

**INITIAL BOARD OF DIRECTORS MEETING**  
**MARCH 2, 2000**

The Initial Board of Director of the Houston Area Blacksmith's Association, Inc. met at the Luby's Cafeteria in Stafford, TX on March 2, 2000. All members of the Initial Board of Directors were present, Larry Hoff, Dave Koenig, Larry Newbern and Frank Walters.

The business of the meeting was to officially begin a new Texas corporation, the Houston Area Blacksmith's Association, Inc.

The business of the meeting included the following resolutions:

1. The HABA bylaws were accepted with the knowledge that some parts may need to be changed as a result of a pending review by the Texas Accountants and Lawyers for the Arts.
2. The annual Board will take place on June each year. meetings of the on the first months of March, December. of Directors meeting the first Thursday of Additional regular board will take place Thursday in the September and
3. The order of board meetings until such time as in size. business for the would be informal the Board increased
4. Directors and corporation would compensation and no bond would be required. Officers of the serve without
5. No Executive Committee would be formed at this time.
6. The fiscal year of the corporation will be from June 1 to May 31 of each calendar year.
7. The Board of Directors elected the following officers: Dave Koenig, President; Larry Newbern, Vice President; Frank Walters, Secretary; and Larry Hoff, Treasurer.



Larry Hoff, Dave Koenig, Frank Walters  
and Larry Newbern

All resolutions were passed with the unanimous vote of the Board.

#### Liability Insurance

HABA purchased liability insurance for the corporation and its members. The policy is a generic policy for Texas corporations and will allow HABA to meet the minimum insurance requirements to demonstrate in the City of Houston. The cost of the policy was \$630.

#### HABA Membership

The Houston Area Blacksmith's Association is technically a non-member, non-profit corporation. The non-member part of this definition means that the Board of Directors is responsible for HABA, elects the officers and can dissolve the corporation.

The Board does want to offer a HABA membership. How membership will work is still undecided. The Board did decide to ask the potential HABA members for their input. That means anyone receiving *The HABA Letter* is invited to review the following membership ideas and comment on them by April 15, the next HABA meeting at Tudor Forge. (HABA will host about 20 Boy Scouts at this meeting. See above for details.)

The purpose of HABA Membership is to give members a voice in the work HABA does and to create a source of income to defray some of the corporate expenses.

### Membership Fee

A proposed HABA Membership fee for one year is \$20. It is a breakeven fee assuming that during the first year there will be about 70 members and these 70 members receive a hard copy of *The HABA Letter*. About \$9 per person will pay for insurance and about \$10 per year will cover the cost of 10 hard copies of *The HABA Letter* per year.

### Type of Member

The Board is thinking about different kinds of membership, Individual, Family, Corporate, etc.

From the first HABA meeting and subsequent meetings, the consensus of the group was that HABA Membership, when formally started, should be a Family Membership.

Here are some thoughts about a Family Membership:

For the sake of HABA Membership, a family refers to a single family unit.

HABA Membership would entitle the adult members of a family to:

1. Attend all HABA functions at a member's rate.
2. Receive one hard copy of *The HABA Letter* for the family.
3. Be covered by liability insurance at HABA functions.
4. Serve on the HABA Board of Directors.
5. Serve on an Advisory Committee
6. Serve on Other HABA Committees.

(Note: HABA encourages children less than 18 years of age to attend HABA functions. All children must be accompanied by an adult family member.)

HABA expects all members and visitors to conduct themselves in a way that minimizes the risk of personal injury to themselves, other members and other visitors.

### Member Involvement

Because HABA is incorporated as a non-member corporation, the idea of membership may be different for HABA than other organizations to which you may belong. The only HABA Members who elect officers and are responsible for running the corporation are the HABA Members elected by the board to serve on the board.

HABA members will have the opportunity to influence the decisions of the board in two general ways. One is to voice your opinion about an issue before HABA at a regular HABA meeting. The membership issue mentioned above is an example. The second way is to serve on a committee. There are two types of committees on which members can serve, the Advisory Committee and an Other Committee (strange name for a committee).

The function and purpose of the advisory committee is to advise the board of directors on matters relating to the purpose of the organization and to suggest projects that the corporation may undertake.

'Other Committees' can be formed by the board of directors to address a specific issue or project. A couple examples would be an Oldenburg Committee to organize and run this HABA function. Another one may be a HABA Web Page Committee to keep the page informative and updated. Another might be a HABA Letter Committee to assist in the writing and publication of *The HABA Letter*.

Membership involvement remains, as before incorporation, a critical ingredient to making HABA work. With no members the corporation would fold.

The organization and decision making process before and after incorporation remains pretty much the same in that decisions will be made by a relatively small group of people after getting input from the membership.

What needs to change now that HABA is incorporated is the need for more people to get involved and to pick up more of the load.

The 'Help Wanted' sign went up in the last HABA Letter. Doug Block, the HABA Web Master, was looking for a few good people to lend a hand with keeping [www.habairon.org](http://www.habairon.org) up-to-date and looking good. Steve Blankinship and Vernon Tuck responded to the request with an offer to help. Doug is trying to get something organized. If you have some skill to offer, Doug he will be most happy to talk with you.

The easiest way to get in touch with Doug is to e-mail him at: [drblock@swbell.net](mailto:drblock@swbell.net).

## Accounting

Who out there has any experience setting up the books for a non-profit corporation? This is an area where we could use some help. Please get in touch with Dave Koenig. All the contact numbers are on the first page.

Who would like to get on an Oldenburg Committee? Our Hammerfest 3 on April 7 -9 should be the best ever. We are going to need some help organizing the auction...checking-in items the smiths are offering for sale...tracking them during the auction, etc.

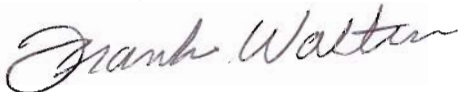
With a little more experience and understanding of the accounting procedures, the auction in October of 2000 may be expanded to sell things offered for sale by the public. When we get that far HABA will most likely use the services of the blacksmith/auctioneer Tom Lundquist of Onalaska, TX.

## The Treasury

As of March 2, 2000 the HABA treasury had a total of \$620. Funds were paid out for insurance, \$630, and \$50 was paid to Texas Accountants and Lawyers for the Arts (TALA) for membership.

The cost of TALA membership which includes processing of incorporation and IRS papers is \$150. Dave Koenig made a pair of matching leaf-form paperweights that sold for \$100 at a recent TALA fundraising auction. That \$100 was applied towards HABA's TALA membership fee.

Minutes as printed in The HABA Letter and approved by the board.

A handwritten signature in cursive script that reads "Frank Walters". The signature is written in dark ink and is positioned above the printed name.

Frank Walters, Secretary