



2024-2025 IPMS/USA Executive Board

Report Name: EBoard Status Updates
Reporting Period: 1Q2024
Report Input Provided by: Phil Peterson, President; John Noack, 1st Vice President; Scott Hackney, 2nd Vice President; Mike Oberholtzer, Treasurer; Ro Annis, Historian / Publications Director; David Knights, Recruitment and Retention; Phil Perry, NCC Liaison; John Figueroa, Director of Local Chapters ; Nancy Kennedy-Hackney, Member & Event System Administrator; Marie Van Schoonhoven, National Office Manager; and Eric Aitala, Webmaster; Jessica Ivancso, Secretary; Eugenie Taylor Ray, Director of Social Media

Phil Peterson, President

- Expect to meet with various international IPMS leaders at the National Convention in July 2024.

John Noack, 1st Vice President

- Reviews: Fairly quiet, still driving down the backlog of late reviews.
- Atlantis Models requested that we sponsor a special award (Best Atlantis Model) in Madison. We are working with the host team to determine how to accommodate and remain within NCC regs.
- Donations have begun arriving for the 60th Anniversary drawings. Bill O'Malley will coordinate distribution along with his regular Review Shipping duties. Starting in July, we aim to have 3-4 monthly drawings.
- Working with MO to refresh complimentary Vendor memberships.

Scott Hackney, 2nd Vice President

- Assisted Madison in contacting multiple vendors to confirm their tables, names, and hotel reservations
- Assisted Madison in getting Tamiya to sponsor the Tiger Meet.
- Working with the IPMS webmaster to create a National Convention Website that would be reusable year after year.
- Established contact with the Hampton Convention team. Extensive telephone calls were answered. I remain in contact via email.
- Attended Mad City Contest to observe the new electronic model registration system.
- Rewrote The National Contest General Rules to provide updates and better organization.
- Rewrote the NCC Charter to better define the judges' duties and contest procedures.
- Started a rewrite of the Competition Guide/Handbook to clarify how every class of models is judged.
 - Ships have been completed, armor is being worked, and other judges will need to write their portion based on the ships as a "template."
 - Phil Perry will also reach out to support Scott on this.
 - Looking to have all drafts completed by 5/15/2024 for review and finalization by 5/30/2024.
 - Seeking Judges and EBoard approval by 6/15/2024.
- Responded to an email about WrightCon 24. Emailed and talked with numerous people. Wrote summary emails to all parties. The matter is closed.

Mike Oberholtzer, Treasurer

- At the end of the first quarter, we have net revenue for the year of \$74,600, \$6,000 higher than last year to date (YTD). Keep in mind, that we haven't paid out the 2023 convention yet, which will reduce net income by \$22,000. All else being equal, we would be at a loss of \$16,000 for the year. Of course, we have a long way to go before we know where the year will end!

- Some things to note in the numbers:

Revenue

- Memberships are up \$4,000 over last YTD
- Convention revenue is down \$9,000 from last YTD
- Journal advertising revenue is up \$1,900 over last YTD (timing)
- Overall, Revenue is down \$1,000 compared to 2023.

Expenses

- Convention expenses are down \$14,800 over last YTD
 - Journal expenses are up \$5,000 over 2023 (timing)
 - Overall, expenses are down \$7,000 over the last YTD.
- In other matters, I have submitted the data for 2023 to our tax preparer, Sikich LLC. When the returns are complete, I will send them to all of you for review before filing with the IRS. I will also send Ro and John Heck the year-end 2023 financial statements and a brief summary for publication in the next Journal. I also continue to work on simplification of financial reporting. As we can do more with the data from Wild Apricot, there is less need to provide as much detail in Quickbooks. I am working on reducing the transaction detail breakouts for the convention in Quickbooks once I can demonstrate that Wild Apricot provides accurate and consistent reporting on these details.

Ro Annis, Historian/Publications Director

- IPMS/USA Journal: After 19 years, John Heck will no longer be putting the Journal together. Anticipating this, I put a call for volunteers to the membership. In the past, the Journal was put together primarily by two folks, John Heck and Chris Bucholtz. The plan is to form two teams of volunteers (art production and editors) to spread the workload. This has been accomplished.
 - In addition, I set up an IPMS/USA-owned Google Workspace so that all of the work on the magazine happens in a shared online environment. Setting up Google Workspace proved more time-consuming than anticipated, but everything seems ironed out.
 - Right now, I am getting all the other things done so we can begin the transition and produce the Journal. This has been my main focus these last few months, and hopefully, things will go smoothly.
 - 60th Anniversary Logo and Pin: I finished the digital/print version of the 60th-anniversary logo, based on Phil Peterson's suggestion to use a diamond. Next, I need to jump back to the pin-only version, and this design needs to be altered to fit that format.
 - Other Graphics: I started a general press kit a while back, and this will get attention once the Journal is up and running. Likewise, we also need a new tri-fold brochure design, and this will happen in the near future as well.
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- Historian: Joe Terry volunteered to begin scanning old IPMS publications. The goal is to eventually have a searchable digital archive.
 - Ad Manager: Invoicing is up-to-date. Looking to simplify how advertisers can pay and bundle together payments.

David Knights, Recruitment and Retention

- Attended the 2024 IPMS HERITAGECON 16 Scale Model Contest on 3/24/2024 and spoke with IPMS Canada leadership. They are willing to share articles with IPMS/USA and look forward to expanding information on the hobby.
- Attended the 2024 AMPS International Convention on 4/11/2024 in South Bend, IN, and had many opportunities to recruit. There is much interest in cross-promotions, would like to consider dual memberships.

Phil Perry, NCC Liasion

- Working in conjunction with EBoard members to keep things moving forward.
- Focused on Recognition awards and logistics for the award ceremony.

John Figueroa, Director of Local Chapters

- Region 5 Coordinator
 - One member submitted their name for consideration
 - I interviewed him.
 - I selected Ron Thorne from IPMS Lake Region Scale Modelers.
- Region 7 Coordinator
 - One member submitted their name for consideration.
 - I interviewed him.
 - I selected Doug Reed from Oregon Mid-Valley Modelers.
- Region 10 Coordinator
 - Three members submitted their names for consideration.
 - I interviewed all three.
 - I selected Jim Coatney from Albuquerque Scale Modelers.
- 2024 Rechartering
 - As of April 19, 2023, 207 of 214 Chapters (97%) have rechartered.
- Lost Chapters
 - The following IPMS/USA chapters declined to renew their Charters for various reasons:
 - IPMS Scale Modelers of Rowan County (region 12)
 - IPMS Southern Maryland (region 2)
 - IPMS OMG (region 5)

Nancy Kennedy-Hackney, Member & Event System Administrator

- Report for E-mail blasts announcing shows for chapters; see attached
- Work with the Madison Team - Weekly Report attached as of 4/16/2024
- Additional communications sent were:
 - Attention reminders to vendors and members for the 2024 show for payment
 - Request for volunteers to registered members - sent to 467, 371 opened, 6 failed
 - Vendor showcase, letting them know we would put them on Facebook page
 - Vendor tax form requirement for 2024 Nats
 - Vendor advertisement sent to 97, 3 failed
 - Request for trophy sponsorship sent to all IPMS members - sent 5,893, 3,183 opened, 20 failed
 - Reminder time to register to all who haven't registered - sent 5,171, 3,241 opened, 63 failed
 - Three for solicitation for positions per John F.

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- Update on hotel opening per Jeff H.
 - Leadership Social sent 202, 133 opened, 30 failed, will refer for investigation. The message was “the server has responded with a negative reply”

Marie Van Schoonhoven, National Office Manager

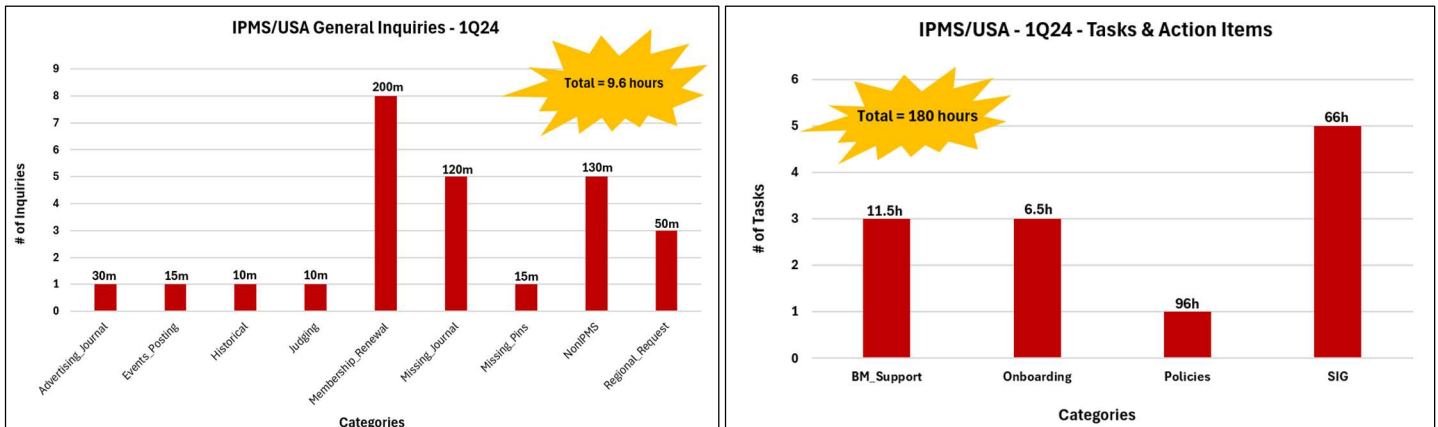
- The January/February Journal issue was the latest to be sent out in mid-February; 5087 copies were sent out. Working on archiving lapsed memberships that have expired over 1 year. or more.
- Reviewing the missing Region/Chapter information provided from the survey and entering at least the region number in which the member is located, even if they are not a member of a chapter.
- Considering the postage fees keep going up and will be increasing again, I would like to raise the price of additional copies for purchase of back issues that I have in stock to \$4.00 for the first copy and keep the additional copies at \$3.00. We may want to re-evaluate the membership fees based on the increasing postage charges and printing charges to ensure we are at a minimum breaking even.
- I joined Eric's Zoom meeting regarding the website to be at least aware of its ins and outs and found it to be informative. I will continue to attend as my schedule permits.
- We received several calls from members who could not register for the convention. After speaking with Nancy, it appears that somewhere, Wild Apricot thinks they have already registered. I'm not sure what we can do to fix that.
- This is a reminder to everyone that they should come to me with any issues with missing or damaged Journals. They should also come to me with any questions about payments, expiration dates, etc. of their membership.
- Name Badges are available to order through Wild Apricot in the Shopping Cart; I would like to make this easier to find. This ordering process is working out really well in my opinion.
- I am looking to add the ability to order back Journal issues in the same manner as the Name Badges, I only have the back issues going back to January/February 2016.

Eric Aitala, Webmaster

- The web team has met several times about the centralized Nats website.
- Established an initial set of requirements for the site, working with Scott on this.
- I am currently working on building the initial framework for the site.
- We have a new Forum Topic admin - Damon Blair
- Updates to the Review site to hide the Links to Products in the reviews as a test to see if they can be removed.
- Considering creating reviewers' individual web pages; working with John Noack on this.

Jessica Ivancso, Secretary

The following updates cover the calendar period of 2/1/2024 – 3/30/2024.



On-Boarding

Having assumed the role of IPMS/USA Executive Board Secretary as of 2/1/2024, I engaged members of the 2024 EBoard to provide an overview of tasks and action items that require support. The following topics were reviewed:

- Overview and access to Wild Apricot
- Overview and access to selected pages on the IPMS/USA website
- Overview and access to Zoom and DropBox

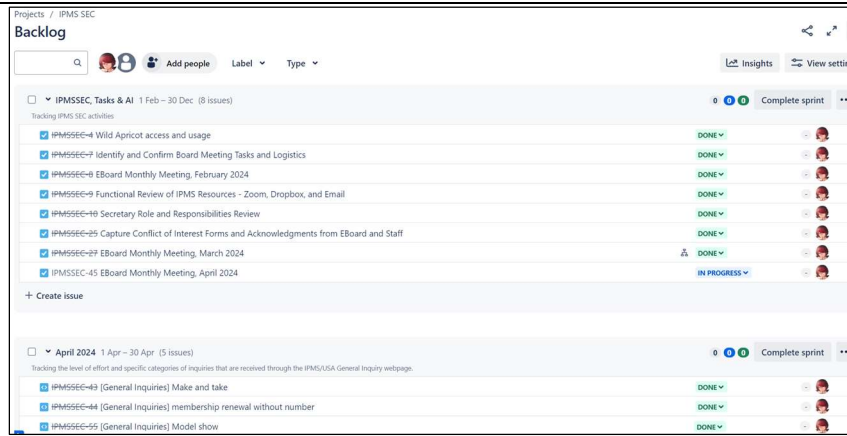
Executive Board Meetings

I understood the tasks and action items the IPMS/USA Secretary is responsible for regarding the EBoard. The following captures the tasks and action items for 1Q24:

- **EBoard Meeting Schedule** – created a schedule (list) for meetings during the 2024 calendar year. See the MS Word document in DropBox.
- **EBoard Action Items** – keep track of actions that occur throughout the month and update in the AI Excel spreadsheet located in DropBox.
- **EBoard Virtual meeting**—created in Zoom and distributed link to the appropriate invitees (based on schedule) for February and March 2024. This was done one week before the scheduled meeting.
- **EBoard Agenda** – created a basic slide deck in MS PowerPoint that provides an outline for meeting participants to view online during the meeting.
- **EBoard Meeting Minutes** – created a template to capture EBoard Meeting Minutes. Send to EBoard for review, and extract “text” version for posting to the IPMS/USA Executive Board Meeting Minutes webpage.
- **Master Contact List** – Keep the list of IPMS/USA contacts, including the EBoard, Staff, and Regional Coordinators, current in the Excel spreadsheet located in DropBox.

General Inquiries

I created a forwarding email to support General Inquiries and a tracking method via a cloud-based product called Atlassian Jira. This allows me to track the level of effort for specific categories and inquiry types. (see charts above)

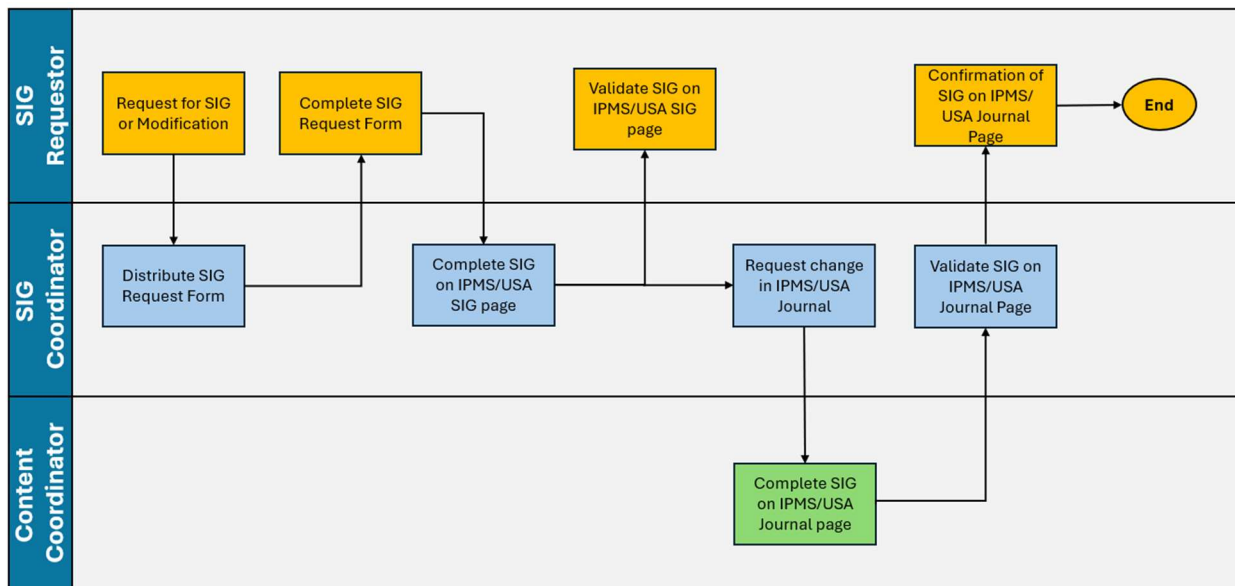


I manage inquiries similar to a help desk, where each inquiry is entered into a form for tracking and researched using the tools available including Wild Apricot and the Master Contact List. I respond via email using a standard response format and include redirects to appropriate points of contact when necessary.

Special Interest Groups (SIGs)

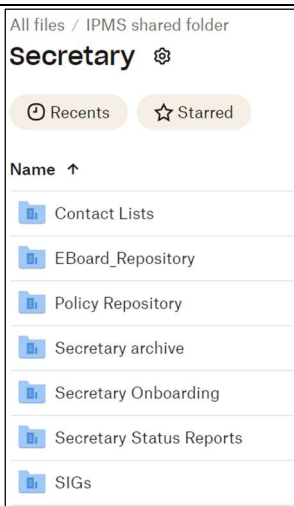
Over the course of several weeks, I addressed the update and alignment of Special Interest Groups with the guidance of Dennis Tennant (former IPMS/USA EBoard Secretary). The following actions were completed:

- Wrote a set of guidelines to help SIGs get started on submitting a request for posting to the IPMS USA site.
- Aligned SIG postings on the IPMS/USA website with the IPMS/USA journal.
- Reached out to SIG owners and confirmed their use of the SIGs, determining the SIG value to their groups and whether their association with IPMS still aligns with our values and mission.
- Created a process flow to support SIG requests and their modifications.



Action Items

- **Conflict of Interest Acknowledgments, 2024 – distributed approved COI form and tracked return forms in a summary Excel file.** Forms reside in DropBox and were completed on 3/20/2024.
- **DropBox Organization** – A review and reorganization of the existing “Secretary” repository was completed in late February to reflect easier access to shared files.



As of 4/19/2024

- Contact List – Master Contact List in Excel.
- EBoard_Repository – Action Items, Agendas, Calendar, Minutes in Excel, Word, and PowerPoint.
- Policy Repository – Conflict of Interest Forms (COI) and i990 Policy.
- Secretary archive – archived files by year managed by EBoard Secretaries.
- Secretary Onboarding – notes and reminders.
- Secretary Status Reports – Status reports submitted to EBoard.
- SIGs – Process flow and other references that support the management of Special Interest Groups on the IPMS/USA webpage and the IPMS/USA Journal.

Upcoming Tasks and Events

As I move into 2Q24, I will continue to refine the General Inquiries capture and response process and the monthly EBoard meetings. These two topics require the most effort. As further data is collected, I can better estimate the effort required to support them and the SIGs.

Eugenie Taylor Ray, Director of Social Media

Action Item Updates

- I received the Mission/Vision/Goals info from most of you, but if you haven't gotten it back to me (you know who you are), you have a few more days to do so. If you need the template from me, let me know.
- For our 60th Anniversary, I'm looking for someone to curate historical items from the journals for our Facebook featurettes. This is a significant project, and I'm counting on your expertise. I'm aiming for six featurettes, one every 10 years, showcasing membership stats, representative modeling, etc. John N., Ro, or Jessica—I believe you are the best fit for this, but Joe Terry, you could also take this on. Let me know.

Social Media Status

- On the Facebook front, things are progressing smoothly. I'm gradually 'unbanning' IPMS dues-paying members from the main page after personal conversations with each one. This allows us to review the ground rules and their desire to be part of the page. Admin-wise, we're doing well, catching 99% of the contentious/problematic topics before posting and monitoring the conversations closely. This has led to more healthy dialogue within the page. Since I started, we've seen significant growth of 865 members, 2,234 new posts, 7,170 comments, 65,621 reactions, and a cumulative 365,700 views of all posts. I'll provide more detailed highlights in my quarterly report.
- Regarding YouTube, I've added Rocky Sink of Roanoke Valley IPMS as an admin of the IPMS YouTube, and he will begin adding contest content from the eastern shows he's been attending soon. I'm going to have a call with a couple of other members this week about content they are interested in producing, and I had a conversation with Jeff Herne about organizing a way to capture the seminars at Nationals on video for posting on YouTube and will begin reaching out to the seminar contacts, and members who might be interested in capturing the content on video. So, we're going to be seeing an uptick within the next month of new content and content providers to the YouTube channel as we approach Nationals in July.