

MINUTES OF THE MEETING OF THE CWRT CONGRESS BOARD OF DIRECTORS
Wednesday, April 12, 2023

Draft 1: 05/04/2023

Prior to the state of the meeting, **Mr. Apperson** mentioned that the anniversary of General Beauregard firing on Fort Sumter is today. **Mr. Miller** also mentioned that this is the anniversary of the stacking of arms at Appomattox.

The meeting of the Board of Directors of the CWRT Congress was called to order at 3:06 PM (Pacific Daylight Time). **President Mike Movius, presiding.** The meeting was held via Zoom Video Conference.

The following Board Members were present: President Mike Movius, Vice President Dr. John Bamberl, Vice President Carol VanOrnum, Treasurer Bill Miller, Director Mary Koik, Director Andrew Mizzsak, Director Steven Rauschkolb, Director Craig Apperson.

President Movius asked **Mrs. Koik** for a report on the Ed Bearss Memorial Fund. **Mrs. Koik** said she would report back with a number regarding the number of donors and the amount donated to the fund (administered by the American Battlefield Trust).

President Movius opened up discussion on the 2023 Sustainability Conference.

Regarding the Friday (August 25, 2023) evening events, **Chris Mackowski** agreed to be the keynote speaker, with **President Movius** serving as the emcee.

Vice President VanOrnum was designated by **President Movius** to lead the ice-breaker event at the Friday evening session.

President Movius mentioned that for the Friday event, we (CWRTC) would have to purchase the wine and beer. **President Movius** said that he would like to narrow the wine selections down to 2 or 3 choices, as he was provided the wine list by the caterer, whom he is meeting with on Monday (April 17th) at the Starbucks in Gettysburg. **Mr. Rauschkolb** volunteered to pick up the wine, as he will have his vehicle.

President Movius will be meeting with **Abbie** from the **Adams County Historical Society** this coming Sunday (April 16th) for a walkthrough at the ACHS. **President Movius** said he will be going over the facilities and logistics for the event, and asked the Board for their thoughts, for example microphones.

Mr. Mizzsak mentioned the proper flag complement behind the speakers.

Mr. Apperson suggested the different types of microphones, based upon the preference of the speakers: e.g., hand-held, lavalier, lapel.

Treasurer Miller added to the discussion relative to the microphones.

President Movius offered his thoughts relative to microphones for the panelists, as in one per speaker.

Mr. Apperson mentioned there could be feedback issues.

Mrs. Koik suggested that getting the panelists down to two microphones per four-person panel could reduce feedback and could be shared. **Mrs. Koik** also mentioned items such as easel, big notebook, etc.

Vice President VanOrnum offered a suggestion relative to the microphones for her Friday ice breaker event.

Vice President Bamberl suggested a passable hand-held microphone for questions from the audience.

Mr. Apperson discussed the technology relative to the types of microphones used, and the costs associated with them.

Mrs. Koik said there should be consideration to cost considerations between the items on-site, versus items that might need to be rented.

Vice President Bamberl reiterated that costs related to A/V items are oftentimes built into the costs of the facility rental.

President Movius left this discussion item up for further suggestions, and that the caterer has already been paid one half of their fees.

President Movius said that he contacted **Dr. Curt Fields** to serve as the emcee for the Saturday dinner. **The Green Machine** from George Mason University will also provide period musical entertainment.

Vice President Bamberl asked if we are paying **Dr. Fields** an honorarium. **President Movius** said that it will most likely be in the form of his lodging.

President Movius mentioned that the contract has been signed with **Aramark**.

President Movius discussed the insurance policy and costs associated. Discussion ensued with **Mr. Rauschkolb** saying he is doing additional research through a colleague in the insurance industry. Questions were offered, including by **Vice President Bamberl**. The insurance that is required is \$1 Million of General Liability per Aramark for the evening of the dinner. **Mr. Rauschkolb** mentioned that he would speak with a contact of his to get a comparison on costs. **President Movius** asked **Vice President Bamberl** to reach out to **Wayne Motts** relative to this cost.

President Movius moved the discussion to the awards that will be given on the Saturday dinner event.

Vice President Bamberl said he has reached out to numerous RT's relative to the [Dr. John Bamberl] Phoenix Award. The deadline for the awards is June 1st, 2023.

Mrs. Koik offered some additional comments relative to the submission of awards.

President Movius decided to extend the entry deadline for awards from June 1st to June 15th, 2023, and the early bird registration for the Conference from May 1st to May 15th, 2023.

Vice President VanOrnum said that the information about submitting awards nominations should be advertised in the *Light Post*.

President Movius moved the discussion to the Trivia Contest at the Saturday evening dinner.

Treasurer Miller said that the trivia contest, on top of the dinner, awards, and auction, is a lot of things [at one singular event].

Vice President Bamberl mentioned that he has trivia questions ready to go.

Mrs. Koik offered a written trivia suggestion, as there are a lot of live events going on that evening.

Mr. Apperson asked some questions regarding trivia.

Mrs. Koik was asked by **President Movius** if she has any items relative to a raffle item that can be donated as a major prize at the Conference. **Mrs. Koik** said she will be obtaining a piece of Civil War-related artwork to be an auction prize.

President Movius mentioned that there are 10 people registered for the Sunday tour. **Vice President Bamberl** suggested we should have the tour. **President Movius** said the tour is a go. **Treasurer Miller** said it is the choice of those attending regarding if they want to attend the tour or not.

Treasurer Miller raised a discussion relative to the appearance of **Dr. Fields**, including expanding his role from just serving as the emcee in the beginning of the event, and maybe have him answer questions and audience members interact with him leading up to the auction (like a mini-program). **Vice President Bamberl, Mr. Apperson, President Movius, Vice President VanOrnum** agreed. This would be done in lieu of trivia.

President Movius brought up unresolved issues relative to the conference.

Current registrants: 17, as of today's date (Wednesday, April 12, 2023) for the Conference.

Vice President Bamberl asked what the number would be before we need to cancel. **President Movius** said "30."

Vice President Bamberl said to add two more. **Mr. Mizsak** also said to add two more. **Mrs. Koik** said that the United States Postal Service will be putting out 55,000 magazines from the American Battlefield Trust that will have information in it in the next day.

President Movius asked **Mrs. Koik** about a photographer for the event. **Mrs. Koik** said she would reach out to her contacts.

President Movius mentioned that he sent out our *Prospectus* to 40 Gettysburg businesses seeking sponsorships.

President Movius shared the draft of the *conference booklet* with the Board. A discussion was held regarding the cover of the booklet, as there are two options.

Mr. Rauschkolb gave a description of the first cover option. The first photo is used with permission of the **National Park Service**. The second photo was found online, as it is the sun coming down the barrel of a cannon (with permission/attribution forthcoming).

Vice President VanOrnum spoke to the first option.

Mr. Rauschkolb spoke to the consistency of a parchment-type look to the program.

Discussion was held relative to the back cover. **President Movius** suggested removing the page number and making the back cover one item.

President Movius called for a vote on the front cover.

Treasurer Miller: First cover.

Dr. Bamberl: First cover.

Mr. Mizsak: First cover.

Mr. Apperson: First cover.

Mrs. Koik: First cover.

President Movius said he would like to discuss [the booklet further] with **Vice President VanOrnum** regarding fonts, etc.

It was asked if there will be some financial support from some of the advertisers.

President Movius said “yes.”

President Movius shared that **Vice President Bamberl** agreed to be the moderator of the Sustainability Panel. **President Movius** said there will be a panelist briefing to give the ground rules of the panels.

The panel will be formatted where the audience is the center of attention and the experts.

President Movius mentioned that the shipping destination for conference items will be the **Seminary Ridge Museum**.

In terms of conference marketing, the physical addresses of 40 CWRT Leaders within 300 miles of Gettysburg have received at least 10 rack cards. 500 rack cards are being sent to **Gettysburg College** for the **Civil War Institute**.

President Movius said he would appreciate us being in Gettysburg as early as possible. Our hotel rooms are for Wednesday, Thursday, Friday, and Saturday nights.

President Movius moved on to **New Business**.

President Movius announced the resignation of **Secretary Rich Jankowski**.

President Movius mentioned the approval of revised by-laws [at a previous special Board Meeting].

President Movius engaged the services of an **attorney, David Palmer**, to assist us in the revision of the CWRTC By-Laws. **Attorney Palmer** is the past president of the **Puget Sound CWRT**. This cost the CWRTC \$1,134.00.

President Movius announced the vacancy in the Office of the Secretary and opened the floor for nominations.

Mr. Mizesak nominated himself. **Mr. Mizesak** was elected by unanimous acclamation.

President Movius moved on to discussion regarding Standing Committees.

Vice President Bamberl has agreed to chair the **Executive Committee**, with **Members being the Board of Directors**. The priorities are to set board meetings, hold an annual meeting, and to monitor the internal environment of the organization.

Treasurer Miller will be the chair of the **Finance Committee**, with **President Movius**, and no other members (yet). Priorities to monitor the budget, develop a 5-year fiscal plan, and to arrange an annual audit.

Secretary Mizzak will be the chair of the **Development Committee**, with the following members: **Vice President Bamberl, Treasurer Miller, and Mr. Apperson**. The priorities include Giving Tuesday, Developing Sponsorships, and Seeking Grants.

President Movius will be the chair of the **Governance Committee**, with **Vice President VanOrnum, and Mr. Rauschkolb**. Priorities to include finding Board candidates, streamline the on-boarding process of Board Members, and suggest by-law changes.

Mr. Apperson was added to the **Governance Committee**.

Vice President VanOrnum and **Mr. Rauschkolb** will co-chair the **Marketing Committee**, with no members currently.

Mrs. Koik offered to serve on any committee. **President Movius** assigned **Mrs. Koik** to the **Marketing Committee**.

Priorities for the **Marketing Committee** to include: The sustainability challenge; the annual conference; the awards program, a marketing plan, and expanding CWRT outreach.

President Movius announced possible Special Committees:

- **Advocacy**, suggested by **Secretary Mizzak**;
- **Visitation and Outreach**
- **RT Education**
- **Expanded Mission**
- **Sister Round Tables**
- **Data Storage**

Secretary Mizzak spoke to advocacy, and the purpose of it.

President Movius will leave the actual priorities to the committees and their members, itself.

Secretary Mizzak said he would write a draft document on advocacy, and forward to the Board.

President Movius moved on to the creation of measurable goals for 2023 for the CWRT Congress.

The first goal is the target amount for Giving Tuesday. The second goal is Conference Attendance.

Treasurer Miller asked about Giving Tuesday. **Secretary Mizzak** confirmed that, and suggested a roll-out at the Conference.

President Movius said the roll-out for Giving Tuesday would be in September.

Mr. Rauschkolb asked if we have the historical figures of how much CWRTC has raised. **President Movius** stated that just over \$2,600 was raised in 2022.

Secretary Mizzak suggested \$3,000.00 as a round number and attainable number. A goal amount of \$3,000.00 was agreed to.

President Movius then asked about conference attendance.

Secretary Mizzak suggested 70. **Vice President Bamberl** suggested 75.

75 was agreed to as the goal attendance number for the annual conference.

President Movius asked for a third goal for the CWRTC for 2023.

Secretary Mizzak suggested increased sister round table agreements.

Treasurer Miller suggested something related to the awards.

Secretary Mizzak suggested increased entrants in the awards program. **Mrs. Koik** suggested 2 applications for each of the three (3) awards.

The third goal of two applications for each of the three awards was agreed to.

President Movius moved the discussion to outreach. **President Movius** stated the **Ambassador Program** was a lot of “one offs.” **President Movius** said he would like to see an expansion of something similar to the SoCal Alliance.

Vice President VanOrnum said the 9 RT’s in Minnesota are working on something similar; **Secretary Mizzak** stated that there is something similar being worked on in Northeast Ohio.

Vice President Bamberl asked how alliances work. **President Movius** asked **Secretary Mizzak** to share his thoughts regarding this. Discussion ensued on this. Comments and questions came from **Treasurer Miller** as well.

President Movius asked those working on these types of endeavors to put some notes together on their processes regarding these alliances/sisterhoods, etc.

President Movius showed the name tags for the annual conference.

Mr. Rauschkolb discussed the challenge coin.

Vice President VanOrnum spoke to the upcoming issue of the *Light Post* and gave the deadline for edits/revisions/suggestions.

President Movius asked if there were any further items for new business.

Vice President VanOrnum asked **President Movius** regarding the conference video that was shot with **Inland Empire CWRT**, and its status. **President Movius** responded.

Secretary Mizsak asked what polos should be worn at the Sustainability Conference.

Mrs. Koik discussed the National Park Service process regarding **Battlefield Friends Groups**, and thanked **President Movius** for sending out information regarding such.

President Movius stated that he will be at the **Civil War Institute** at **Shenandoah University** on Saturday, April 15th, and then on to Gettysburg on Sunday, April 16th.

Secretary Mizsak mentioned that the **Harrisburg Senators** will be in town during the time of the Sustainability Conference, and that he is working with the **Save Wyse Fork Battlefield Group**, and the **Hardtack Regiment** [organization in New York State].

No further comments from the other Members of the Board.

The meeting was adjourned at 4:28 PM PDT.

Respectfully submitted,

/s/: ANDREW C.M. MIZSAK

Andrew C.M. Mizsak, M.A.P., MBM
Secretary
Civil War Round Table Congress