



HMGS EAST

# Eastern Chapter Historical Miniatures Gaming Society

Tax ID # 52-1463458

## Minutes of Meeting of Board of Directors on July 23, 2006

### Call to Order

President Pete Panzeri called the meeting to order at 7:04 am in the Legends Restaurant at the Lancaster Host Resort in Lancaster, PA.

A quorum was established with the following Directors present:

**President Pete Panzeri**  
**Executive Vice President Dan McDonagh**  
**Treasurer James Curtis**  
**Secretary Bill Rutherford**  
**VP for Education Don Manser**  
**VP for Outreach James Mattes**

### Minutes

The Board agreed by unanimous consent to table minutes approval.

Pete Panzeri tasked the Board to ensure that e-mail traffic dealing with draft minutes include as the subject line: **Draft Minutes for Approval Suspense:[Date]** where [Date] is the suspense date by which a concurrence or other comment is due.

**Pete Panzeri made and Bill Rutherford seconded a motion to approve Draft 1 of the minutes of the Executive Session of 7 May 06 as the final version of those minutes.**

Passed by unanimous consent of the Directors present.

The Board tasked Bill Rutherford to forward the minutes of the 12 Feb 06 Board teleconference and the 16 Mar 06 and 7 May 06 Board meetings to the HMGS-BoD yahoo group for review and also to send out a suspense e-mail per the preceding e-mail format.

### Legion of Honor

Pete reported that he met with the LoH at 7:37 am on 20 Jul 06. He provided the Directors with draft LoH bylaws.

### Convention Directors

The Board agreed by unanimous consent to appoint a Fall-In 2007 Director no later than our next off-site meeting in September 2006 and further agreed that Candidate Applications (as described in the minutes of the 21 Jul 06 Board meeting) will be due no later than the next off-site Board meeting.

The Board agreed by unanimous consent that Cold Wars 2008 Candidate Applications will be due no later than 30 Aug 06.

Historicon 2006 Director Bob Giglio and Deputy Director Neil Brennan arrived at the meeting at approximately this time.

### HMGS East Ex Officio Directors



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The Board confirmed its conclusion in accordance with the HMGS bylaws and RONR10 that HMGS East Convention Directors are **not** HMGS East Ex Officio Directors.

Pete Panzeri stated that as a matter of practice, all Convention Directors are invited to HMGS East Board meetings except by specific exclusion.

## **HMGS East Marketing and Promotions Officer**

**James Mattes made and Bill Rutherford seconded a motion that the Board appoint Heather Blush as the HMGS Marketing and Promotions Officer.**

Passed by unanimous consent of the Directors present.

Pete Panzeri will provide Heather Blush the job description worksheet he distributed to the Directors, as will all other Corporate Officers. She will report directly to the President and will coordinate and facilitate activities with the Convention Promotions Managers via the Convention Directors.

**[Later changed so M&P Officer will report to the EVP/Communications Director]**

## **Historicon 2006 Report**

Bob Giglio reported the following preliminary attendance numbers:

- Total Paid attendees: 1,483, including 1,160 member weekends, 73 other chapter weekends, and 260 non-member weekends.
- Additional non-paying attendees: 229 minors, 350 exhibitors, 42 guests, 289 family members, 69 staff, and 340 Game Masters.
- Additionally, 700 memberships were sold, as were 383 shirts and 21 pins.
- The Flea Market sold out on Saturday morning and was very close to being sold out on Friday.

Don Manser will provide the Board a tournaments after-action report via e-mail no later than 30 Aug 06.

## **After Action Report Format**

Pete Panzeri directed that all AARs adhere to the following format:

- **Issue**
- **Discussion**
- **Recommendation**

## **Convention Staff Shirts**

Bob Giglio will report to the Board NLT 30 Aug 06 with recommendations for standardized convention staff shirts.

## **Additional Duties**

Pete Panzeri made the following appointments:

- Assistant Convention Operations Officer – James Mattes



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- Assistant Strategic Planning Committee Chair – Dan McDonagh
- Marketing and Promotions Officer – Heather Blush
- Bylaws, SOPs, and Policies Committee member – Fred Haub
- Assistant to VP for Education – James Mattes
- Assistant to VP for Outreach – Don Manser
- Assistant to Treasurer – Pete Panzeri
- Assistant Communications Officer – James Mattes
- Assistant VP for Membership Services – Fred Haub
- Assistant Marketing and Promotions Officer – Dan McDonagh
- Assistant Exhibitor Liaison – Heather Blush
- Assistant Tournaments Liaison – James Curtis
- Assistant Game Master Liaison – Don Manser
- Assistant Awards Officer – Fred Haub

**Pete Panzeri nominated and James Curtis seconded Bill Rutherford for the position of Secretary.**

Passed unanimously by those Directors present.

### **Fall-In 2006 Speaker**

James Mattes reported to the Board that there was interest in having Tom Fleming attend Fall-In 2006 as Guest Speaker. He will talk with the Convention Director and with Mr. Fleming and will report to the Board if the costs to bring him to the convention exceed the Fall-In 2006 speaker budget.

### **HMGS East Minimum Meeting Quorum**

James Mattes proposed that the Board address this issue and requested that a decision be made no later than 1 Aug 06.

### **Document Sharing**

The Board tasked Dan McDonagh to investigate options for a secure place for Board document sharing and to report to the Board NLT 1 Aug 06.

### **Special Membership Business Newsletter**

Dan McDonagh reported that a special mailing to the membership to apprise them of recent events, chapter news, etc., will be sent out. Table of contents entries are due to Dan McDonagh no later than August 1, 2006 and all content is due to him no later than August 30, 2006.

**Pete Panzeri made and Bill Rutherford seconded a motion to enter Executive Session.**

Motion passed 5 – 1 – 0 with Pete Panzeri, Dan McDonagh, Don Manser, James Curtis, and Bill Rutherford in favor and James Mattes opposed.

The Board entered Executive Session at 9:42 am, returning from it at 10:00 am.

The Board tasked James Curtis to look at accounting firm options for HMGS for future reference to get a sense of their availability and to report to the Board no later than 30 Aug 06.

### **Bylaws**



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Bill Rutherford will provide Fred Haub current copies of the HMGS Articles, Bylaws, and Policies NLT 29 Jul 06.

### **Treasurer's Notes**

James Curtis instructed all Directors to submit any outstanding reimbursement claims ASAP.

James Curtis reported that KSG needs good copies of the fronts and backs of the President's and Secretary's drivers' licenses as well as their SSNs as quickly as possible. He tasked the President and Secretary to provide that information..

**Bill Rutherford made and Don Manser seconded a motion to adjourn.**

Passed by unanimous consent of the Directors present.

The meeting adjourned at 10:05 am.

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Pete Panzeri, President

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Bill Rutherford, Secretary