

## Huron Valley Numismatic Society (HVNS) Program Chair Handbook

### I. What are the responsibilities of the HVNS Program Chair?

The objective of the HVNS is to encourage and disperse numismatic knowledge to collectors and those interested in becoming collectors and cultivating fraternity among members. Consistent with this objective, the Program Chair:

- A. Arranges for the program portion of the agenda for club meetings (see Appendix A for examples)
- B. Attends, provides reports, and participates in discussion and decision-making at the Board of Directors meetings.

### II. How is the Program Budget established?

At the first Board of Directors meeting of the year, the Program Chair asks the Board of Directors to approve a Program Budget.

For example:

Honorariums for 8 presenters @ \$25	\$200
Supplies, e.g., handouts and projector equipment	\$100
<b>TOTAL PROGRAM BUDGET</b>	<b>\$300</b>

### III. What is the Program portion of the meeting agenda?

The Program is an approximately 30 minute portion of the agenda. It usually consists of a presentation, but may also be a discussion, a

video, or another activity consistent with the HVNS objective, e.g., a Members Bourse (see Appendix B).

IV. How does the Program Chair select topics and find presenters?

The Program Chair should strive to understand the interests of the HVNS members across various areas of numismatics including U.S. coins, world coins, paper money, exnumia, errors/varieties and grading. Presentation topics should be balanced during the course of the year to minimize repetition of topics in subsequent months as much as practical. In order to accomplish this, the program chair should:

- A. Asking members for ideas on topics and presenters which may include a formal membership survey as well as informal conversations with members.
- B. Encouraging club members to give a presentation on a topic in their numismatic area of interest.
- C. Reading articles in the Michigan State Numismatic Society (MSNS) journal The Michmatist and considering authors as potential presenters
- D. Contacting Program Chairs of other clubs for ideas on topics and presenters (The contact persons for many other clubs can be found in the “MSNS Member Club Meetings” section of The Michmatist and in the linked clubs section on the MSNS web site.)
- E. Asking the MSNS Educational Forum Chair and the Central States Numismatic Society (CSNS) Education Director for ideas on topics, presenters, and funding. (See the MSNS and CSNS web sites.) Note: CSNS will reimburse member clubs up to \$200

per year for speakers. Contact the CSNS Education Director for details.

- F. Reviewing the programs conducted, and the exhibits presented at other coin shows, including the MSNS Spring and Fall Conventions, for topics which would be of interest to HVNS members.

IV. What equipment does HVNS have?

- A. HVNS owns a BENQ Model MS510 Digital Projector and an assortment of connecting cables for laptop computers. (Currently, connecting our projector to a PC is easy, but connecting to a Mac is a little more difficult.)
- B. The current meeting site, the Highland Adult Activity Center in Highland, MI, has a screen as well as a television with a DVD player.

V. What does the Program Chair provide for the presenters?

The Program Chair:

- A. Provides the presenters with information about the club meeting – including the location, driving directions, starting time, and a reminder a week before the meeting
- B. Provides the audio-visual equipment the presenters need, e.g., a projector and screen, a laptop computer that will take his/her CD or thumb drive, and photocopies of handouts
- C. Welcomes the presenter and introduces him/her

- D. Gives the presenters (except for club members) an honorarium (see Section II above)
- E. Sends the presenter a thank you note following the presentation.

VII What else does the program Chair do?

The Program Chair:

- A. Notifies the web master of programs and presenters as they are confirmed so (s)he can post them on the club web site
- B. Schedules programs and presenters through February of the year after his/her term of office ends to give his/her successor time to make the transition
- C. Knows how to operate and do basic troubleshooting for the HVNS projector and the television and DVD machine at the meeting site
- D. Keeps the list of presenters (see below) current and sends a copy to the club Historian (Board of Directors – Seat 3) at the end of the year

Created 10/2012 by Al Raddi  
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Appendix A

Huron Valley Numismatic Society (HVNS)  
Programs History

2010

Meeting	Topic	Speaker
January		
February	Wooden Money	Jim Motley (M)
March	Grading Liberty Half Dollars	Chuck Sharpe (M)
April	Stone Mountain Medals	Steve Dieter
May	Elongated Cents	Ray Dillard
June	Treasure Hunting	Joe LeBlanc
July	No Program Summer Dinner	
August	Slabbing Procedures, Policies, Prices, and New Technology.	Robert Haire

September	Polish Coins	Les Rosik
October	Error Coins	Ken Potter
November	Grading Morgan Dollars	Chuck Sharpe (M)
December	Metal Compositions	Mike Bovio (M)

2011

Meeting	Topic	Speaker
January	Two Cent Pieces	Bill Anderson
February	General Motors Tokens	Mike Howard (M)
March	No Program	
April	Confederate Money	Wendell Wolka (Sponsored by CSNS)
May	Coins on Stamps	Al Raddi (M)

June	Detecting Counterfeit and Altered United States Coins – Part I	J.P. Martin (Video)
July	Summer Dinner and Detecting Counterfeit and Altered United States Coins – Part II	J.P. Martin (Video)
August	Detecting Counterfeit and Altered United States Coins – Part III	J.P. Martin (Video)
September	Tokens and Medals	Kathy Freeland
October	Obsolete Michigan Currency	Karl Paul
November	Coin Photography	Ed Tworg
December	No Program Holiday Dinner	

2012

Meeting	Topic	Speaker
January	Grading Currency	Glen Ridgway (M)

February	Canadian Coins	Brett Irick
March	Swedish Coins	Mark Johnson (M)
April	Condor Tokens	Ron Sirna
May	Hard Times Tokens	Ernie Nagy (M)
June	Error Coins	Al Raddi (M)
July	Summer Dinner and Mylar Notes	Ray Lockwood (Sponsored by CSNS)
August	Numismatic Quiz	Al Raddi (M)
September	Members Bourse	
October	Presidential Inaugural Medals	Steve Bieda
November	Collecting World Coins	Tom Zahon
December	No Program Holiday Dinner	



Meeting	Topic	Speaker
January	Large Cents	Bill Anderson
February	Errors on Currency	Glen Ridgeway (M)
March	“Good for” Pigeon, MI Tokens	Cy Jellinek
April	Going to Coin Shows	Panel of Members
May	Jeopardy Game	Mark Johnson (M)
June	Detecting Counterfeit Coins	Mark Johnson (M) and Jim Motley (M)
July	Summer Dinner and The Basics of Exhibiting at Coin Shows	Ernie Nagy (M)
August	No program	
September	Collecting Stock Certificates	Larry Falater

October	Overview of the Bust Half Dollar	Thomas Palmer (Video)
November	Coin Collecting Software	Jim Motley (M) and Mark Johnson (M)
December	No Program Holiday Dinner	

2014

Meeting	Topic	Speaker
January	Numismatic Security	Alan Placek, Guardian Alarm Service
February	Collecting Roosevelt Dimes	Steve Deitert
March	Military Payment Certificates	Fred Schwan (Sponsored by CSNS)
April	Buying and Selling Online	Ken Glover (M), Jim Motley (M), and Mark Johnson (M)
May	Market Grading vs. Technical Grading	Robert Campbell (Video)

June	Numismatic Quiz	Al Raddi (M)
July	Summer Dinner and Flying through the History of HVNS	Mark Johnson (M)
August	Hobo Nickels	Ralph Winter
September	WWII Red Cross Memorabilia	Kathy Freeland
October	Federal Notes	Glen Ridgeway (M)
November	Confederate Notes	Reg Nizol (M)
December	No Program Holiday Dinner	

2015

Meeting	Topic	Speaker
January	The Art and Propaganda of Napoleonic Medals	Larry Sekulich

February	Introduction to Ancients and Early Armenian Kings	Leon Saryan (Video)
March	Middle Date Large Cent	Ernie Nagy (M)
April	Numismatic Libraries	Jim Motley (M) and Mike Howard (M)
May	World War II Numismatics	Fred Schwan (sponsored by CSNS)
June	Michigan National Bank Notes	Daniel Freeland
July	Summer Dinner and Numismatic Bingo	Ernie Nagy (M)
August	The Consummate Collector	John Howard
September	Numismatic Errors	Ken Potter
October	Members Bourse	All Members

November	Adventures in Swedish Numismatics	Mark Johnson (M)
December	No Program Holiday Dinner	