is willing to be replaced on a moments notice. A 2008 ABANA Conference Coordinator was sought out and not a single bid was received. In early 2007, the ABANA Central Office moved from Farmington, GA to Knoxville, TN. Eric stated his concern about the need for more training in the Central Office and his main concern for finding a Website Manager. Eric volunteered to rewrite the search for the Website Manager position, but he needs to know how much ABANA is willing to pay for this service. Also mentioned was the former ABANA Secretary, Jerry Kagele, still has the official ABANA seal and has made no contact in returning ABANA property.

Chris Winterstein made a reminder that the Central Office position is not the same as it was last year in terms of level of services provided. He stated that ABANA did not hire a replacement for LeeAnn Mitchell; ABANA hired a new position with a different scope of services.

- **Treasurer Report** – Dorothy passed out folders containing the 2008 contract proposal from Lambe, Tuter & Wagner CPA's, past and current financial statements for ABANA, profit and loss statements for ABANA, several diagrams pertaining to the breakdown of the membership dues and the 2006 conference income and expenses produced by Will Hightower.

Dorothy also stated that ABANA's goal is to live within the means of the ABANA income. Income comes from membership dues, sales items and ads in the publications. While no committee or contractor of ABANA went over their budget in 2007, we are about \$10,000 over budget every quarter. She indicated that the budget set for 2007 was based on numbers from 2006 membership and as membership in 2007 has fallen; the money to meet the budget has not been forthcoming. Each new Quarter carries the last Quarter. Dorothy stated that during the Fall Quarter it was necessary to pay Sebastian Publishing in two parts over the course of two months. This was due to our 2007 budget shortfall of \$40,000 from reduced membership and to the large quarterly payments paid for the Publishing of the two magazines. She suggested that we lower the 2008 budget for the Publications to fall more closely into line with the current 2007 and projected 2008 membership numbers. She also suggested that we pay Sebastian Publishing on a monthly basis rather than quarterly. Both Dorothy and the accountants urge ABANA to downsize to stay with in the actual income of ABANA.

Dorothy pointed out that the \$150,000.00 principle in The Endowment Trust would ensure that the scholarship and grant goals of ABANA could be met regardless of the actual yearly budget of the organization. Only the interest from the principle is used for the scholarships, which is about \$7,500.00 a year. She indicated that there are private donations being made specifically to The Endowment Trust Account and some on a yearly basis.

Also mentioned was the outstanding claim from the University of Washington. Stating that the \$59,000 owed from ABANA for the 2006 Conference is not necessarily legitimate. Will Hightower; the 2006 Conference Treasurer indicated that to date we have paid the University of Washington, \$155,000.00. Dorothy went on to explain that in their contract, the University of Washington was required to track and keep an ongoing accounting of the registrations, room and board assignments, and user fees incurred by ABANA. LeeAnn Mitchell and Marcus Vickery from the Central Office of ABANA kept track of this information as well and it became clear that the University of Washington was not fulfilling their end of the contract. The University of Washington claim came weeks after the fact and contained expenses that were not incurred by ABANA or its conference goers. ABANA had strict accounting, which suggested we all go over line-by-line and find out what if any of the new charges were actually owed by ABANA. Following their receipt of those records about 8 months ago, we have not heard from the collections agency.

This claim is currently being handled through legal council at no cost to ABANA. Our goal of course is to pay all legitimate fees owed from the 2006 conference but not to pay funds not owed. Some generous ABANA members have sent in checks to help assist in paying for this claim but legal council has indicated that to accept and cash those checks at this time is premature and could jeopardize ABANA's position. If in time it is shown that any of these claims are actually the responsibility of ABANA we can, if the board feels it is necessary, revisit this position to accept donations from the membership to help ABANA pay any legitimate amount owed to the University of Washington outstanding claim.

Central Office Report - Heather Hutton reported that the Central Office is running smoothly with only a few minor issues, which are being sorted out. One of the issues was processing foreign credit cards and extending memberships. Fortunately these issues have been resolved. She mentioned that in order for the Central Office to continue to run smoothly, it needs much support from the Board of Directors. The current Supervisor, Eric Ryser and Heather Hutton have developed a very strong working relationship. Eric has allowed the Central Office the freedom to explore new ways of doing business and communicating with the membership organization i.e. Stamps.com, CERF Emergency Relief Survey, and changes to the renewal notice that have saved ABANA money. Among other things that the Central Office is facing is the need for additional help i.e. volunteers from the Board to assist with inventory control, membership/affiliate correspondence, and website management. With the help of the Board of Directors and the ABANA organization, the Central Office will continue to move forward through its recent transition.

ABANA Division / Committee Reports and Action Requests

Don Kemper opened the Committee Reports to volunteers for future committees in 2008. After volunteers were accepted, each division gave a report.

EDUCATION DIVISION – Elizabeth Brim indicated that the Education Division was running smoothly and she would give a more detailed report during the Committee Reports.

BUSINESS DIVISION – This division was managed by Clare Yellin, who was not in attendance. No report was given.

MEMBERSHIP SERVICES DIVISION – This division was managed by Dave Mudge, who was not in attendance. No report was given.

PUBLICATIONS DIVISION – Maegan Crowley briefly discussed publications and wished to thank Rob Edwards, Brian Gilbert, and SID Graphics for their quality work. She indicated that she would go into greater detail later in the meeting.

COMMITTEE REPORTS

- Teaching Programs “A” – Dan Nauman was not present. No report was given.
- Teaching Programs “B” - James Viste, not present, reported electronically that there was no news and Brian Gilbert is covering whatever is submitted in *The Hammer's Blow*.
- ABANA Scholarships - Chris Winterstein reported that the Scholarships Committee awarded one scholarship for \$750.00 to an individual attending Toby Hickman's class at Penland this past spring. This Scholarship yielded one demonstration to an Affiliate organization. The Scholarship Committee is in the process of awarding a \$1500 Scholarship to a Canadian member who is currently traveling in Europe and studying with Alfred Habermann. Scholarship application trends were addressed and the need to make changes was presented. Not many Scholarship applications were received this year. There appears to be ambiguity between the Scholarship and Grant handling. Will Hightower suggested combining these two committees. Chris concluded by requesting ideas for making the scholarships work better.

MOTION #3 - Don Kemper moved to combine the Scholarship and Grant Committees. Chris Winterstein second the motion. **PASSED**

- Exhibitions – Elizabeth Brim produced a traveling juried show to members and non-members called “Blacksmithing with a Southern Accent”. Each Juror was paid \$200 for their time. She stressed the importance of encouraging people to

volunteer for other shows in the future.

- Professional / Academic Outreach – Eric Ryser, LeeAnn Mitchell, and Jim Masterson attended 2007 Women in Iron Conference hosted by SNAG and signed up new members. According to Eric, we are making headway with University Art Students. ABANA has also been invited to participate in SNAG 2008 in Savannah, GA.
- Insurance – In Clare Yellin’s report, read by Chris Winterstein, Clare reported that no changes have been made to date concerning our insurance policy.
- Elections & Nominating Committee – Jim Masterson- No report was given.
- Sales Committee Report – Don Kemper reported that sales and inventory are no longer a Central Office duty and it will be handled by the Sales Committee. Although BookMaster's, Inc. does an excellent job with record keeping, handling charges for sales items leave little margin for profit. Suppliers, overhead costs of handling services, inventory reductions and inventory control procedures are all areas being examined and documented. This will be an ongoing task to be completed by the 2008 Sales Committee.
- Grants – Jill Turman reported that she pursued corporate sponsorships as a source of revenue for ABANA before the Board’s decision to cancel the 2008 conference. The sponsorships were from national companies in exchange for promotion at the conference. Among the companies contacted were Milwaukee Tools, Lincoln Electric, Gatorade, Carhartt, and Redwing Boots. The results of this effort were dismal. Jill opined that soliciting corporate sponsorships for the future conferences may be fruitless.
- Finance – Will Hightower reported that we are in transition with our CPA. Cinde Wagner is no longer with Lambe, Wagner & Tuter, CPA’s. Janet Tutor who was going to take over is experiencing major medical problems. The firm greatly reduced their prices, but right now several accountants at Lambe, Wagner & Tuter, are filling in for Janet. The bid for contract services next year is \$750.00 per month.
- Educational Endowment Trust – Bill Calaway resigned. Dorothy recommended Will Hightower to this committee to fill the vacancy. Will pointed out that a Board member cannot accept an invitation to this committee and declined the invitation. Mac Beal has donated \$2,500.00 to the Endowment Trust. The Trustees oversee the investments not the disbursement of funds. Merrill Lynch has made some suggestions about how to make the fund earn more money. Will pointed out that it's not the Board of Directors duty to decide how the trust earns more money. Chris suggested it be reflected in the budget. Will disagreed and concluded that it is a separate fund.
- By-laws- Bob Jacoby not present - No report was given.
- Long-Term Strategic Planning – Erik Lander not present - No Report was given.
- Publications – Maegan Crowley reported that that the publications of ABANA are the face of the organization and members expect the same quality if not improved every year. ABANA is providing the same service, if not better with fewer members over the past 3 years. Last year the publications committee shaved \$12,000 from the publications budget by changing the paperweight of each

magazine and increasing the ads by 2%. *The Hammer's Blow* continues to be self sufficient in production; not many complaints are voiced against the publication. *The Anvil's Ring*, on the other hand, is always under scrutiny. It clearly states in the procedures manual that the Board is responsible for content published in the magazines. She reminded the Board that they are supposed to contribute toward one article during the 3 year term. Maegan listed the five goals for the publications each year and mentioned some improvements with *The Anvil's Ring*. The most significant improvement was the layout of advertisements. Ads no longer interfere with the content in the magazine. Maegan reported that she does not want to reduce the budget for Sebastian Publishing. She also reported that she does not get full editorial review of photos and articles before they are printed in the magazines.

- Internet – Dave Mudge not present - According to Chris Winterstein the state of the internet is well reported. Dave Mudge does not want to continue his contract but is willing to fulfill his contract unless earlier replaced.
- Public Relations – Dave Mudge – No report was given.
- Joe Humble Award – James Viste reported electronically that to date ABANA has not received any nominations for this award.

MOTION #4 - Don Kemper moved that the ABANA Board move into Executive Session to review the Bealer Award Committee Report. Will Hightower second the motion.
PASSED

Wayne Coe vigorously opposed moving into Executive Session and cited that the By-laws prohibit such action. Wayne Coe was over ruled and demanded that the minutes reflect his continued objection. Don Kemper so instructed the Secretary.

MOTION #5 - Don Kemper moved to accept the Bealer Award Committee's recommendation for the new committee member. Eric Ryser second the motion.
PASSED

The ABANA Board moved out of Executive Session

- 2008 Conference Committee – Chris Winterstein reported that there is no conference planned for 2008.
- 2010 Conference Committee – Eric Ryser reported that all possible sites for the 2008 Conference have been put on hold: New York has been canceled. Knoxville, TN, Columbus, GA, Kansas City, MO, Memphis, TN and Dallas, TX are being considered for the 2010 Conference location. The two main issues under review are the procuring of funds and hiring a Conference Coordinator for this event. The conference model and proposed sites will be discussed in new business to fit the membership's needs.

- Long-Term Conference Planning Committee - Jill Turman recommends a central location for all future conferences. More consideration should be given to site issues and long-term planning.

1:29 PM Break for Lunch

2:30 PM Committee Reports Resumed

MOTION #6 – Chris Winterstein moved that all money raised and donated for ABANA Scholarships and Grants be placed in the Educational Endowment Trust Fund Principal and donations will be published in one of the ABANA publications with an acknowledgement letter sent out by the President. Rome Hutchings second motion. PASSED

MOTION #7 - Will Hightower moved that the proceeds from the 2006 Iron in the Hat be used towards 2006 conference expenses. Dorothy Stiegler second the motion. PASSED

Note: On March 4, 2008 Paul Boulay moved to reverse motion #7 from the ABANA Board of Directors meeting in Memphis, TN as follows: I would like to move that we reverse that particular decision (motion 7), put the funds back on the books as a liability - if indeed they have been removed - and to direct the treasurer to pay down that liability as funds are available to do so. This motion was adopted by a vote of 10 to 0 on March 24th. Therefore the Iron in the Hat proceeds remain a liability in favor of the Educational Endowment Trust Fund Principal. (As it happens, the books have never shown otherwise.)

- Exhibition – Elizabeth Brim reported no further action on old business.
- Professional Academic and Outreach – Elizabeth Brim reported no further action on old business.
- Insurance – Linda Tanner reported advisement by her Insurance Agent to hold onto our existing officer’s insurance policy and expressed that ABANA is getting a good deal.

MOTION # 8 - Rome Hutchings moved to have the insurance policy and procedures be placed in the procedures manual. Maegan Crowley second the motion. PASSED

- Grants- Jill Turman reported no further action on old business.
- Endowment Trust Fund – Dorothy Stiegler reported that the committee needs to fill the vacancy for 2008.

MOTION # 9 – Will Hightower moved that any unspecified gift to ABANA shall be considered a contributory membership and any specified gifts other than scholarships or grants be considered on a case by case basis. Dorothy Stiegler second the motion. PASSED

- Central Office – Heather Hutton reported no further action on old business.
- Internet – Chris Winterstein reported no further action on old business.

- Publication – Maegan Crowley reported that Rob Edwards is increasing the price of advertising by 12% in *The Anvil's Ring*.

Nomination and Election of Officers

- President -Dorothy Stiegler nominated Chris Winterstein. Eric Ryser second the nomination. Bobby Floyd nominated Wayne Coe. Jim Masterson second the nomination. Paul Boulay moved to close the nominations. Rome Hutchings second the motion. Chris Winterstein was elected President.
- 1st Vice President - Eric Ryser nominated Dorothy Stiegler. Maegan Crowley second the nomination. Will Hightower nominated Linda Tanner. Chris Winterstein second the nomination. Will Hightower moved to close the nominations. Chris Winterstein second the motion. Dorothy Stiegler was elected 1st Vice President.
- 2nd Vice President – Chris Winterstein nominated Rome Hutchings. Dorothy Stiegler second the nomination. Bobby Floyd nominated Wayne Coe. Maegan Crowley second the nomination. Will Hightower moved to close the nominations. Dorothy Stiegler second the motion. Rome Hutchings was elected 2nd Vice President.
- Secretary - Dorothy Stiegler nominated Eric Ryser. Jill Turman second nomination. Will Hightower nominated Linda Tanner. Maegan Crowley second nomination. Elizabeth Brim moved to close nominations. Will Hightower second motion. Eric Ryser was elected Secretary.
- Treasurer - Eric Ryser nominated Will Hightower. Dorothy Stiegler second the nomination. Will Hightower nominated Wayne Coe. Paul Boulay second nomination. Linda Tanner moved to close nominations. Will Hightower was elected Treasurer.

MOTION # 10 - Rome Hutchings moved to have financial controls and levels of approval for the conference coordinator. Maegan Crowley moved to table the motion. Motion was tabled until further discussion of an ABANA Conference.

Special Reports

Video Library – Rome Hutchings reported there are 69 videos in the library and 2 new videos to be added. He volunteered to change the video library from VHS to DVD for the upcoming year. There have been 3 past due rentals and 5 remaining past due accounts dating back to 2001. There was also some maintenance costs for video repairs. The rental fees collected from January through November 2007 total \$1,105.00.

NEW BUSINESS

President, Chris Winterstein, opened the meeting to New Business. Open discussion commenced and the Board discussed openly the future business of ABANA 2008. Topics included history of the conference budget, potential conference sites, improving membership drive, and improving Affiliate relations.

MOTION #11 - Don Kemper moved to adjourn the meeting. Rome Hutchings second the motion. PASSED

5:33 PM - The Meeting Adjourned

Friday, November 16, 2007

The meeting was called to order at 8:44 a.m. by President Chris Winterstein and the roll was taken. Those in attendance were:

Elizabeth Brim	Eric Ryser	Bobby Floyd
Maegan Crowley	Dorothy Stiegler	Will Hightower
Don Kemper	Jim Masterson	Linda Tanner
Jill Turman	Chris Winterstein	Paul Boulay
Rome Hutchings	Wayne Coe	

Also in attendance, Heather Hutton, the ABANA Central Office Administrator.

Chris Winterstien distributed the new committee list for the 2008 Division/Committee Assignments. Heather Hutton will send the updated list via email to all Board members.

Business Division

Dorothy presented an overview of the general goal of each committee within the Business Division: Insurance, Elections & Nominating, Sales & Library, Finance, Endowment Trust, Bylaws & Procedures, and Long Term Strategic Planning. Sales & Library are now being combined.

Communication Division

Elizabeth Brim presented the general goals of the committees within the Communications Division: Publications, Internet, Public Relations, Public Relations, Professional & Academic Outreach, and Exhibition.

Membership Services Division

Rome Hutching gave a general over view of the goals of the committees within the Membership Services Division: Affiliate Relations, Affiliate & Individual, Grants/Scholarships, Joe Humble Award, POABA, and Controlled Hand Forging.

Conference Division

Jill Turman presented a general over view of the goals of the committee in the Conference Division: 2010 & 2012 Conferences.

New Business

Bylaws -Wayne Coe proposed revisions to the Bylaws. Among the proposed revisions were election rules, term limits, group memberships, contributory memberships, potential need for an independent auditor, plus general grammatical errors.

Don Kemper noted that any revisions made to the Bylaws must be communicated to the membership, which is an economical concern for printing new material.

Open discussion commenced to address term limits.

MOTION #12 - Rome Hutchings moved that the discussion of term limits commence on a later date. Motion Tabled by Wayne Coe.

MOTION #13 - Will Hightower moved to refer the discussion of Bylaws back to the Bylaw Committee and bring the findings back to the Board on a later date. Eric Ryser second the motion. PASSED

MOTION #14 - Don Kemper moved that the responses to questions posed to the last term President, Clare Yellin be addressed. Chris Winterstein second the motion.

Chris Winterstein volunteered to be responsible for disseminating the information to the membership.

Amendment to MOTION #14- Wayne Coe moved that the responsible party have a two week deadline to disseminate responses to the membership. Rome Hutchings second the motion. PASSED

Affiliate Relations

Rome Hutchings addressed the need to clarify ABANA's relationship to Affiliate Organizations. Chris Winterstein offered free demonstrations to Affiliate groups willing to sign up 20 new ABANA members that are within a half days drive from Philadelphia or his shop in North Carolina.

Wayne Coe addressed the general concerns for Affiliate communications & relations. Rome Hutchings addressed the issue of mass communication via email and made a proposal to create a mass email communication system to reach the membership.

MOTION #15 - Paul Boulay moved to accept Rome Hutchings proposal to execute a mass communication email system to the membership. Chris Winterstien second motion. PASSED

Bobby Floyd addressed the Board regarding the content of the ABANA Membership Survey. As the conversation progressed, concerns, questions, and issues regarding the survey were addressed resulting in a well worded document. Several questions were omitted from the survey, and a group discussion of Bylaws and conflicting information followed. The question was brought up by Paul regarding what ABANA will do with the information compiled from the survey. The survey was distributed and all content was reviewed and amended to satisfy all the Board's concerns.

12:45 AM - Lunch Break

1:29 PM - Session resumed

Bobby Floyd announced his official resignation and Heather Hutton was asked by the ABANA Board to leave the room. Wayne Coe renewed his objections to moving into Executive Session and demanded, again, that his objections be noted in the minutes.

MOTION #16 - Don Kemper moved that ABANA accept the resignation for Bobby Floyd. Chris Winterstein second the motion. PASSED

Surveys will be commenced by the Membership Service Chair, Rome Hutchings. All questions in regards to the survey will be directed to the Affiliate Relations Committee.

Eric Ryser nominated Preston Farabow to be an appointed to the ABANA Board of Directors to fill the remaining 3 year vacancy. Nominations were tabled.

Publications

Publications Committee Chair person, Maegan Crowley was asked to modify Rob Edwards's contract by the Board. Maegan stated that ABANA does not get to review all submissions to the magazines. Rome Hutchings stated that the Board should have the privilege of editorial proofing rights. Maegan agreed to the Board's request to renegotiate Rob's contract.

Will Hightower addressed the proposed Budget for 2008. Publications are the greatest expense that may have to be cut. Ideas concerning reduced publishing costs were visited. Removing a publication was considered. Eric Ryser noted that *The Hammer's Blow* Editor Brian Gilbert has not asked for a cost of living increase in 8 years.

3:37 PM - Brian Gilbert arrived.

Rome Hutchings reported his last communications with Bobby Floyd. He expressed on behalf of ABANA that we are disappointed about his resignation. He agreed not to make public opinions about the ABANA organization.

POABA

Rome Hutchings distributed an outline of items to discuss by POABA written by Dan Nauman. Chris discussed how we can combine these discussions with the ABANA mission. There is the appearance that POABA could help us with our website and the ABANA Market Place. POABA is proposing Trade Shows as a potential way to gain members. Networking between professionals was addressed as potential asset. The Journeyman's Program could evolve into a more professional program. The

professional's website could earn ABANA more money by charging professionals more for services.

Chris agreed with the POABA outline by Dan Nauman and expressed that the items to be discussed are all part of ABANA's mission. Each item is a "no brainier". POABA agreed in general that they do not have time to run a national organization and would be willing for ABANA to proceed with the execution of such a division. A committee to research the validity of a professional membership was recommended by Don Kemper. Rome Hutchings agreed to speak to Dan and further action on the previously established POABA Committee.

Health Insurance

Linda Tanner passed out a booklet outlining a health insurance policy that is offered nationwide. He reported that her motivation for researching this information was inspired by the familiar old question "What can ABANA do for me?" Linda's response to this question is to offer Health Insurance, Life Insurance, and Short Term Disability to ABANA members. The Health Insurance policy she proposed is not a group policy, but it is a legitimate private policy. The members could sign up on line and it covers all 50 states. By law an Association can not offer a legitimate Group Health Insurance policy to their membership. She then reported that the Officer's Liability Insurance ABANA currently has is a good deal and should be maintained. In addition to Linda's plan to provide Health Insurance, she proposed a 10% discount for ABANA members to events, conferences, car rentals, etc. in order to up the bar on the ABANA services provided.

ABANA Structure

Household membership's s and dues were referred to the Bylaws Committee for later discussion.

Conferences

All Board members agree that conferences must continue to take place in the future. Jill Turman took the floor and discussed feedback she has received on the subject of conferences by members. Many members feel the conference is too expensive. She proposed one location for future conferences that could host the event for biannual attendance with a fair ground model as opposed to a University. According to her research, membership would like to stay in hotels or camp rather than stay in dormitories. She proposed to contract food vendors at a fairground setting rather than a University setting.

Will Hightower stated he believes there are 3 reasons for a conference: 1. to learn something, 2. to renew old friendships and 3. to support ABANA. Will suggested two locations east and west of the Mississippi. This would allow people across the Board to attend a conference without having as great of a financial burden on travel expenses.

Chris Winterstein interjected that conferences support ABANA and ABANA supports Blacksmithing. He asked "what can we do that the Affiliates don't?"

Jill Turman suggested that the location be centralized and considered S.E. Missouri to be a good location. One of the reasons ABANA went away from Affiliate sponsored events was because no one wanted to put on a conference. Rome suggested having a gallery or something else the public could participate in that would draw more people to the conference. Elizabeth suggested that ABANA look at contracting a company like Meetings A La Cart or South Management to host and plan our conferences. Chris would like to put the fun back into the conferences. He questioned what we have to have in an ABANA conference to separate it from an Affiliate conference. Jill would like more feedback from the survey in order to figure out what direction future conferences should go and proposed a single location with a standardize date.

Also mentioned were the membership surveys placed in the tote bags at the 2006 conference. Not many members responded to the survey. Dave Mudge compiled this information.

In conclusion Chris stated that ABANA needs to have a presence at Affiliate conferences and learn from our fellow Affiliate members how to host a conference in the future. Chris asked people to join Jill in further discussion on conference planning and committees should take action.

Website

Rome reported that the ABANA Market Place is getting approximately 10,000 referral hits per month. According to Chris the ABANA website, however, is difficult to navigate. Members need to use the site map to find something on the homepage which poses a problem. Chris requested that if anyone knows someone interested in the Web Site Management position contact to Paul. Eric has created an ad for finding a new Web Master.

Additional New Business

Linda reported her research on ABANA's periodicals through public libraries. W. T. Cox is a middle man for coordinating library magazine subscriptions. If the Universities and local libraries will promote *The Anvil's Ring* and *The Hammer's Blow* it would help our membership. Linda proposed to give W.T. Cox a 10% commission for promoting our periodicals to public libraries until March 2008 in order to see if the library memberships increase. If there is no increase in library memberships we could change our periodical format to a tabloid which is much cheaper to print.

Chris stated we can not bank on the increased sales in library memberships to determine the future of the periodicals.

4:35 PM - Break

5:08 PM - New Business resumed.

Chris Winterstein stated that we are in a dire situation with the 2008 Budget. Now every corner is cut and it is worse than it has ever been. We are potentially tens of thousands of dollars short of budgeted expenses.

Linda proceeded with her publications proposal. If the concept of combining the two magazines is something everyone wants to look at then members may be misled to believe that ABANA is even worse off. Linda proposed a paperback or newspaper style format with significantly reduced printing costs for the periodicals. 50,000, ten pages, 50 lb bright white tabloid format, will cost ABANA \$390.00 to print.

Chris Winterstein opened discussion for pros and cons to a tabloid layout.

Wayne did not like the tabloid format. Jill said its a viable option and suggested a glossy cover. Rome believed it would put our costs in line. Chris does not think it's a good idea. However, he stated that we are moving towards a digital age and we could produce these magazines as CD's in the future. One advantage is the large size of the page layout. Chris looks for pros and suggested an ecological approach would be to have the tabloid. Don says we spend approximately \$38,000 for *The Hammer's Blow* to be printed and maybe we should consider moving one periodical to a tabloid format but not both periodicals. Will stated that the Publications Committee is trying very hard to put out a top notch publication, but maybe it would be okay to have *The Hammer's Blow* in tabloid form. Elizabeth thought it would not be good to have them on line. Eric suggested the tabloid for *The Hammer's Blow* with a CD that could be printed. Paul stated that the tabloid sends the wrong message in terms of the quality of *The Anvil's Ring*, but *The Hammer's Blow* could be dealt with however everyone wants. Chris did not feel that the tabloid form is archival which holds a certain amount of importance and that a new format could be addressed but maybe not a tabloid.

Chris asked for Brian Gilbert's opinion of the larger tabloid format. Brian stated that he already archives *The Hammer's Blow* on CD's, which is easier to produce. Brian is more worried about the number of submissions and how that would affect the difficulty of arranging material in the tabloid format. He says there are technical issues that would make this format much more difficult. For example, graphics become a bigger concern.

Don Kemper stated that the reason for this is purely financial. If we can't find money, we will have to discontinue *The Hammer's Blow* Editor, Brian Gilbert.

Paul thinks we will need to loose one editor. According to Maegan, ABANA would save \$6,000 per issue to move to a CD format. Maegan said a 20 page magazine would save ABANA \$2,000 dollars of editorial costs per year. We could reduce *The Anvil's Ring* and save \$3,000. A third possibility would be to eliminate 4,080 annual sales inserts from *The Anvil's Ring*.

The Board asked if Maegan could shave \$20,000 off the Publications budget, she replied that this would be unrealistic at this time. However, Meagan concluded that shaving 8 pages off of *The Hammer's Blow* is a \$6,080 budget difference. When we come up with these figure it will greatly help us, but we will not have a completed budget by the end of this meeting. The budget discussion may have to resume electronically after the meeting.

Dorothy wanted the format to stay the same and reduce the number of pages. We only made \$190.00 this year on merchandise sales; revamping sales will help the budget. Maegan reported removing the sales insert page would result in a savings of \$5,000. She reminded the Board about the length of Rob's Contract and agreed to speak with Rob about modifying the contract as well as removing the sales insert per the Board's request. She would then report the conversation with Rob to the Executive Committee.

Don Kemper said he could go for the small tabloid layout for *The Hammer's Blow*. Jill gave appreciation for what Maegan and Brian have done. She stated that reducing pages is temporary and less obvious.

Wayne questioned the possibility of having a hybrid that gives members a choice between the tabloid or CD format. It was again stated that Brian Gilbert has never received a cost of living increase and now he is faced with a reduction in pay.

Brian spoke volumes of Rob Edwards work.

Elizabeth asked Paul if he still feels we should remove an Editor. Elizabeth believes a smaller publication could be better if the content is successful. Jim Masterson suggested borrowing money from the Trust instead of cutting the Publications Budget.

Dorothy says we are level not in the hole financially. Linda presented more options to that would save money on publications. Rome stated that he does not want the publications to change but he thinks it's worth a try. Maegan stated we can modify Brian's contract a little if there is urgency for money right now. Will and Maegan figured out that combining the two issues would actually cost slightly more.

Paul said we will have \$25,000 less than our income by the end of the year.

Chris decided these issues will have to be further discussed later. The membership is waiting for change. We should consider that we could meet our potential budget deficit with the tabloid format. This will say to the membership that we are addressing the issues without providing less service. Don thinks it could be sold as a temporary measure. Other options considered for improving submissions were paying members to submit articles to the publications and using guest editors. Paying for articles was a suggestion for improving submissions.

MOTION #17 - Don Kemper moved to adjourn the meeting. Rome Hutchings second the motion. PASSED

7:05 PM Meeting adjourned.

Saturday, November 17, 2007

The meeting was called to order at 8:47 a.m. by President Chris Winterstein and the roll was taken. Those in attendance were:

Elizabeth Brim
Maegan Crowley
Don Kemper
Jill Turman

Rome Hutchings
Eric Ryser
Dorothy Stiegler
Jim Masterson
Chris Winterstein

Will Hightower
Linda Tanner
Paul Boulay
Wayne Coe

Also in attendance were Brian Gilbert, Editor of *The Hammer's Blow* and Heather Hutton, the ABANA Central Office Administrator.

Chris announced that the Budget would not be complete at this meeting. He requested two possible drafts on what we have to save and what we can save. We can not base a budget on membership we don't have.

BUDGET

Will Hightower went over a budget analysis based on 4,000 members at the 55 dollar rate. He took the budget last year with the projected income and compared it to a projected income for 2008.

Will stated that he revised the membership to 4,200 as reported by the Central Office and the Publications figures as reported by Chris. He concluded that the Budget is \$6,130 out of balance.

Chris requested possible scenario's for reducing the Budget. Maegan could not come up with a number to reduce Publications. Therefore, no Budget reductions were officially made.

According to Will, each committee like the Humble Award will make a budget request for buying awards and their expenses over the year. Funds for the Humble Award were not actually spent during 2007. Dorothy proposed to make the award free if it will help the Budget. Don wanted to put \$150 in the Humble Award.

The projected 2008 Budget was further discussed. The Teaching Program budget item was eliminated and all other committees projected what they would need in their budget for the upcoming year. However due to unresolved contracts with the Central

Office and Publications the Board concluded that the Budget discussion would have to resume electronically after the meeting.

Chris implemented a procedure for the Division Chairs to know where ABANA stands before the next Board meeting. Based on last years membership and publication costs, \$49.29 from each member goes towards Publications, which leaves little profit for the rest of the budget. Requests for budgeted expenses will move from committee to the Division Chair and then to the Treasurer. Division Chairs will be made aware of budget activities within their divisions. Requests for budgeted expenses will note the Budget line item to be charged. Disbursements should be tracked against the line item debited. Expenses beyond a committee's approved budget must be presented to the whole Board for approval.

Rome Hutchings proposed a life time membership for Dave Mudge. Will proposed to give Dave a 5 year membership. If we do something for a Board member we should be continuous with others in the future. Chris mentioned that we would address this issue later and he will thank Dave in the Presidents message for all his hard work and contributions to ABANA.

New Business

MOTION #18 - Wayne Coe moved to revise the resolution dated January 14th 2004, titled Executive Committee Request for Ratification be reconsidered to allow George Dixon to be an ABANA member and obtain rights to advertise in *The Anvil's Ring* via written notification by regular certified mail with return receipt requested. Rome second the motion.

Amendment to MOTION #18 - Or any ABANA publication. Paul second the motion.
PASSED

Chris agreed to write a letter to George Dixon.

Dorothy made an announcement that she is donating \$350.00 to the Metal Museum on behalf of ABANA for allowing the Board of Directors to host their Boarding meeting.

11:10 AM *The Hammer's Blow* Editor: Brian Gilbert's Contract Negotiation

Brian Gilbert made recognition that ABANA is struggling financially. He noted that he has not had a raise in eight years. He offered to continue to produce his current contract with out a raise or go back to the 1999 contract for a reduced salary which includes a reduced number of pages in *The Hammer's Blow*. Don suggested a one year contract as opposed to a 3 year contract. Wayne stated that Brian makes contributions to ABANA just like other Board members. Brian stated that he believes in ABANA's mission statement and agreed to the reduced contract from 1999.

11:40 AM Central Office Administrator: Heather Hutton's Contract Negotiation.

Heather Hutton presented a bid for services with an itemized list of Central Office expenses. She stated that the job announcement for which she applied, described the Central Office Administrative duties as a 30 hour a week commitment with sometimes full time effort required. Heather stated that since she has been in the Central Office, she has not once worked 30 hours a week; 50 to 60 hours a week were often required to accomplish her duties. She explained to the Board that she felt misled. Also mentioned was no vacation offered for her position.

She went over the itemized list of Central Office expenses as well as taxes and insurance required for the Central Office position as a contractor. She described the amount of money she has helped ABANA save by eliminating a monthly storage unit, reducing the cost of renewal notices, as well as, finding ways to reduce cost on postage. Her main concern about compensation was her need for a Group Health Insurance Policy. She requested compensation to cover her insurance premiums, cost of living increase, and proposed the option of a 4 day work schedule or vacation package.

MOTION #19 - Eric Ryser motioned that the Board move into Executive Session. Don Kemper second the motion. PASSED Wayne Coe renewed his objections.

12:15PM The Board moved into Executive Session

MOTION # 20 - Don Kemper moved to offer Heather Hutton \$52,500 for Central Office services, based on a 4 day consecutive staffing of the Central Office. Will Hightower second the motion. PASSED

12:30 AM Contract Negotiations resumed.

Chris stated to Heather that she had not submitted a written bid of the services and proceeded to submit a counter offer for her services at \$52,500 with a four day work schedule for which she responded that she needed some time to think about.

12:30 PM Lunch

1:00 PM Meeting resumed

The 2008 projected Budget was revisited. Chris announced that critical information is still needed based on lack of information from the Publications Committee and the Central Office contract.

MOTION #21 - Paul moved to post quarterly financial statements instead of monthly financial statements on the website. Chris Winterstein second the motion. PASSED

MOTION #22 - Chris Winterstein moved to accept *The Hammer's Blow* Editor, Brian Gilbert's contract for 1 year at the reduced number of pages based on the 1999 contract. Eric Ryser second the motion. PASSED

Open discussion commenced about various topics from the cost of inventory storage, to what kind of assets ABANA has that could be sold. Also, contributory memberships were discussed and how to encourage members to sign up. Chris asked Maegan to announce her homework for the reduction of publication costs.

Chris announced game time! Each Division/Committee was asked to stand up and announce their committee assignments for 2008.

2007/2008 Committee Assignments

BUSINESS DIVISION

Dorothy Stiegler -Division Chair

Insurance

The Insurance Committee plans to research insurance for Blacksmith shops around the country and Health Insurance for ABANA members.

Chairperson: Linda Tanner

Members: Dorothy Stiegler, Clare Yellin* & Heather Hutton*

Elections and Nominations

The Elections and Nominations Committee is going to find 10 candidates before April to run in the spring election and look into more cost effective ways to run elections.

Chairperson: Jim Masterson

Members: Dorothy Stiegler & Heather Hutton*

Sales & Library

The Sales & Library Committee are going to move ABANA's inventory out of Hanover Pack and Ship, remove the sales items from BookMaster's, locate assets which belong to ABANA that can be sold and investigate digitizing the video library.

Chairperson: Will Hightower (Sales) & Rome Hutchings (Video Library)

Members: Linda Tanner, Maegan Crowley, Dorothy, & Heather Hutton*

Finance Committee

The Finance Committee is going to post quarterly financial statements on the web, send out ledger accounts to each committee chair itemizing expenditures throughout the year, and work with the Central Office to ensure that ABANA can accept donations of all types.

Chairperson: Will Hightower

Members: Chris Winterstein, Linda Tanner, Dorothy Stiegler, Mac Beal*, & Paul Moffat*

Endowment Trust

The Endowment Trust Committee plans to appoint a new Trustee.

Chairperson: Will Hightower

Members: Dorothy Stiegler, Don Kemper, Bob Fredell *

Bylaws & Procedures

The Bylaws & Procedures Committee plans to revise the bylaws, communicate the revisions to the membership, update the Procedures Manual, and include Officer Insurance.

Chairperson: Wayne Coe

Members: Dorothy Stiegler, Chris Winterstein, Paul Boulay, Don Kemper

Long Term Strategic Planning

The Long Term Strategic Planning Committee plans to discuss the content of future surveys with POABA, develop a more substantial technological infrastructure that will keep up with the times & be more financially stable, enhance the ABANA mission statement, and promote ABANA publications to public libraries.

Chairperson: Chris Winterstein

Members: Rome Hutchings, Will Hightower, Paul Boulay, Wayne Coe, & Dorothy Stiegler

COMMUNICATIONS DIVISION

Maegan Crowley-Division Chair

Publications

The Publication Committee plans to gather figures, working with the Editors and Publishers to get the slimmest 2008 Budget while maintaining high standards and continuing to improve quality, solicit articles for both periodicals, and compare printing costs.

Chairperson: Maegan Crowley

Members: Jim Masterson & Linda Tanner

Internet

The Internet Committee plans to upgrade the content on the website and find a new Website Manager.

Co-Chairpersons: Rome Hutchings & Paul Boulay

Members: Elizabeth Brim, Maegan Crowley, & Jake Goulding*

Public Relations

The Public Relations Committee plans to explore more media options to market ABANA and make magazines more available to Public and University Libraries

Chairperson: Linda Tanner

Members: Wayne Coe, Jim Masterson, Maegan Crowley, Preston Farabow* & Heather Hutton*

Professional and Academic Outreach

The Professional and Academic Outreach Committee plans to attend some conferences hosted by organizations related to ABANA i.e. SNAG 2008, start promoting ABANA to the architects and landscape architects, and investigate presenting ABANA to as many relevant organizations outside the blacksmithing community as possible including: SOFA in Chicago, The Furniture Society Conference, ICFE International Show, and visiting artist programs.

Chairperson: Elizabeth Brim

Members: Eric Ryser, Maegan Crowley, & Don Kemper

Exhibition

The Exhibition Committee plans to create a juried exhibition for ABANA members. Their long-term goal is to look into creating a traveling exhibit of diverse ironwork made by ABANA members.

Chairperson: Elizabeth Brim

Members: Eric Ryser, Jim Masterson, & Maegan Crowley

MEMBERSHIP SERVICE DIVISION

Rome Hutchings-Division Chair

Affiliate Relations (& Regional Conference Support)

The Affiliate Relations Committee plans to revitalize the Affiliate Liaison Letters, reestablish ongoing communications with Affiliates via mass emailing, establish what the value of a membership should be through the use of surveys, plan regional conferences with Affiliates, and separate Affiliate memberships from Regular ABANA memberships. Chris Winterstein has proposed to demonstrate for Affiliate Organizations in his area in exchange for 20 new ABANA members and he will respond to any unresolved correspondence sent to past President, Clare Yellin.

Chairperson: Paul Boulay

Members: Linda Tanner, Don Kemper, Kim Saliba, Rome Hutchings, & Heather Hutton*

Affiliate & Individual Grants/Scholarships

The Grants & Scholarships Committee has been combined to accept Grant and Scholarship applications for all the appropriate categories. The Committee plans to contact Kirk Sullens about sponsoring a demonstrator for the 2008 BAM conference.

Chairperson: Wayne Coe (Co-chair), Kim Saliba (Co-Chair focused on individual aspect)

Members: Maegan Crowley, Dorothy Stiegler, & Rome Hutchings

Joe Humble Award Committee

The Joe Humble Award Committee plans to review affiliate nominations submitted for outstanding newsletter Editors and determine a biennial recipient.

Chairperson: Rome Hutchings

Members: Bill Clemens*, Jerry Kagele* , Brian Gilbert*, Marcia McEacheron*, Dave Smucker*, Julie Pickett*, & Brian Gilbert*

POABA

The POABA Committee will decide upon a professional level of membership & services, respond to POABA, monitor POABA conversations via the internet, and work with the Professional & Academic Outreach Committee to generate high quality article submissions for the magazines.

Chairperson: Wayne Coe

Members: Rome Hutchings, Jill Turman, & Kim Saliba

Controlled Hand Forging

No new business was proposed for the upcoming year.

Chairperson: Don Kemper

Members: Rome Hutchings, Dan Nauman*, Tom Latane*, Jay Close*, Bob Fredell*

CONFERENCE DIVISION

Jill Turman - Division Chair

2010 & 2012 Conferences

The 2010 & 2012 Conference Committee will research the affordability and accessibility of venues in various cities for future conferences and compile the pertinent conference information from the surveys to help identify what members want out of a National conference. They will also follow up with similar organizations to research professional management groups who could potentially organize future conference events for ABANA. The Conference Committee plans to revitalize the conference procedure manual and invite off board members to join ABANA in our mission for future conference planning. Finally, the Committee will create a structured level of approval for conference expenditures.

Chairperson: Jill Turman

Members: Rome Hutchings, Dorothy Stiegler, & Jim Masterson

President Chris Winterstein announced his plans to respond to membership correspondence with Clare Yellin in the previous year, write a letter to George Dixon allowing him to advertise in the publications, clearly identify the Central Office job description, contact Jaime Pelissie, compose a letter to the membership including Doug Kluender, and thank all the outgoing members including Bobby Floyd for their efforts and dedication to ABANA.

Chris Winterstein invited a motion to adjourn the 2007 Board meeting.

MOTION #23 - Eric Ryser moved to adjourn the 2007 Board meeting. Motion was unanimously second. PASSED

4:45 PM Meeting adjourned.