

### **BUSINESS ISSUES**

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 meeting will take place on the first Thursday of June each year. Additional regular board meetings will take place on the first Thursday in the March, September, and December. The order of business for the meetings would be determined at the time as the size of Directors place on the meetings of the business for the would be time as the size. Officers of the serve without
3. The order of board meetings informal until such Board increased in size.
4. Directors and corporation would serve without compensation and no bond would be required.
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).

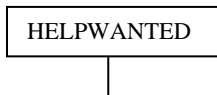
The function and purpose of the advisory committee is to advise the board of directors on matters relating to the purpose of the organization and to suggest projects that the corporation may undertake.

'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.

April 30, 2000 The HABA Letter No. 31

## **BUSINESS ISSUES**

### **Bylaws**

A revised copy of the HABA Bylaws are in the hands of each board member. The changes made to this draft include those recommended by board members and the Texas Accountants and Lawyers for the Arts.

### **Membership**

HABA members present at the April Meeting on April 15 agreed with the \$20 Family Membership fee proposed in the March copy of The HABA Letter. A special letter will go out to all prospective members by the first week of May. The letter will explain the Family Membership and include an application form.

The board is considering other kinds of membership. It is hoped that the entire membership package, not just the Family Membership can be explained in the same letter.

### **HABA Membership Cards**

A draft HABA Membership Card was circulated at Oldenburg and at the April meeting. The card received good reviews. The front and back of the cards will have color.

### **The Oldenburg Committee**

HABA needs to spread the load of preparing for HammerFest IV in Oldenburg, TX on October 6 - 8, 2000. Some issues that need to be addressed are: Advertising HammerFest in the local area and among the vendors who come to the area; Spreading the word to other smithing groups; Preparing the site; Organizing the Auction. If you have any interest in some or all of these activities, please contact Frank Walters or Larry Hoff. Their contact numbers are on the front page of this letter.

### **Finances**

HABA is in the process of opening a bank account. Access to the account is slowed because HABA does not yet have its Tax Number. Cash on hand is: \$2027.73. Outstanding bills are estimated to be \$400.

Jul 1 2000 HABA Letter 33

### Bylaws

The revised HABA Bylaws were approved by the Board of Directors at the regular board meeting June 8, 2000. Members who would like to have a copy of the HABA Bylaws, should contact Dave Koenig.

### Membership

The first ever HABA Membership Drive is picking up momentum. The Treasurer is receiving the membership forms in the mail and several people picked-up their membership cards at the June meeting. Now is the time to become a HABA Member! **The HABA Membership List and HABA Mailing Lists will be updated on August 1.** If HABA does not hear from you, *The HABA Letter* will stop being delivered to 'your door'...so to speak.

### HABA Hats For Sale

HABA hats went on sale at the June meeting. They are fine looking hats. The color is just like you see in this black and white picture, gray top and black brim. The cost is only \$10.00.



### IronFest T-shirts For Sale



HABA supports IronFest. One of the ways HABA members can demonstrate their support for IronFest is to help get the word out. Let other people know that there will be a big regional blacksmithing conference in Grapevine, Texas next year, June 1-3, 2001. See [www.ironfest.org](http://www.ironfest.org) for the latest information.

The shirt says it all and at just \$10.00 per shirt. Pick one up in Flagstaff and wear it at the Conference to spread the word.

Board meeting October 13, 2002 The HABA Letter No. 36

### **HABA BOARD MEETING**

The HABA Board of Directors met with HABA members and a few visitors at Oldenburg, TX October 13, 2000. The meeting was called to order by Dave Koenig, President.

Larry Hoff, Treasurer, indicated that HABA funds totaled right at \$1900 and that there were two new memberships received. HABA's membership is now at 45 members.

Larry Hoff and Dave Koenig met with a bookkeeper to review how HABA was keeping its books. The result of this meeting was a confirmation that our bookkeeping methodology was appropriate. Additional accounts need to be set-up to account for taxes. We were told that any tax accountant should have no problem filing HABA income tax.

Speaking of taxes, Larry Newbern, Vice President, suggested that HABA consider Charlotte Newbern to file HABA's taxes.

Dave Koenig suggested that HABA does not try to become 501 ( c ) 3 tax exempt corporation at this time. The primary reason is to learn how to run a Texas non-profit first. A second reason is that there is no real need to become tax exempt unless someone wanted to give HABA a lot of money and wanted to deduct that donation from their income taxes. A motion was made to not pursue a 501 ( c ) 3 designation at this time and the vote was unanimous.

IronFest, the five -state blacksmithing conference is developing well. Cash funds were received from ABANA, TABA and NTBA. HABA will guarantee one national demonstrator from funds set aside as a result of the Oldenburg Auctions. The goal is to build a fund of \$1500 to be used in the event a national demonstrator needs to be paid and there are no funds available because of a major loss caused by inclement weather for example. The probability of HABA using these funds for IronFest is remote for two reasons. One, every indication is that IronFest will be successful if the weather cooperates. Two, IronFest is considering purchasing weather insurance. HABA's IronFest fund is now about \$1000.

If HABA's IronFest demonstrator fund is not used for IronFest, it will be used to bring a nationally known blacksmith to the Houston area toward the end of 2001. HABA members were invited to start thinking about who they would like to see.

There was a short discussion about how HABA might support the East Texas Blacksmiths Alliance. Because of the distance between Houston and Woodville and the fact that there are no active local members in the Woodville area, no new ideas came forward.

After a review of upcoming HABA meeting venues, the meeting was adjourned.

HABA Letter No 43, July 2001

## **HABA BOARD MEETS**

The HABA Board of Directors met August 6, 2001. A summary of the business transacted is as follows:

1. The size of the HABA Board increased from four to five members. Les Cook was elected to the board.
2. The HABA Officers were each elected for another one-year term.
3. HABA remains a Texas nonprofit corporation in good standing.

4. HABA has many opportunities right now that require additional leadership to accomplish. These opportunities are:
  - a) Identifying and coordinating a national demonstrator.
  - b) Developing materials to begin and run the proposed HABA Training Progression.
  - c) Pursue the opportunity to develop an iron show. Possible venues are North Harris College and the new Houston Center for Contemporary Crafts.
  - d) The formation of the HABA Advisory Board and related committees.