



HMGS EAST

# Eastern Chapter Historical Miniatures Gaming Society

Tax ID # 52-1463458

11/8/2007

## Minutes of Meeting of Board of Directors on November 8, 2007

### Call to Order

President Pete Panzeri called the meeting to order at 6:08 pm in the Board Room of the Eisenhower Convention Center in Gettysburg, PA.

### Quorum

A quorum was established with the following Directors:

- President Pete Panzeri
- Treasurer Dudley Garidel
- Secretary Bill Rutherford
- VP for Convention Operations John Drye (dialed in by speaker-phone)
- VP for Education Don Manser (arrived 7:25 pm)
- VP for Outreach Mike Pierce
  
- Coldwars 2008 Director Frank Preziosa (arrived 8 pm)
- Historicon 2008 Director Bob Giglio (arrived 8 pm)
- Fall In! 2008 Director Jim McWee (arrived 8 pm)

### Meeting Agenda

The Board agreed by unanimous consent to the following agenda:

- Minutes
- FY2008 Budget

### Minutes

Pete Panzeri made and Dudley Garidel seconded a motion to approve, as amended at this meeting, the draft minutes of the 22 Jul 06 Annual Meeting of Members for distribution to the membership for their approval.

The motion passed by unanimous consent of the Directors present.

Don Manser arrived at the meeting.

Pete Panzeri made and Mike Pierce seconded a motion to approve, as amended at this meeting, the minutes of the 27 Jan 07 Board Meeting.

The motion passed by unanimous consent of the Directors present.

The meeting recessed at 7:25 pm, reconvening at 7:43 pm.

Pete Panzeri made and Don Manser seconded a motion to approve, as amended at this meeting, the minutes of the 15 Mar 07 Board Meeting.

The motion passed by unanimous consent of the Directors present.

Dudley Garidel made and Mike Pierce seconded a motion to approve, as amended at this meeting, the draft minutes of the 17 Mar 07 General Membership Meeting for distribution to the membership for their approval.



HMGS EAST

# Eastern Chapter Historical Miniatures Gaming Society

Tax ID # 52-1463458

11/8/2007

The motion passed by unanimous consent of the Directors present.

Don Manser made and Pete Panzeri seconded a motion to approve, as amended at this meeting, the minutes of the 18 Mar 07 Board Meeting.

The motion passed by unanimous consent of the Directors present.

Convention Directors Frank Preziosa, Bob Giglio, and Jim McWee arrived at the meeting.

### Budget

Pete Panzeri made a motion to recognize the Convention Directors to address their budget line items out of order. The motion was passed with the unanimous consent of the Directors present.

Each Convention Director presented their draft FY2008 budget to the Board.

Dudley Garidel presented the overall draft HMGS East FY2008 budget to the Board.

The Board and Convention Directors reviewed and amended the draft budget.

Dudley Garidel made and Don Manser seconded a motion to accept the draft FY2008 budget, as amended at this meeting and attached at Attachment 1, as the FY2008 HMGS East budget.

The motion passed with the unanimous consent of the Directors present.

Dudley Garidel reported to the Board his findings regarding the Cold Wars 2007 cash overage, concluding "The overage most likely was caused by a failure of registration desk staff to fully understand and/or properly apply the mechanics of the registration database process."

The President directed the VP for Convention Operations to review the findings and take appropriate action to prevent recurrence of the causes of the overage.

Bill Rutherford made and Mike Pierce seconded a motion to adjourn.

The motion passed by unanimous consent of the Directors present.

The meeting adjourned at 11:56 pm.

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

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

**Attachment 1: HMGS East FY2008 Budget**  
**Historical Miniatures Gaming Society**  
**Note Page for**  
**Proposed Statement of Revenue and Expenses**  
**For the Year Ending December 31, 2008**

GL#	Account Name	Description
<b>Revenue</b>		
4013-00	Membership Dues	Dues based on 1600 members @ \$20.00 per member
4100-00	Convention - Cold Wars	See Cold Wars Budget Detail
4200-00	Convention - Historicon	See Historicon Budget Detail
4300-00	Convention - Fall In	See Fall In Budget Detail
4903-00	Education Fund	Donated \$ strictly for use in educational events; sponsoring History Days
4911-00	Interest Income	Interest earned on reserves
4913-00	Miscellaneous Income	As stated
<b>Expenses</b>		
5100-00	Convention - Cold Wars	See Cold Wars Budget Detail
5200-00	Convention - Historicon	See Historicon Budget Detail
5300-00	Convention - Fall In	See Fall In Budget Detail
9001-00	Accounting	Professional Fees for accounting services 4,800 fixed cost + 5200 additional serv
9003-00	Advertising	
9011-00	Bank Service Charges	Bank fees for maintaining accounts (e.g. bounced check fees, check orders, etc)
9017-00	Board of Director Expenses	Nonconvention board meeting travel expenses
9018-00	Board Elections	All expenses for annual or special elections
9021-00	Chapter Expense	Undesignated operations expenses + meeting notices for membership meetings
9023-00	Computer / Hardware	Information Technology systems and support for Society programs
9025-00	Credit Card Fees	Service charges for credit card processing
9031-00	Dues & Subscriptions	Membership in MD non Profit & Other organizations Corporate funds supporting "Contract for History" related programs; HMGS Chapter, club, and hobby associated grants and/or programs & HS program \$5 of the membership fees is allotted for this category (1600 members) and 9051-00. Request for 2008 is comprised of: \$2500 Military Forum Publishing \$2500 National History Day \$ 350 Maryland History Day \$ 300 North Carolina History Day \$1000 Middle / High School Program
9033-00	Education	\$6650 Total Request
9034-00	Education Fund (Restricted)	Donations supporting "Contract for History" related programs
9035-00	Insurance	General Liability, D&O and Crime Shield coverage
9037-00	Legal	Fees paid to attorney for legal advice and services
9039-00	Legion of Honor/Scrubby	plaques \$250; remaining for travel & hotel of winner + award winner & spouse dinner
9041-00	Membership Services	Membership related expenses
9043-00	Miscellaneous	Undesignated expenses
9047-00	Newsletter	Design, printing and mailing expenses: [4 newsletters @ \$4,000/issue].
9049-00	Office Supplies	Chapter expenses only -- No convention items
9051-00	Outreach	\$5 of the membership fees is allotted for this category (1600 members) and 9033-00
9053-00	Printing	Chapter printing expenses
9057-00	Photocopies	Copying expenses -- non-convention related
9061-00	Postage	Non-newsletter and convention related standard postage expense
9062-00	Prior Year Expenses	Expenses not paid in the prior year
9065-00	Professional Services	Nonlegal professional service expenses as required to include seminars
9071-00	Scholarships	
9073-00	Shipping / Freight	NonUSPS Overnight/express or chapter (non-convention) associated shipping expenses
9075-00	Software / Database	Purchase and development expenses
9077-00	Sponsorship	Sponsoring outside of outreach
9081-00	Staff Travel	Nonboard meeting travel expenses - directors or officers
9083-00	Storage	Old records storage and convention equipment [POD]
9084-00	Strategic Planning	Long range planning expenses
9085-00	Telephone	Nonconvention related telephone expenses HMGS-East Homepage and associate website expenses including convention sites. Includes
9091-00	Website	miniatures-wargaming.com at \$75/3yrs
9099-00	Taxes	Filing fees, and unrelated business income tax expenses

**Historical Miniatures Gaming Society  
Proposed Statement of Revenue and Expenses  
For the Year Ending December 31, 2008**

		2006	2006	2007	8/6/2007	2008
		Budget	Actual	Budget	Actual to Date	Proposed
<b>Revenues</b>						
4013-00	Membership Dues	40,000	32,450	32,660	13,920	32,000
4100-00	Convention - Cold Wars	73,285	57,808	63,500	63,937	67,800
4200-00	Convention - Historicon	98,070	100,945	100,230	102,050	100,790
4300-00	Convention - Fall In	49,145	43,458	48,995	0	48,300
4903-00	Education Fund	1,000	15	0	0	0
4911-00	Interest Income	1,000	3,329	1,000	2,971	2,000
4913-00	Miscellaneous Income	0	50	0	57	0
	<b>Total Revenues</b>	<b>262,500</b>	<b>238,055</b>	<b>246,385</b>	<b>182,935</b>	<b>250,890</b>
<b>Expenses</b>						
5100-00	Convention - Cold Wars	50,910	31,957	48,585	46,259	53,210
5200-00	Convention - Historicon	73,625	76,798	74,435	63,548	78,735
5300-00	Convention - Fall In	50,145	40,358	46,640	2,546	46,600
9001-00	Accounting	12,500	13,923	9,100	6,441	10,000
9003-00	Advertising	2,000	0	1,000	448	1,000
9011-00	Bank Service Charges	400	16	400	11	200
9017-00	Board of Director Expenses	5,000	2,094	5,000	2,246	4,000
9018-00	Board Elections	3,000	2,653	3,500	71	3,000
9021-00	Chapter Expense	500	0	2,800	1,390	2,800
9023-00	Computer / Hardware	1,000	159	1,500	1,146	1,500
9025-00	Credit Card Fees	2,300	2,075	2,300	1,421	200
9031-00	Dues & Subscriptions	2,200	400	800	450	750
9033-00	Education	10,000	3,500	7,300	3,150	6,650
9034-00	Education Fund (Restricted)	500	0	500	0	0
9035-00	Insurance	4,500	2,913	3,000	1,489	2,500
9037-00	Legal	2,000	15	2,000	90	2,000
9039-00	Legion of Honor	0	0	1,000	0	500
9041-00	Membership Services	0	1,241	0	0	0
9043-00	Miscellaneous	500	177	500	53	250
9047-00	Newsletter	24,300	13,298	9,000	1,122	16,000
9049-00	Office Supplies	500	103	500	185	250
9051-00	Outreach	0	0	7,000	2,000	4,000
9053-00	Printing	0	414	0	0	200
9057-00	Photocopies	600	253	600	131	200
9061-00	Postage	500	683	500	1,836	750
9062-00	Prior Year Expenses	0	1,600	0	351	500
9065-00	Professional Services	1,000	0	500	0	300
9071-00	Scholarships	0	0	0	0	0
9073-00	Shipping / Freight	100	0	100	0	100
9075-00	Software / Database	1,000	73	1,000	2,644	750
9077-00	Sponsorship	0	0	900	0	0
9081-00	Staff Travel	900	0	900	412	750
9083-00	Storage	125	308	535	324	535
9084-00	Strategic Planning	1,300	0	1,300	0	500
9085-00	Telephone	750	293	750	29	400
9091-00	Website	1,525	1,023	1,525	567	1,250
9099-00	Taxes	300	0	300	25	100
	<b>Total Expenses</b>	<b>253,980</b>	<b>196,327</b>	<b>235,770</b>	<b>140,385</b>	<b>240,480</b>
	<b>Net Revenue</b>	<b>8,520</b>	<b>41,728</b>	<b>10,615</b>	<b>42,550</b>	<b>10,410</b>

**Historical Miniatures Gaming Society**  
**COLD WARS NOTE PAGE**  
**Year Ending December 31, 2008**

GL#	Account Name	Description
<b>Revenue</b>		
4200-03	Commissions	Earned in lieu of comp rooms for staff from area hotels/motels
4100-05	Exhibitor Advertising	From ads printed in convention program
4100-09	Exhibitor Tables	325 tables at \$100 each
4100-10	Exhibitor Badges	unprogrammed for Cold Wars....
4100-11	Exhibitor Utilities	To pay for phone and electrical service for dealer tables
4100-15	Flea Market Tables	175 session tables at \$20 each
4100-25	Merchandise	Income from the sale of T-shirts, posters, pins, etc
4100-43	Registration - Member	700 registrants prereg at \$10
4100-45	Registration - Member Onsite	500 at \$20 each at the door
4100-51	Registration - Non Member	50 registrants at \$30 each
4100-53	Registration Non Member Onsite	50 registrants at \$35 each
4100-55	Registration - One Day Pass	320 registrants at \$15 each
<b>Expenses</b>		
5100-01	Advertising	Convention specific advertising/marketing expense/banner ads
5100-03	Audio Visual	Overhead, slide machine, microphone and DVD player rentals
5100-07	Awards	GM ribbons, game awards or competition prizes
5100-11	Attendee Refunds	
5100-15	Credit Card Fees	Service charges for credit card processing Refunds resulting from registration requests being higher than # of available tables
5100-17	Exhibitor Refunds	
5100-19	Exhibitor Utilities	Venue expense for phone and electrical service for dealer tables
5100-21	Director Meeting	Meal and/or associated board meeting expenses
5100-25	Display Case Rental	Possible rental/transportation for painting or like competition display
5100-35	Facility Infrastructure	Venue rental expenses: building, lighting, electrical, phones HMGS
5100-37	Gm Refunds	NOT USED
5100-39	Guest Speaker	lodging, per diem and/or transportation expense for a Distinguished Guest
5100-41	Insurance	Convention specific share of corporate insurance expenses
5100-54	Membership Meeting	
5100-55	Merchandise	Convention specific expense for T-shirts, posters, pins, etc
5100-57	Miscellaneous	Undesignated expenses
5100-59	Office Supplies	Convention specific supplies purchase new credit card machine
5100-61	Paint & Take	Possible expense (figure or paint) for this paint training opportunity
5100-63	Postage	Convention specific postage or shipping expenses
5100-65	Printing / Photocopying	Convention specific expenses (not to include program)
5100-67	Program	Program development, printing and shipping expense
5100-69	Refreshments	Coffee, donuts or like items
5100-71	Security	Dealers Area or other security expenses, this includes the Constable's cost
5100-73	Signage / Banners	Banners for registration or other key convention functions
5100-75	Staff Meal Vouchers	Vouchers for staff members who work during a standard meal period
5100-77	Staff Hotel Rooms	25 room nights per day (3 days) @ \$100 per room
5100-79	Staff Support Expenses	Per Diem for Senior Staff \$50/day without tax implications
5100-81	Table Rentals	1000 tables and 0 chairs at \$8 and \$1.10 each
5100-83	Telephone	Convention and staff specific telephone expenses
5100-85	Travel	Staff Travel expenses (e.g. site surveys)
5100-90	Website	Convention specific homepage and website associated expenses
5100-??	Theme Event: Build YO Siege Engine	
5100-??	Storage	1/4 cost of storage POD

**Historical Miniatures Gaming Society**  
**PROPOSED COLD WARS**  
**Year Ending December 31, 2008**

	2006 Budget	2006 Actual	2007 Budget	Actual to Date	2008 Proposed
<b>Revenues</b>					
4100-03 Commissions					300
4100-05 Exhibitor Advertising	500	150	500	1,050	750
4100-09 Exhibitor Tables	42,500	32,540	32,500	38,075	35,000
4100-10 Exhibitor Badges	0	0	0	90	0
4100-11 Exhibitor Utilities	1,000	0	0	0	0
4100-15 Flea Market Tables	3,500	3,400	3,500	2,880	3,500
4100-25 Merchandise	3,200	2,493	3,200	2,255	3,200
4100-43 Registration - Member	8,000	5,010	8,000	4,770	7,000
4100-45 Registration - Member Onsite	9,800	7,360	9,800	9,207	10,000
4100-51 Registration - Non Member	600	720	900	2,040	1,500
4100-53 Registration Non Member Onsite	300	1,020	300	0	1,750
4100-55 Registration - One Day Pass	3,885	5,115	4,800	3,570	4,800
<b>Total Revenues</b>	<b>73,285</b>	<b>57,808</b>	<b>63,500</b>	<b>63,937</b>	<b>67,800</b>
<b>Expenses</b>					
5100-01 Advertising	9,300	1,125	9,400	5,208	7,500
5100-03 Audio Visual	450	0	450	0	
5100-07 Awards	960	150	400	345	400
5100-11 Attendee Refunds	0	365	0	20	0
5100-15 Credit Card Fees	0	0	0	0	500
5100-17 Exhibitor Refunds	0	700	0	7,675	0
5100-19 Exhibitor Utilities	1,000	0	0	0	0
5100-21 Director Meeting	0	0	0	0	0
5100-25 Display Case Rental	0	0	0	0	0
5100-35 Facility Infrastructure	5,300	5,300	5,600	6,360	9,000
5100-37 Gm Refunds	0	(20)	0	0	0
5100-39 Guest Speaker	1,200	0	1,200	588	1,500
5100-41 Insurance	825	679	825	681	825
5100-54 Membership Meeting	0	28	0	0	0
5100-55 Merchandise	2,300	2,409	2,300	2,785	3,000
5100-57 Miscellaneous	500	119	500	0	500
5100-59 Office Supplies	1,000	698	800	1,005	1,200
5100-61 Paint & Take	400	0	400	488	500
5100-63 Postage	1,000	192	300	31	800
5100-65 Printing / Photocopying	400	2	400	284	300
5100-67 Program	8,000	5,370	7,000	5,495	7,000
5100-69 Refreshments	200	223	200	0	200
5100-71 Security	750	544	750	594	1,200
5100-73 Signage / Banners	400	547	400	0	400
5100-75 Staff Meal Vouchers	450	350	450	720	600
5100-77 Staff Hotel Rooms	7,125	5,111	7,125	6,203	7,500
5100-79 Staff Support Expenses	1,000	750	1,000	1,192	1,200
5100-81 Table Rentals	8,000	7,151	8,000	6,198	8,000
5100-83 Telephone	100	80	100	80	150
5100-85 Travel	250	84	250	31	400
5100-90 Website	0	0	0	0	
5100-84 Theme Event: Build your Own Siege Engine			200	0	
5100-80 Storage			535	276	535
<b>Total Expenses</b>	<b>50,910</b>	<b>31,957</b>	<b>48,585</b>	<b>46,259</b>	<b>53,210</b>
<b>Increase (Decrease)</b>	<b>22,375</b>	<b>25,851</b>	<b>14,915</b>	<b>17,678</b>	<b>14,590</b>

**Historical Miniatures Gaming Society  
Historicon NOTE PAGE  
Year Ending December 31, 2008**

GL#	Account Name	Description
<b>Revenue</b>		
4200-03	Commissions	Earned in lieu of comp rooms for staff from area hotels/motels
4200-05	Exhibitor Advertising	From ads printed in convention program and promotional newsletter
4200-09	Exhibitor Tables	337 tables at \$135 each
4200-10	Exhibitor Badges - Additional	10 dealer badges at \$30 each
4200-11	Exhibitor Utilities	To pay for phone and electrical service for dealer tables
4200-15	Flea Market Tables	270 session tables at \$20 each
4200-25	Merchandise	Income from the sale of T-shirts, posters, pins, etc.
4200-31	Miscellaneous	Replacement Badges, discounted T-shirts/Sweatshirts, etc.
4200-37	Raffles	350 tickets at \$2 each
4200-43	Registration - Member	775 Registrants at \$15 each pre-reg
4200-45	Registration - Member Onsite	380 Registrants on site at \$25
4200-51	Registration - Non Member	260 Registrants at \$35 each
4200-53	Registration Non Member Onsite	0 Registrants at \$35 each (already added in 4200-51 item number above)
4200-55	Registration - One Day Pass	500 Registrants at \$15 each
<b>Expenses</b>		
5200-01	Advertising	Convention specific advertising/marketing expense: \$11,400 for full-color brochure development / mailing (Qty. 11,000: 8000 mailed US & International, 3000 to hobby shops), \$1,000 for b/w convention flyers (Qty. 10,000), \$2,500 magazine ads (\$450 HMG; \$450 for 4-night lodging for editor of WI mag & AAR; \$500 for MW; \$1100 for Armchair General lodging), \$1,000 for TMP banner ads, etc., and \$100 admin.
5200-03	Audio Visual	Overhead, slide machine, microphone and DVD player rentals
5200-07	Awards	GM ribbons, game awards (plaques, etc.) or competition prizes
5200-13	Cash Shortage	
5200-15	Credit Card Fees	Service charges for credit card processing
5200-17	Exhibitor Refunds	Refunds resulting from registration requests being higher than # of available tables
5200-19	Exhibitor Utilities	Venue expense for phone and electrical service for dealer tables
5200-25	Display Case Rental	Possible rental/transportation for painting or like competition display
5200-35	Facility Infrastructure	Venue rental / lighting and associated expenses (inc. tax): Host rental (\$8,880 for Expo - up \$1,000 as of 2008, and \$333 for Golf Pro Annex), Premier Lighting Co. for Showroom (\$2,250), Host lighting (\$278 for 5 lamp poles), electrical, phones HMGS
5200-37	GM Refunds	NOT USED
5200-39	Guest Speaker	Lodging, per diem/stipend, and/or transportation expense for 4 Guests of Honor (2 international and 1 local) and other Distinguished Guests (18th century re-enactors)
5200-41	Insurance	Convention specific share of corporate insurance expenses
5200-54	Membership Meeting	NOT USED
5200-55	Merchandise	Convention specific expense for T-shirts, posters, pins, etc.
5200-57	Miscellaneous	Undesignated expenses (pre-registration booth, pipe & drape, etc.)
5200-59	Office Supplies	Convention specific supplies (incl. \$400 for Walkie-Talkie rentals, \$750 for 3000 clear plastic HMGS East logo bags for exhibitors, etc. )
5200-61	Paint & Tape	Expenses for supplies (figures, paint, etc.), and 12 room nights for 6 painting staff (2 persons per room) lodging at \$108.78/night
5200-63	Postage	Convention specific postage or shipping expenses
5200-65	Printing / Photocopying	Convention specific expenses (not to include program)
5200-67	Program	Program and addendum development, printing and shipping expense
5200-69	Refreshments	Coffee, donuts or like items for Exhibitors during set-up Wednesday
5200-71	Security	Cost of Host security for Exhibit Hall or other security expenses, during public hours
5200-73	Signage / Banners	Banners for registration or other key convention functions
5200-75	Staff Meal Vouchers	Vouchers for up to 70 staff members (incl. painting staff) as per policy
5200-77	Staff Hotel Rooms	Room expense (incl. taxes) for 64 staff: 83 room nights (2 persons per room) at \$108.78/night; 4 room nights (3-4 persons per room) at \$131/night; 6 Rollaways for 4 nights each at \$16.65/night
5200-79	Staff Support Expenses	Per Diem for Senior Staff \$50/day without tax implecations
5200-81	Table Rentals	1100 tables at \$6.50 each for 6-foot and \$8.50 each for 8-foot
5200-83	Telephone	Convention and staff specific telephone expenses
5200-85	Travel	Staff Travel expenses (e.g., site surveys and BoD meetings)
5200-90	Website	Convention specific homepage and website associated expenses
5200-80	Storage	1/4 cost of storage POD

Historical Miniatures Gaming Society  
**PROPOSED HISTORICON**  
Year Ending December 31, 2008

	2006 Budget	2006 Actual	2007 Budget	2007 Actual to Date	2008 Proposed
<b>Revenues</b>					
4200-03 Commissions	500	798	1,000	\$ 1,788	4,000
4200-05 Exhibitor Advertising	1,700	3,510	3,500	1,110	2,000
4200-09 Exhibitor Tables	45,495	47,040	45,900	44,365	44,440
4200-10 Exhibitor Badges - Additional	300	150	300	110	120
4200-11 Exhibitor Utilities	250	75	75	225	150
4200-15 Flea Market Tables	5,400	5,620	5,400	5,800	5,600
4200-25 Merchandise	6,725	6,011	6,000	7,005	6,000
4200-31 Miscellaneous	0	40	55	82	55
4200-37 Raffles	1,200	786	1,200	770	700
4200-43 Registration - Member	21,000	11,505	21,000	12,105	11,625
4200-45 Registration - Member Onsite	5,000	9,675	5,000	10,450	9,500
4200-51 Registration - Non Member	3,500	9,030	3,500	10,080	9,100
4200-53 Registration Non Member Onsite	700	0	700	0	0
4200-55 Registration - One Day Pass	6,300	6,705	6,600	8,160	7,500
<b>Total Revenues</b>	<b>98,070</b>	<b>100,945</b>	<b>100,230</b>	<b>102,050</b>	<b>100,790</b>
<b>Expenses</b>					
5200-01 Advertising	13,200	17,664	15,000	11,591	16,000
5200-03 Audio Visual	750	1,087	350	382	475
5200-07 Awards	300	197	300	127	300
5200-13 Cash Shortage	0	0	0	0	0
5200-15 Credit Card Fees	0	0	0	0	1,000
5200-17 Exhibitor Refunds	0	2,295	0	1,240	0
5200-19 Exhibitor Utilities	250	0	75	239	150
5200-25 Display Case Rental	0	0	0	0	0
5200-35 Facility Infrastructure	10,500	11,061	11,000	6,874	11,750
5200-37 GM Refunds	0	0	0	0	0
5200-39 Guest Speaker	3,200	2,963	3,500	3,499	5,000
5200-41 Insurance	825	679	825	681	825
5200-54 Membership Meeting	0	0	0	0	0
5200-55 Merchandise	5,600	6,580	6,000	5,879	6,000
5200-57 Miscellaneous	500	643	750	1,042	750
5200-59 Office Supplies	1,400	2,549	2,000	1,744	2,000
5200-61 Paint & Take	1,700	761	1,000	1,032	1,100
5200-63 Postage	400	318	400	472	500
5200-65 Printing / Photocopying	600	400	600	417	600
5200-67 Program	11,000	8,121	9,000	7,500	8,500
5200-69 Refreshments	350	1,075	1,000	854	1,000
5200-71 Security	650	979	1,000	1,350	1,350
5200-73 Signage / Banners	250	194	250	129	350
5200-75 Staff Meal Vouchers	1,400	660	1,400	947	1,300
5200-77 Staff Hotel Rooms	9,700	7,349	9,700	7,950	9,200
5200-79 Staff Support Expenses	1,250	1,250	1,250	1,250	1,250
5200-81 Table Rentals	8,800	9,137	7,800	7,775	7,800
5200-83 Telephone	800	379	500	221	800
5200-85 Travel	200	140	200	77	200
5200-90 Website	0	317	0	0	0
5200-80 Storage			535	276	535
<b>Total Expenses</b>	<b>73,625</b>	<b>76,798</b>	<b>74,435</b>	<b>63,548</b>	<b>78,735</b>
<b>Increase (Decrease)</b>	<b>24,445</b>	<b>24,147</b>	<b>25,795</b>	<b>38,502</b>	<b>22,055</b>

**Historical Miniatures Gaming Society**  
**FALL IN! NOTE PAGE**  
**Year Ending December 31, 2008**

GL#	Account Name	Description
<b>Revenue</b>		
4300-03	Commissions	Earned in lieu of comp rooms for staff from area hotels/motels
4300-05	Exhibitor Advertising	From ads printed in convention program & newsletter
4300-09	Exhibitor Tables	295 tables at \$90 each
4300-10	Exhibitor Badges - Additional	5 Registrants at \$30 each
4300-11	Exhibitor Utilities	To pay for phone and electrical service for dealer tables
4300-15	Flea Market Tables	100 session tables at \$20 each
4300-25	Merchandise	Income from the sale of T-shirts, posters, pins, etc 130 - M,L,XL @ \$15.00; 70 - XXL,XXXL @ \$20.00
4300-31	Miscellaneous	
4300-43	Registration - Member	500 Registrants at \$10
4300-45	Registration - Member Onsite	250 Registrants onsite at \$20 each
4300-51	Registration - Non Member	15 Registrants at \$30 each
4300-53	Registration Non Member Onsite	10 Registrants at \$30 each
4300-55	Registration - One Day Pass	300 Registrants at \$15 each
<b>Expenses</b>		
5300-01	Advertising	Convention specific advertising/marketing expense Convention Mailer: \$4,000 Color Flyers: \$1,200 Banner Ad (10xmultiplier Jun-Oct): \$200 Promotion Giveaway: \$1,000 Wargames Illustrated Ad: \$300 (3 room nights for two Ad pages) Misc Admin: \$100
5200-03	Audio Visual	Overhead, slide machine, microphone and DVD player rentals
5300-07	Awards	Featherstone Engraving (~\$30), GM ribbons, game awards or competition prizes
5300-11	Attendee Refunds	
5300-13	Cash Shortage	
5300-15	Credit Card Fees	Service charges for credit card processing
5300-17	Exhibitor Refunds	Refunds resulting from registration requests being higher than # of available tables
5300-19	Exhibitor Utilities	Venue expense for phone and electrical service for dealer tables
5300-35	Facility Infrastructure	Venue rental expenses: building, lighting, electrical, phones HMGS
5300-37	GM Refunds	NOT USED
5300-39	Guest Speaker	Lodging, per diem or stipend, and/or transportation expense for a Distinguished Guest
5300-41	Insurance	Convention specific share of corporate insurance expenses
5300-55	Merchandise	Convention specific expense for T-shirts, posters, pins, etc.
5300-56	Merchandise Refunds	
5300-57	Miscellaneous	Undesignated expenses
5300-59	Office Supplies	Convention specific supplies
5300-61	Paint & Take	Expenses for supplies (figures, paint, etc.), and 6 room nights for 6 painting staff (2 persons per room) lodging at \$102.50/night
5300-63	Postage	Convention specific postage or shipping expenses
5300-65	Printing / Photocopying	Convention specific expenses (not to include program)
5300-67	Program	Program development, printing and shipping expense
5300-69	Refreshments	Coffee, donuts or like items
5300-71	Security	Cost of security for Exhibit Hall or other security expenses, during public hours 34 hours @ \$30/hr = \$1020
5300-73	Signage / Banners	Banners for registration or other key convention functions
5300-75	Staff Meal Vouchers	Vouchers for 60 staff meals (incl. 6 painting staff & 4 NSDM staff) as per policy.
5300-77	Staff Hotel Rooms	Room expense (incl. taxes) for 50 staff: 21 room nights (2 persons per room) no charge, 54 room nights (2 persons per room) at \$102.50 per night.
5300-79	Staff Support Expenses	Per Diem for Senior Staff \$50/day without tax implications
5300-81	Table Rentals	600 tables at \$5.50; 100 tables at \$7.50; \$1,100 setup
5300-83	Telephone	Convention and staff specific telephone expenses
5300-85	Travel	Staff Travel expenses (e.g. site surveys)
5300-87	Vehicle Rental	
5300-80	Storage	Transportation of convention equipment from HOST to Gettysburg and return 1/4 cost of storage POD
5300-??	NSDM Event	Expenses for 5 room nights at \$102.50 per night. One room Thurs-Sat; One room Fri-Sat.

Historical Miniatures Gaming Society  
**PROPOSED FALL IN**  
Year Ending December 31, 2008

	2006 Budget	2006 Actual	2007 Budget	2007 Actual to Date	2008 Proposed
<b>Revenues</b>					
4300-03 Commissions					300
4300-05 Exhibitor Advertising	600 \$	250	1,000		1,000
4300-09 Exhibitor Tables	25,470	24,120	25,650		26,550
4300-10 Exhibitor Badges - Additional	300	90	300		150
4300-11 Exhibitor Utilities	1,000	0	0		0
4300-15 Flea Market Tables	2,500	2,160	2,500		2,000
4300-25 Merchandise	2,700	2,273	2,700		3,350
4300-31 Miscellaneous	0	145	0		
4300-43 Registration - Member	7,000	4,230	7,000		5,000
4300-45 Registration - Member Onsite	5,000	5,000	5,000		5,000
4300-51 Registration - Non Member	420	750	420		450
4300-53 Registration Non Member Onsite	300	0	300		300
4300-55 Registration - One Day Pass	3,855	4,440	4,125		4,500
<b>Total Revenues</b>	<b>49,145</b>	<b>43,458</b>	<b>48,995</b>	<b>0</b>	<b>48,300</b>
<b>Expenses</b>					
5300-01 Advertising	9,300	6,783	9,400		6,800
5200-03 Audio Visual	0	0	0		0
5300-07 Awards	100	167	100	127	150
5300-11 Attendee Refunds	0	0	0		0
5300-13 Cash Shortage	0	0	0		0
5300-15 Credit Card Fees	0	0	0	0	300
5300-17 Exhibitor Refunds	0	0	0		0
5300-19 Exhibitor Utilities	1,000	0	0		0
5300-35 Facility Infrastructure	11,900	10,700	11,000	1,000	11,000
5300-37 GM Refunds	0	0	0		0
5300-39 Guest Speaker	300	0	0		1,000
5300-41 Insurance	825	681	825		825
5300-55 Merchandise	2,000	2,000	2,000		2,150
5300-56 Merchandise Refunds	0	0	0		0
5300-57 Miscellaneous	500	118	500	565	500
5300-58 NSDM	0	0	0		515
5300-59 Office Supplies	500	725	500	503	1,000
5300-61 Paint & Take	200	0	800		800
5300-63 Postage	100	166	100	6	200
5300-65 Printing / Photocopying	100	38	100	59	200
5300-67 Program	6,000	3,825	6,000		6,000
5300-69 Refreshments	200	180	200		200
5300-71 Security	490	263	490		1,050
5300-73 Signage / Banners	0	0	500		500
5300-75 Staff Meal Vouchers	400	339	400		900
5300-77 Staff Hotel Rooms	6,300	7,225	5,600		5,535
5300-79 Staff Support Expenses	750	750	1,000		1,000
5300-81 Table Rentals	8,060	6,035	6,300		5,150
5300-83 Telephone	40	0	40		40
5300-85 Travel	730	363	250	73	250
5300-87 Vehicle Rental	350	0	0		0
5300-80 Storage			535	213	535
<b>Total Expenses</b>	<b>50,145</b>	<b>40,358</b>	<b>46,640</b>	<b>2,546</b>	<b>46,600</b>
<b>Increase (Decrease)</b>	<b>(1,000)</b>	<b>3,100</b>	<b>2,355</b>	<b>(2,546)</b>	<b>1,700</b>