



HMGS EAST

Eastern Chapter Historical Miniatures Gaming Society

Tax ID # 52-1463458

21 July 2005

Minutes of Meeting of Board of Directors May 1, 2005

Call to Order

President Fred Hubig convened the meeting at 9:00 am on May 1, 2005 in the office of the Georgetown Center for Living History, in Washington, DC.

Determination of Quorum

A quorum was established, with the following Directors and officers present:

- President Fred Hubig
- Executive Vice President Del Stover
- Treasurer Rick Egtvedt dialed in.
- Secretary and Vice President for Member Services Bill Rutherford
- Director James Curtis
- Vice President for Communications & Outreach Peter Panzeri dialed in.

Also present were Newsletter Editors Bob & Cleo Liebl.

Introductory Remarks

Fred Hubig welcomed everybody to the meeting.

Newsletter

The newsletter publication timetables and contents for the upcoming two issues were discussed:

- Submissions deadline for the full-color Historicon promotions issue is May 1, 2005, with a mailing deadline of May 22, 2005.
- Submissions deadline for the black-and-white election/business issue is May 6, 2005, with a mailing deadline between May 10 and May 15, 2005.
- Pete will contact the local mailing house for the election/business newsletter.
- Del and Pete will talk off-line about the specifics of the publication schedule for the election/business newsletter.

Bob & Cleo departed and Vice President for Marketing James Mattes arrived at 10:31 am.

Cold Wars

Rick advised the Directors that the financial reports for Cold Wars will be available when the next bank statements arrive in order to allow verification of deposits, expenses, etc.

Approval of Minutes

The minutes of the April 7 and April 10, 2005 Board Meetings and the April 9, 2005 General Membership Meeting were amended; new drafts will be distributed for review after the meeting.

The meeting recessed for lunch from noon until 12:30 pm. Rick and Pete dialed back into the meeting at that time.

Fall-In

Dates and venues were discussed:

- Fred will obtain specific contract proposals from the Eisenhower no later than May 31, 2005 for Board review.

Marketing

James Mattes:



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- Discussed the Marketing budget for Fall-In 2005. The Board will review it in detail at one of the Historicon 2005 Board meetings.
- Is exploring promotional opportunities with the Armchair General magazine.
- Needs the Historicon 2005 timeline to help plan promotional activities.
- Described the Historicon 2005 GM flyer/registration form
- Described Historicon 2005 promotions:
 - Advertisement in the Origins 2005 pre-registration booklet
 - 3,000 Historicon 2005 registration forms were distributed at Cold Wars 2005
 - Possible banner advertisement on The Miniatures Page website.
- Presented a promotions idea for Fall In 2005: Distribute, at GenCon 2005 and Origins 2005, \$5-off coupons usable against non-member admission.
- Advised the Board that:
 - Historical Miniature Gamer has made available a half-page advertisement for each HMGS convention free of charge.
 - Wargames Illustrated and Miniature Wargames both offer free convention advertising but we need to figure out their production schedules to see how to best take advantage of their offer.
- Described a Flyer Seminar and how it might benefit us by our attendance, recommending that HMGS send James Mattes and/or Bob and/or Cleo Liebl. Cost is in the \$400 - \$500 range.
- Discussed and distributed to the Board Steve Winter's "How to Run Great Convention Games" booklet.
- Distributed convention broadside sheets.
- Discussed HMGS Affiliated Clubs – HMGS needs to make sure we promote their events and not just their clubs.
- Is contacting all Cold Wars 2005 Exhibitors:
 - Ask how was the show?
 - Thank them for their attendance.
 - Verify their contact information.
- Is contacting other HMGS chapters, exploring joint opportunities.
- Asked where we are re: the Historicon 2005 convention program. Noted that a registration form for Fall In 2005 needs to be included in the program. Fred will talk with John Drye to determine status.

Fall In Proposal

- Pete discussed his concerns/requirements/observations regarding the proposal.
- The temporary Convention Management Committee established to explore the proposal collected Board concerns during the discussion, will meet off-line to consolidate them, and will report to the Board with a final list for comment no later than May 6, 2005.

Virginia Renaissance Fair Grant Request

Bill recused himself from the discussion.

James Curtis reported on his efforts to recruit GMs for this outreach event.

Del reported on the Fairfax Fair 2001 outreach event, i.e., that of numerous visitors, approximately 7 people actually joined HMGS as a result.

James Mattes made and Rick seconded a motion to allocate \$500 to support HMGS outreach efforts at the Virginia Renaissance Fair.

The motion passed 4-1-1 with James Curtis, James Mattes, Rick, and Fred in favor, Bill recused, Pete abstaining, and Del dissenting.



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Convention Security

Fred appointed a temporary Physical Security and Loss Prevention Program Committee to review the draft security proposal presented to the Board. Committee will report to Board with recommendations no later than May 31, 2005.

HMGS Articles of Incorporation

- James Curtis needs contact information for our lawyer. Bill to provide information after the meeting.
- Board discussed the Corporation Referendum of 2002. Tabled until James Curis reports to the Board on the Articles at the pre-Historicon 2005 Board meeting.

SOPs

- James Mattes received Michael Cosentino's convention operations SOPs.
- Del reported on his ongoing SOP work.
 - Flea Market, Elections, Financial, and Convention Close Out SOPs are all nearing completion.
 - Will provide Bill the elections SOP after the meeting.
- Board discussed Flea Market SOP.

Historicon 2005

- Dates to remember:
 - May 10, 2005: GM events to be submitted to James Thomas for promotions.
 - June 23, 2005: Cut-off date to get events into the Program booklet. **[and to be eligible for GM admission to convention]**
 - July 1, 2005: Pre-registration postmark date to be sure convention registrations arrive in time to be captured by the Registrar.
 - July 11, 2005: Mailed-in pre-registration closes.
 - July 14, 2005: PayPal pre-registration closes.

Miscellaneous Business

- We need an operational calendar to be sure we capture all of the various timeline dates for our conventions.
- We need to focus on filling convention staff positions.
- Rick noted that:
 - KSG has access to a provider for online surveys.
 - He will put a training line item into the HMGS budget to account for training opportunities like the Flyer Seminar previously discussed.

Bill made and James Mattes seconded a motion to adjourn.

Passed unanimously. The meeting adjourned at 4:10 pm.

APPROVED _____ DATE _____
Fred Hubig, President

APPROVED _____ DATE _____
Bill Rutherford