



HMGS EAST

Eastern Chapter Historical Miniatures Gaming Society

Tax ID # 52-1463458

8/27/2005

Minutes of Meeting of Board of Directors August 27, 2005

Call to Order

President Fred Hubig convened the meeting at 9:17 am on August 27, 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
- Treasurer James Curtis
- Vice President for Communications and Outreach Jim Birdseye
- Vice President for Convention Operations and Exhibitor Liaison Fred Haub
- Vice President for Communications and Marketing James Mattes
- Secretary and Vice President for Member Services Bill Rutherford

Also present were Historicon 2006 Director Bob Giglio and his deputy, Neil Brennan.

Introductory Remarks

Fred Hubig welcomed everybody to the meeting.

Historicon 2006 Report

Bob briefed the Board on the status of Historicon 2006, reporting:

- Tournaments.
 - Discussed the Showroom, it's lighting, and access.
 - The key to successfully locating the tournaments in the Showroom is adequate, affordable lighting.
 - Neil reported on his investigations into lighting contractors and his plans to meet with them in the near future.
 - Bob distributed materials related to the Lampeter Room and the Showroom

Note: Cold Wars 2006 Director Walt O'Hara arrived at the meeting at 9:45 am.

Fred Haub and Walt will work on an SOP for the Tournament Director and will provide a draft to the Board no later than the pre-Fall In! 2005 Board meeting.

Jim Birdseye discussed the **HMGS Journal**:

- University affiliations
- Cost analysis
- Educational outreach
- Member benefit

Bob continued his briefing:

- "Bring 'em Back to Historicon" – Bob described several ideas on things that could be done to draw attendees to Historicon, to build enthusiasm.
 - Jim Birdseye discussed group airfares and how they could be used as an incentive to draw attendees from longer distances.
 - Fred Hubig will investigate this and will report back to the Board no later than the pre-Fall In! 2005 Board meeting.
- Room Management. Fred Haub is working on a Convention Staffing SOP and will report to the Board no later than the pre-Fall In! 2005 Board meeting.
- Game Master Management. James Mattes will contact John Drye, the Historicon 2005 Director, to get input on alleged GM violations and will report back to the Board no later than the pre-Fall In! 2005 Board meeting.



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James Curtis spoke to the Board about Branding and specifically about Branding our convention names:

- Currently we follow our convention names with (TM) because they're trade-marked but not registered. Once they're registered, we will replace TM with ®.
- Bob Giglio informed him that HISTORICON as a brand name is completely capitalized and uses the Algerian font.
- Walt informed James Curtis that he will provide him the details of COLD WARS as a brand name no later than 3 September.
- James Curtis will contact FALL IN! Director Mike Pierce to obtain brand details for that convention. Once he has all details, he will send e-mail message to the Board for approval and will then go to the trademark attorney to get the brands registered.

Bob resumed his briefing:

- He distributed draft theme proposals to the Board for their consideration.
- Historicon 2006 budget. Bob provided a draft budget to the Board and explained each line item.
- Convention calendars were discussed and a HMGS calendar in general was discussed. Jim Birdseye will do preliminary work on such a calendar and report back to the Board no later than the pre-Fall In! 2005 Board meeting.
- The Board discussed a proposal by Bob about flea market pricing, timing, and structuring. Informally tabled until Fall In! 2005, to see how the Saturday morning (i.e. 10 am – 1 pm) session there goes.

Fall In! 2005 Report

See attachment, presented by Fred Hubig.

James Mattes:

- Reviewed the Fall In! 2005 promotional newsletter.
- Discussed the two \$250 Shopping Sprees to be raffled on Sunday.
 - To be filmed.
 - Fred Haub will carry the cash.
 - Publicize it, build up the hype in a fun way.

Cold Wars 2006 Report

Walt reported on development for CW06:

- Staff report:
 - Promotions person still needed
 - GM Desk Coordinator – James Curtis volunteered
 - Seminar Coordinator – Jim Birdseye volunteered
- Roman Reinactors – Legio 10
- Club Con – Mike Hillsgrove coordinating
- Paint 'n Take – Jim Birdseye will contact a medal-maker who's done work for Seige of Augusta re: medals for awards
- Fred Haub will work on SOP for painting competition, to standardize rules across our conventions.
- Staff shirts – general discussion of; polo (golf) shirts in stand-out color (Bob recommended Red for staff and Black for management)
 - Walt will get quote for 100 polo shirts in red with "HMGS STAFF embroidered on the breast pocket and will report to Board no later than 3 September.
- Signage – general discussion of obtaining high quality, reusable signage that would be pan-convention, i.e., would not be identified with a specific convention but which would be used, as needed, at all of our conventions. Bob will talk to Walt and Mike off-line and get some particulars together for the Board.

The meeting adjourned at 12:30 pm for lunch, reconvening at 1:10 pm.



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Treasurer's Report

James Curtis reported on problems with Historicon 2005 registration data, how he's reconciling discrepancies, and on his recommended solution, i.e., he's extrapolating where there are gaps in the data and will submit the adjusted data along with a cover letter as the final reconciliation.

A general discussion of how to improve data quality ensued; Bill will:

- Update the registration system to require entry of address data, with a bypass button to handle cases where people simply do not want to provide personal data
- Lock the "Amount Paid" field to preclude registration staff simply keying in an amount paid without marking what was purchased (this was actually accomplished prior to the meeting).

James Curtis made and Bill seconded a motion to reimburse HMGS Directors, Convention Directors, and others as designated by any of the preceding, on official HMGS business at the official Federal Government mileage rates.

Passed unanimously by those Directors present.

James Curtis and Jim Birdseye seconded a motion to amend the previously approved GM Convention Admission Policy to require that GMs must be HMGS members to be eligible for free convention admission under the policy.

Passed unanimously by those Directors present.

Note: The original policy was established by Board vote at it's 8 May 2004 meeting.

Bill made and Jim Birdseye seconded a motion that HMGS will not reimburse GMs for the costs they incur in running their events, to include, but not be limited to, transportation, per diem, and lodging expenses.

Passed unanimously by those Directors present.

Approval of Minutes

Bill made and James Curtis seconded a motion to approve the Board meeting minutes of 21 July 2005 as submitted.

Passed unanimously by those Directors present.

Bill made and James Curtis seconded a motion to approve the Board meeting minutes of 22 July 2005 as amended.

Passed unanimously by those Directors present.

Bill made and Jim Birdseye seconded a motion to approve the General Membership Meeting minutes of 22 July 2005 as amended, so that they may be submitted to the membership for their approval.

Passed unanimously by those Directors present.

Bill made and Fred Hubig seconded a motion to approve the Board meeting minutes of 24 July 2005 as amended.



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Passed unanimously by those Directors present.

Newsletter, Marketing, and Communications Report

James Mattes:

- Distributed a mock-up of the Fall In! 2005 promotional newsletter for Director review
- Described recent marketing efforts
- Discussed planned upgrades in the format of the newsletter

Grant Requests

Jim Birdseye presented the Virginia Renaissance Faire's grant request.

- Bill and Fred Hubig recused themselves from the discussion.
- After discussion it was apparent that more information was needed upon which to make a decision; Jim Birdseye will obtain said information and will report back to the Board no later than the pre-Fall In! 2005 Board meeting.

Operation Impact was discussed; Jim Birdseye is obtaining more information on it and will report to the Board no later than the pre-Fall In! 2005 Board meeting.

A grant request from John Fillop of Butler High School, Augusta, GA, for use in developing syllabii for using historical miniatures in the classroom. After discussion,

Jim Birdseye made and Bill seconded a motion to grant \$400 to John Fillop for use in developing syllabii for using historical miniatures in the classroom.

Passed unanimously by those Directors present.

Note that these funds will be drawn from the budget line 9057-00 "Education and Outreach".

Vice President for Convention Operations Report

Fred Haub reported that he's working on various convention-related SOPs in conjunction with Del Stover, and will report back to the Board no later than the pre-Fall In! 2005 Board meeting.

Bylaws Report

James Curtis will send a list of policies passed by the Board over the years for discussion and updating.

Convention Vision/Move Committee

Committee consists of Chair Fred Haub and members Pete, Bob, and Jay Hadley. Committee is in process of resuming active convention site search.

James Mattes made and Bill seconded a motion to adjourn.

Passed unanimously by those Directors present.

The meeting adjourned at 3:40 pm.

APPROVED _____ DATE _____
Fred Hubig, President

APPROVED _____ DATE _____
Bill Rutherford, Secretary