

## NRLHF Minutes 12/29/2019

Meeting called to order at 1719

### Roll Call:

Bob Dunne, NEPR, Chair	Melissa Adams, EPR, Vice-Chair
Lillian Fuller, NEPR Secretary	Philip Owens, SEPR
Greg Bagshaw, Public Relations	Jerry Heister, EPR
Beverly Heister, Foundation Office	Mark Adamik, Parliamentarian
Robert Woody, SEPR	Gary Flegel, ONW

Quorum reached

### Reading of the minutes dated 10/13/2019

- Vote to forego reading of minutes made by Jerry Heister, seconded by Bob Dunne. All in favor, motion passed.
- Amendments made to minutes from 10/13/2019, motion to approve minutes as amended, all in favor, motion passed.

### Quorum

- Melissa makes motion to change by-laws to reflect number for quorum to be 5, instead of 6. All in favor, motion passed. Motion will take effect in 60 days after it is posted to the public. (February 29<sup>th</sup>)
- Greg recites write up for newsletter for review. Motion made

### Trailers

- 2 trailers in possession of NRLHF. Woody has big one, will be returning it to Heister's sometime next week. Getting title and registration done soon, need to be returned

### Insurance Updates

- Liability Insurance form submitted by Jim Penland, NRA endorsed insurance program, addressed to Dan Duhamel rather than Beverly.
  - o The ones that came in the email come to Beverly; the names mean nothing as long as it says NRLHF.
  - o Depending on who was chair at the time of the events, and why the chair has to be involved is unknown, those names are whomever was chair at the time of events and it stuck. We can find out if they need an official name.
  - o Beverly's name can't be used as she's not on the board.

## Artillery Rules Update

- Bob Dunne brought up that there was another person involved in reviewing artillery rules update.
- Jerry brings up that the artillery rules fall under NMLRA guidelines, stating that the artillery falls under the range captain's jurisdiction.
- Bob Dunne: research done regarding appropriate safety procedures and rules, our existing rules in the handbook is in-line with other outstanding groups involving muzzleloading artillery. A few rules that should be considered for removal:
  - o Projectiles: No reason to have rules of putting projectiles in the cannons
    - Jerry: 3 Eastern in the past with artillery competition. Rules should stay for eventualities.
  - o Maintain 50' safety zone with rope and markers
    - Find red rope for better visibility, ensure people won't cross firing line.
  - o One article had printed layout for distances from public (army heritage and education center). "Range for blank fire cannon demonstration"
    - Jerry: One of the main things in rules, may only be fired on a designated range.
    - Bob: Adopt the layout of AHEC for range, include in printed copy of artillery rules in handbook. Ensure artillery range rules and adapted layout is followed.
  - o Melissa: Bob and Mark Rebres were the intended parties involved in doing research. Layout image to be emailed and reviewed by delegates for approval.

## Discussion of Paperwork/Funds for Corps of Discovery

- Bob: The foundation has not received the paperwork nor funds for the Corps of Discovery from the last two years, confirmed no funds from this year by Andy. D. Duhamel not present at meeting to discuss, table this topic for next meeting.
  - o Jerry: Doesn't feel D. Duhamel needs to be present. Rules are being broken, notice needs to be made to parties involved that action needs to be taken or repercussions will take place. The past years he (Dan) said they were sent, but nothing ever made it to the office. Rule is 60 days for paperwork to be turned in to the office.
  - o Greg: He said he has now found the box and is sending it in. Should have arrived at the business office. (did not arrive)
  - o Woody: Agree with Jerry, how can we continue to fund an event when there is no reconciliation of paperwork and funds isn't filed with the office.
  - o Melissa: He stated while he was drinking is that he's trying to prove a point that it's easy to steal from the foundation. Mark Rebres and staff are livid with Dan, prompting him to turn it in. They do not want his actions to be reflected on the event.
  - o Lillian: He stated that he was waiting to see if anyone noticed that it was missing.
  - o Bob: He was chairman while all of this was going on, and he should have been responsible for turning in the paperwork without having to wait for someone to notice.

## Vendor/Camper Incentives

- Jerry: One incentive for vendors: to get more people. Without increasing attendance, we won't draw in vendors. Without Rendezvous, you won't have a living. The age of rendezvousers, they have their necessities, new people aren't coming in quickly.

- Increase attendance: the old days of large attendance is in the past.
- Camper incentives there are some in place, including staff being able to set up the weekend prior.
- Melissa: Campers want less public, vendors want more. Trader's Row was created before, hard with lower numbers. If there's any way to make it easier.
- Bob: Didn't they have a cutoff area for vendors? (Jerry: Up until recent years, the only days the public were allowed in was the first Sunday and the second Saturday. The rest of the time was dedicated for a closed camp. Other later events had vendors separate and let public in all week long. In earlier days, we were seeing 2000, 2500 attendees at the Eastern the vendors didn't need to public to make money. To get more public there, advertising has its benefits.)
- Jerry: If you put the vendor's reliance on making money to the public, they'll sell items that are inappropriate for camp.
- Bob: Advertising- do we have anyone that goes to the Alafia that would give out or pots our flyers.
  - o Bev: Ron Clark is the point of contact for sharing our flyers, we share theirs they share ours. They are more than willing to advertise for us.
  - o Flyers aren't the only way to advertise for events. It's difficult to get radio/television spots for events. Muzzleloader magazine advertisements are expensive, it's simply not capable. (\$1200/half page).
  - o Melissa: Table reserved for Xenia's tradeshow, awaiting confirmation. March 21-22, Kalamazoo Living History Trade Show, sending in application. If anyone is willing to go to those events, it'll be a good way to network. (Flyers, website and dates given out at events)
  - o Jerry: In handbook there's a copy of the tri-fold foundation flyer, pile of new flyers made up to be handed out for advertising. (Located in Section N of Handbook)
  - o Lilly: I will be posting flyers at the local forts/ rifle associations.
  - o Bob: A lot of indoor rendezvous events going on this time of year, so having an ability to advertise the upcoming events will be beneficial.
  - o Jerry: Problem with handing these out at vendor fairs, each individual events have to do local advertising. Go to library, most have networking connections with other libraries in the area.(Bob: Can get expensive and time consuming to do all this advertising. Try to do it as free as possible. Booshways of different events have to look in local areas for smaller events to get more interested people.) (VT Living History EXPO, NE Living History)
  - o Melissa: This is conversation we have every year, if we go to an event, we have to pass info out. It's on the delegates to push for advertising.
  - o Bob: We have to hunt these smaller events/clubs down to advertise. We need to get more people interested into this hobby/lifestyle.
- **\*\*5 minute break\*\***

### **Corps of Discovery Discussions continued**

- Bob: Paperwork and funds have not been turned in for 2 years, does not reflect well on event as there are various accounts of why the funds have not been turned in for this year.

- Mark: Dan has not discussed the paperwork or funds. Had 2 different stories 1) he wanted to prove a point, 2) box was lost at his house during the move. Mark was not there during the last two days, and year prior he was not at the event at all.
- Bob: any suggestions on how to deal with this?
  - o **Mark:** Has had several inquiries about the lack of it getting turned in.
  - o **Greg:** Could the lodge have received it as a
  - o **Jerry:** Keep this in house, not make it public knowledge
  - o **Bob:** WE need to give him a chance to speak to the board regarding this. During 60 days wherein he needed to turn it in he was chairman, there was no excuse as to why he's failed to turn it in. Foundation should demand paperwork and funds to be turned in within the a given time. If he fails, then we will have to taken action. Possible give a 2-week deadline. Possible consequences would be legal action, removal from board.
  - o **Melissa:** Can a letter be sent by certified mail to him with demands from foundation and set deadline of 3 weeks from now
  - o **Gary:** Instead of sending a letter, why doesn't someone call and ask for funds. (Tried before, several different reasons as to why it wasn't submitted.) Advise him that the letter is on the way via phone call. (Bob: we need a paper trail) (Mark: Have it be 2 weeks after the receipt of the letter)
  - o **Melissa:** Can it be 10 days of the receipt of letter? (Bob: Can Lilly write the letter, or should I?) (Jerry: The letter would be more effective from the Chair)
- Bob will write a letter demanding the letters and paperwork to be sent to the business office
  - o **Melissa:** The money should be deposited in the bank, if he still has access to it. (Jerry: all he needs are the account numbers. They should come to the office as a check) (Bob: Check [or money order] would be forwarded to Andy or deposit it.)
  - o **Melissa:** would you (Woody) you be willing to proofread Bob's letter? Maybe send to Greg too in order to get their feedback? (Yes, send one to Lilly and Woody)
- Draft will be sent to Lilly and Woody for review. Final copy will also be sent to the office.

## Jerry

- **Administrative fees put on Rendezvous Events**
  - o WE just heard about two events who ended up in the hole due to administrative fees. Those fees have to be paid regardless of whether an event makes a profit. It's all coming out of the foundation's funds. The monies handed in by events are paying the administrative fees. Why do we do it this way?
    - Bob: What are administrative fees?
    - Divide insurance costs, office costs, paperwork costs. A means to say each event will pay \$10/head will be share of administrative costs. Doesn't completely cover full costs.
    - Bob: so the admin costs being paid by events aren't covering full administrative costs?
    - Jerry: I can't confirm exact amounts. 7200 for 3 events. Bev paycheck is 13k, those admin fees coming off profits isn't even covering half of admin costs, why burden the events? Yes, the responsibilities have to be taken care of, but the money coming out of events

- Melissa: Are you proposing the remove administrative fees from P&L statements as a required expense for each event?
  - Jerry: Yes
- Melissa: We are talking the fees from the gross of the event and showing it as a line item. Even if an event does show some profit, the fees are making it show that each event is at a loss.
- Jerry: The upside to the way it is that we are making the information more public.
- Bob: Administrative fees for the southeastern are the reason the event's finances went into deficit.
- Greg: the constant loss due to admin fees is creating more negative light on foundation as it makes it appear as though the foundation is constantly at a loss.
- Jerry: There is one good thing about showing events lose some funds, shows it's truly non-profit. When is the last time the foundation did a budget and P&L officially? Big thing we should do.
- Greg: We did one last year.
- Bob: What would anyone suggest we do?
- Jerry: just trying to get a feeling to see whether people think we should take administrative costs off each event? The administrative fees are published the foundation's paperwork with taxes, so why burden each event with that.
- Phil: We have a finite number of events, there's no need to have it put in the P&L.
- Jerry: It's not the same we are down to 4 instead of 6. The ONW and the NW are virtually gone, and the other events. If you're going to try to split it between the four existing events it will climb up to 20/25\$ a head. IT makes no sense to burden the individual/

Motion: Remove 10\$/head charge for each event's administrative fees, 2<sup>nd</sup> by Mark Rebres. Unanimous vote for the removal of the 10\$ administrative fee for each event's P&L. Amendments will be made to the handbook.

### **Newsletter Renewal**

- In two days, the newsletter will go away unless you vote to continue to keep it (\$500) cost. Motion to continue made by Jerry, 2<sup>nd</sup> by Melissa/Lilly, no objections, the motion passes.

### **Woody**

- Some time since foundation has raised participation fees. We can't keep taking a loss, and the current price is reasonable. Looking for feedback.
  - Bob: Double edged sword.
  - Melissa: When was the last fee increase? (Jerry: about 10 years?)
  - Greg: I was on the board when it happened, so about 8 years.
  - Melissa: I suggest it for the long events, not the short ones. Are we thinking 5 or 10 dollar increase?

- Phil: Another potential thing done to decrease expense: pre-reg not showing up causing loss due to over-ordering things like wood, hooter. We should try to adjust how we refund people who don't show up.
- Bob: Don't we give a full refund if they call and say they won't show up? Bev: It's minus five dollars. Woody: Maybe we should look at refunding half the funds. Jerry: You may cut back at your registrations, for every one that wouldn't pre-register and they register that's more money at the gate. It's one of the best planning tools out there.
- IF there's notification before the event, refund as we have been. IF you no call no show after the event you'll get a half refund. Refunds can't be requested until after the event per current rules. \$5 off per refund, not per person. 20% administrative fee off refunds not out of the questions. IF you have 4 people and the total of 200 for pre-reg, applying 20% admin fee for the refund would be \$40 of the backs of events/foundations.
- People shouldn't cancel unless it's a real reason. In order to keep our rates the same we cannot offer full refunds. If we can't keep events afloat there won't be events. Should we offer no refunds? (SEPR had 17 no shows, 14 of them donated) (EPR has unknown)
- **Motion** made that in lieu of raising registration rates, offer no refund of pre-registration of people who fail to arrive at the events. Made by Melissa, 2<sup>nd</sup> by Phil.
- Problem is that less people will pre-register, which will be a negative impact if more people show up at the gate and you're not prepared with wood, water, hooters.
- Phil withdraws his second, Melissa withdraws the motion. Bob suggests a new motion with partial refund. (Bob can't vote but can make a motion)
- Woody agrees with Jerry suggestion of raise fee by \$5 and include 20% taken out of refund for administrative fees.
- **Motion:** For upcoming year, we raise all registration fees by \$5 for all events and apply a 20% administrative fee on all refunds. Made by Jerry, 2<sup>nd</sup> by Woody. Unanimous vote, motion passes. Updates will be made and announcement will be made in newsletter.

### Trader Fees

- Commercial (\$2000+), Large Blanket (\$2000), Small blanket (\$500)- A lot of people with small blanket trades with stuff that costs. Their fees (\$50, \$20, Free) were adjusted in 2013. No possibility that the change in their fee is causing the lack of vendors. Online sales of items have negatively impacted their sales.
  - Jerry: \$50 fee is more than reasonable, compared to larger events. (Alafia around \$500 for traders, Fort Fred \$~90) (Correction: \$90 for two adults and trader fee)

### ONW

- Is the board interested in have the ONW back? Location, date and boosway available for the event. If the board is interested. A few miles away from the log cabin shoppe in Lodi OH. 200 acres already improved owned by county parks system water on site they're doing firewood. Wood gathered and stacked by county workers. Two hydrants connected to public water we'd have use of. 2 permanent port a johns on site. Building with electricity and fridge on site (use for medications). They'll advertise, range on site hawk and knife on site. Site is approved by Gary. Land contract not in hand yet. Rent is \$500 for use of site. Also has gates that can be used and parking.
- Dates of use: June 10<sup>th</sup>-June 19<sup>th</sup>. June 12<sup>th</sup> -June 18<sup>th</sup> for event itself. \*\*cannot charge to bring public in as it's a public park. \*\*
- Greg: think about friends of the ONW, which start the 21<sup>st</sup>.
- Dates were established with their event in mind.
- Bob: Getting information out there in time to get a decent enough crowd.
- Melissa: Is the budget already started so you know where you can get what you need?
- Lots of different companies within 10-mile radius, easy to get.
- Bob: Water- two hydrants, is it potable water? (Yes)
- Greg: Many questions about when the ONW is going to happen? Tonight's vote would determine.
- Gary: We can make a go of it. Ditto and I discussed it at length. There won't be any need for a work party and all we'll have to bring in is Ice and a few hooters.
- Melissa: Motion to move forward and approve ONW to host an event at the given site for the dates o June 12-June 18<sup>th</sup>. All in favor, unanimous decision. ONW to commence.

### **Greg**

- Greg: I can get that information/newsletter out tomorrow. Facebook will be updated tonight.
- If you have been on the websites, there has been no update. Only a few have sent updated information. Contact needs to be made about information on events.
- Facebook will not take care of full advertising, need to update websites and newsletters.

### **Recent Event**

-We had a complaint at the Eastern, lady was concerned about her children getting assaulted. We discussed this a few times before. At another event another person did get raped in the fall. The official reports are pending. It happened right after our event, and the circumstances were varied from what was expressed. Simply advising the board to make them aware that the staff handled it well.

Jerry: Were there charges brought?

Melissa: The court case was moved until Dec. 5<sup>th</sup> from mid-November. Can't find any updates on it. (New hearing date set for end of January)

Jerry: Is this a person who normally attends our events? Melissa: yes. Jerry: IF the charges are substantiated, the person's identity is known and that they be barred from attending foundation events. No action should be done otherwise.

Melissa: As far as we know they are still in jail, which does not bode well for the party involved.

- If the court does not sentence them and nothing comes of it, then the foundation will not act on it.

Motion to adjourn made by Lilly, 2<sup>nd</sup> by Jerry. All in favor, meeting adjourned at 2018.