

# **MILITARY OFFICERS ASSOCIATION OF AMERICA - ALAMO CHAPTER**

P.O. Box 340497, Ft Sam Houston, TX 78234

MINUTES OF BOARD MEETING – Wednesday, 22 May 2024

---

The Meeting was called to order by Board Chair Jarvis Baker at 10am. A quorum was present (min 50%) and acting throughout the meeting.

## **Attendees:**

Chapter Board: Col Jarvis Baker, CAPT Bill Knehans, COL Eric Kreitz, Col Frank Rohrbough, COL Aimee Schumacher, LtCol Ed Marvin, MAJ Josh Welch.

Staff: Col David Patrick, Col Lisa Skopal, Lt Col Kitty Meyers.

Foundation Board: COL Brad Freeman

Board Absent: LTC Bill Goforth.

Staff Absent: Col Brad Barnhart, Col Brian Afflerbaugh, Lt Col Kathie Estrada, MAJ Jim Cunningham.

Pledge led by Jarvis Baker and invocation given by Josh Welch.

## **1. Welcome/Overview**

Jarvis welcomed and thanked everyone for their time and support.

## **2. Officer Reports**

### **a) President**

Kitty Meyers reported ROTC award ceremonies are completed for the year, the chapter was represented at all 11 colleges except RGV.

MOAA national still experiencing issues with the changeover of the chapter modules resulting in the unavailability of membership information and NRT reports used for recruiting.

Continuing to work with SA Chamber, TVC on military matter and the chapter now also has representation on the Texas Veterans Land Board as Kitty is now a committee member.

Membership Chair, Felix Santiago, has retired his position and Kathie Estrada is taking over.

There will be a Board member orientation for all new members on June 11, open to Chapter and Foundation Board members. Jarvis commended the sessions being open to both boards. Noted the Boards function and operate differently but useful to see where the nuances and connective tissue lie between the two.

### **b) Secretary**

The minutes from February 15<sup>th</sup> were approved and will be filed as a matter of record.

### **c) Treasurer**

Brad Barnhart submitted his treasurer's report by email:

For MACEF, we're halfway through the Fiscal Year and our donations are amazingly strong. Without income from Foundation Fundraising, we're about \$12,500 short of our total income goal. By saving \$1K on the luncheon and if we forego contributing \$2,160 to the endowment as planned, we need about \$9K in donations in the next six months to fully fund the same activities next year.

For Chapter Operations, Advertising and Corporate Sponsorships are ahead of schedule (no surprise) while membership and donations are right on schedule. For expenses, no surprises. Office supplies are slightly higher than expected, but that's primarily due to the purchases in January. No concerns.

## Educational Foundation

<u>INCOME</u>	<u>2023</u>		<u>2024</u>				<u>FY24 YTD</u>	<u>FY24 Budget</u>	<u>Variance</u>
	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>			
Donations (Transfers from Operations)	920.00	1,095.00	660.00	745.00	1,160.00	315.00	4,895.00	\$ 4,500.00	395.00
Donations (Checks)	1,561.00	1,290.00	125.00	575.00	165.00	600.00	4,316.00	\$ 2,000.00	2,316.00
Donations (Online)	350.00	775.00	650.00	100.00	24.00	25.00	1,924.00	\$ 700.00	9,300.00
Dividend	27.54	48.79	44.71	49.92	39.82	8.70	219.48		
MajGen Dave Garza JROTC Donation				10,000.00			10,000.00	\$ 10,000.00	(10,000.00)
Foundation Fundraising							-	\$ 20,000.00	(20,000.00)
Golf Tourney Proceeds Scholarships	5,389.96						5,389.96	\$ 5,000.00	389.96
Golf Tourney Proceeds for USO WFSC	6,829.96						6,829.96		
Chapter Operations donation from GT	3,054.98						3,054.98		
							-		
<b>TOTAL INCOME</b>	<b>18,133.44</b>	<b>3,208.79</b>	<b>1,479.71</b>	<b>11,469.92</b>	<b>1,388.82</b>	<b>948.70</b>	<b>36,629.38</b>	<b>42,200.00</b>	<b>(17,599.04)</b>
<u>OUTFLOWS</u>									
<b>Expenses</b>									
Office Supplies / Postage			392.20				392.20	\$ 500.00	(107.80)
Awards Luncheon						1,115.10	1,115.10	\$ 2,500.00	(1,384.90)
PayPal Fee	11.10	5.32	16.88		1.18		34.48	\$ 20.00	14.48
Square Fee		28.04	3.65	3.65	5.40	1.03	41.77	\$ 20.00	21.77
							-		
<b>Outreach</b>									
USO WFSC			6,830.00				6,830.00	\$ -	6,830.00
<b>Leadership Development Initiatives</b>									
ROTC Leadership Development					1,000.00	2,000.00	3,000.00	\$ 4,000.00	(1,000.00)
<b>JROTC Scholarships</b>									
Gen Herring "Let's Go" Cadet Kilic					1,000		1,000.00	\$ 1,000.00	-
Col McCarthy "Let's Go" Cadet Birkner						1,000	1,000.00	\$ 1,000.00	-
Susie Tolman "Let's Go" Cadet Garcia					1,000		1,000.00	\$ 1,000.00	-
MajGen Dave & Carrie Garza "Let's Go"					5,000	3,000	8,000.00	\$ 9,000.00	(1,000.00)
							-		
<b>Chapter Scholarship Program</b>									
Col Torrey Minnie Piper					1,000		1,000.00	\$ 1,000.00	-
Chapter Dep (Jim & Cheryl Cunningham)							-	\$ 1,000.00	(1,000.00)
							-		
<b>ROTC Scholarship Program</b>									
ROTC AF (Ed & Ruby Marvin) Cadet Vallor							-	\$ 1,000.00	(1,000.00)
ROTC Scholarships					13,000	2,000	15,000.00	\$ 18,000.00	(3,000.00)
							-		
<b>Endowment Distribution</b>								\$ 2,160.00	(2,160.00)
							-		
<b>TOTAL OUTFLOWS</b>	<b>11.10</b>	<b>33.36</b>	<b>7,242.73</b>	<b>3.65</b>	<b>22,006.58</b>	<b>9,116.13</b>	<b>38,413.55</b>	<b>\$ 42,200.00</b>	<b>(3,786.45)</b>

## Operations

### Inflows

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>YTD</u>	<u>2024 Budget</u>	<u>Variance</u>
<b>Membership Dues</b>							
MOAA National	585.00				\$585.00	\$ -	\$585.00
Austin Chapter					\$0.00	\$ -	\$0.00
New Surv Sp	25.00				\$25.00	\$ -	\$25.00
New Retired	25.00	75.00	50.00	100.00	\$250.00	\$ 500	-\$250.00
New Active Duty			25.00		\$25.00	\$ 100	-\$75.00
New Former			25.00		\$25.00	\$ -	\$25.00
New FOC					\$0.00	\$ 50	-\$50.00
Renewal Surv Sp	50.00	275.00	150.00	25.00	\$500.00	\$ 750	-\$250.00
Renewal Retired	950.00	1,200.00	575.00	670.00	\$3,395.00	\$ 9,000	-\$5,605.00
Renewal Active Duty	100.00	25.00			\$125.00	\$ 100	\$25.00
Renewal Former				25.00	\$25.00	\$ 100	-\$75.00
Renewal FOC	50.00	25.00			\$75.00	\$ 75	\$0.00
Total	\$ 1,785.00	\$ 1,600.00	\$ 825.00	\$ 820.00	\$5,030.00	\$ 10,675	-\$5,645.00
<b>Non-Dues Revenue</b>							
Golf Tournament					\$0.00	\$ 5,000	-\$5,000.00
Travel Awards			41.94		\$41.94		\$41.94
Merchandise (Coins/Shirts)	112.00	46.00	30.00		\$188.00	\$ 500	-\$312.00
Advertising Lariat	275.00	275.00	275.00	3,245.00	\$4,070.00	\$ 5,000	-\$930.00
Corporate Partnership	\$ 100.00	\$ 700.00	\$ 500.00	\$ 500.00	\$1,800.00	\$ 2,000	-\$200.00
Donations to Chapter	760.00	1,455.00	520.00	805.00	\$3,540.00	\$ 13,845	-\$10,305.00
Donations to MACEF	740.00	1,160.00	315.00	755.00	\$2,970.00	\$ 7,000	-\$4,030.00
Social Events	1,434.00	1,372.00	912.00	2,415.10	\$6,133.10	\$ 12,500	-\$6,366.90
Total	\$ 3,421.00	\$ 5,008.00	\$ 2,593.94	\$ 7,720.10	\$18,743.04	\$ 45,845	-\$27,101.96
<b>TOTAL INCOME</b>	<b>\$5,206.00</b>	<b>\$6,608.00</b>	<b>\$3,418.94</b>	<b>\$7,720.10</b>	<b>\$23,773.04</b>	<b>\$ 56,520</b>	<b>-\$32,746.96</b>

## Outflows

	Jan	Feb	Mar	Apr	YTD	2024 Budget	Variance
Bank Charge					-	\$ -	-
Copier Mntn Agreement				691.00	691.00	\$ 691	-
PayPal Service Fee	95.98	81.26	84.13	127.33	388.70	\$ 1,000	611.30
Square Service Fee	28.72	77.52	20.39	35.19	161.82	\$ 700	538.18
D&O Insurance					-	\$ 685	653.00
Dues & Subscription	243.05	1,063.80			1,306.85	\$ 1,369	62.64
Contractor Incentive					-	\$ -	-
Independent Contr	2,001.66	2,001.66	2,001.66	2,001.66	8,006.64	\$ 24,020	16,013.36
Liability Insurance		487.00			487.00	\$ 487	-
Marketing					-	\$ -	-
Merchandise (Coins/Shirts)					-	\$ -	-
Office	973.83	526.54	312.38	72.33	1,885.08	\$ 3,668	1,782.43
Postage & Delivery	358.70				358.70	\$ 3,000	2,641.30
Social Events	2,036.00	1,108.80	2,116.00	1,012.00	6,272.80	\$ 12,500	6,227.20
Special Activities					-	\$ -	-
Telephone	115.59	115.59	115.59	115.48	462.25	\$ 1,400	937.75
Trans to MACEF	660.00	745.00	1,160.00	315.00	2,880.00	\$ 7,000	4,120.00
Volunteer Recognition					-		
<b>TOTAL Outflow</b>	<b>\$ 6,513.53</b>	<b>\$ 6,207.17</b>	<b>\$ 5,810.15</b>	<b>\$ 4,369.99</b>	<b>\$22,900.84</b>	<b>\$ 56,520</b>	<b>-\$33,619.16</b>
Surplus/(Deficit)	-\$1,307.53	\$400.83	-\$2,391.21	\$3,350.11	\$872.20	\$0.00	\$872.20

## Cash Balances:

MACEF	Jan	Feb	March	April
RBFCU				
Savings	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Money Market	\$ 28,742.59	\$ 39,757.22	\$ 6,121.64	\$ 5,953.87
Checking	\$ 172.02	\$ 168.38	\$ 13,336.20	\$ 5,336.54
Certificates	\$ 10,839.84	\$ 10,874.46	\$ 10,917.35	\$ 10,960.33
Total	\$ 39,764.45	\$ 50,810.06	\$ 30,385.19	\$ 22,260.74
Chapter Operations				
Broadway	\$ 13,062.13	\$ 13,462.96	\$ 11,071.75	\$ 15,241.86
RBFCU CD #1-3	\$ 17,738.73	\$ 17,792.25	\$ 17,849.64	\$ 17,906.72
RBFCU CD #4	\$ 15,102.53	\$ 15,160.01	\$ 15,221.68	\$ 15,281.61
Total	\$ 30,800.86	\$ 31,255.21	\$ 28,921.39	\$ 33,148.58

It was noted the chapter solicits donations from Chapter members by including an opportunity on their membership renewal notices, plus a mailing is sent specifically asking for donations for Operations in June, another for the Golf Tournament in late July (which benefits the Foundation), and a mailing towards the end of the year which solicits for both Operations and the Foundation.

Josh Welch asked when the membership dues were last raised and after discussions was decided to be a non-starter as dues were coming in, inflation being an issue and Jarvis preferring to have a specific goal for such an increase. Better to concentrate on other money producing activities, changing CD terms, keeping expenses down, etc.

The 4 year comparison was reviewed – and deemed satisfactory as a year to date synopsis.

#### 4 Year Comparison

April YTD	2021	2022	2023	2024
<b>MACEF</b>				
Inflows				
Donations	\$4,267	\$9,536	\$13,116	\$11,135
Other	\$48	\$31	\$80	\$219
Golf	\$0	\$0	\$0	\$0
<b>TOTAL INFLOWS</b>	<b>\$4,315</b>	<b>\$9,567</b>	<b>\$13,196</b>	<b>\$36,629</b>
Outflows				
Admin	\$27	\$1,035	\$3	\$1,584
Wounded Warrior	\$0	\$0	\$9,635	\$6,830
Scholarships \$\$	\$15,000	\$19,000	\$14,000	\$29,000
Scholarships #	15	19	30	32
<b>TOTAL Outflows</b>	<b>\$15,042</b>	<b>\$20,054</b>	<b>\$23,668</b>	<b>\$38,414</b>
<b>Operations Inflows</b>				
Dues	\$10,360	\$6,035	\$4,855	\$5,030
Non-Dues				
Advertising	\$3,470	\$3,870	\$5,520	\$5,870
Donations	\$2,919	\$3,724	\$2,766	\$3,540
Golf	\$0	\$0	\$0	\$0
<b>TOTAL Non-Dues</b>	<b>\$6,389</b>	<b>\$7,594</b>	<b>\$8,286</b>	<b>\$9,410</b>
<b>TOTAL INFLOWS</b>	<b>\$22,036</b>	<b>\$21,236</b>	<b>\$22,089</b>	<b>\$23,773</b>
<b>Operations Outflows</b>				
Contractor	\$5,979	\$7,280	\$7,627	\$8,007
Office	\$784	\$811	\$914	\$1,885
Postage Office	\$741	\$234	\$623	\$359
<b>TOTAL OUTFLOWS</b>	<b>\$13,628</b>	<b>\$19,819</b>	<b>\$22,420</b>	<b>\$22,901</b>
<b>Increase/(Decrease)</b>	<b>\$8,408</b>	<b>\$1,417</b>	<b>-\$331</b>	<b>\$872</b>
<b>Golf</b>				
<b>Inflows</b>				
Sponsorship	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0
<b>Total Inflows</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Outflows</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Reserves</b>				
Outreach/Education	\$25,000	\$33,243	\$22,655	\$22,261
Operations	\$32,058	\$37,024	\$38,858	\$33,149

#### d) Programs

Ratings for the luncheon at Ft Sam are good despite the inconsistency in the service and food, mainly due to staffing issues. The next luncheon at the ARC is already at capacity (96).

David and Brian will begin working on speakers for next year. Jarvis reiterated the need for the speakers to be kept involved in the chapter, follow up the membership offer and keep in touch for mutually beneficial activities.

### **e) Strategic Plan**

Priority 1: Kathie is attending the newcomer events, and working up a calendar of events that can be used to recruit volunteers, and is also focused on building a membership committee. Currently exploring ways to reach and recruit new members whilst retaining current ones. Last week the chapter had a table at the PX partnering with NCOA and picked up 13 new members.

Priority 2: Brad continues to closely monitor the financials and CD interest rates.

Lisa is seeing continuing success in *The Lariat* advertising and Corporate Partnerships. It can be a long process – Sagora Senior Living took 2 years to engage, and they are consistently advertising at \$275 a month for half a page ad.

Lisa is working on sponsors for the Golf Tournament with the MACEF Board members being tasked with soliciting the larger companies.

Jarvis offered to provide her with a list of vendors from a government database that can be filtered down to military supporting companies. Brad Freeman advised the MACEF board members are planning to approach the 25 top revenue earning companies in the San Antonio Book of Lists.

Priority 3: As chair of the Texas Coalition of Veteran Organization, Jim Cunningham is working on the interim charges for next year's legislative session, and also working with the Texas Council of Chapters (TCC) on the Advocacy in Action for the annual visits to the representatives in Washington DC.

Ed Marvin reminded all the Alamo Chapter has the right to have 3 representatives on the TCC and suggested Jarvis might want to be the third chapter member (joining Kitty and Jim).

Priority 4: Continuing to focus on building committees and recruiting for leadership positions. A position description is being handed out at the luncheons and another is included in *The Lariat*. David reminded all that 4 key positions would be vacant at the end of 2025 – President, Scholarships, Legislative and Programs (though Brian Afflerbaugh has been recruited to take over the Programs position and is currently shadowing David).

### **f) MACEF Update**

Brad Freeman advised the Board now consists of 5 retired colonels from the Air Force, Army and Navy and are continuing to recruit more. A 30 second Elevator Speech/talking point has been produced, a read ahead and a leave behind are being formulated. They have also interview successful fundraisers for their best practices and are set to raise \$20k by end of the fiscal year i.e. Oct 31<sup>st</sup>.

The board will also be supporting the golf tournament by getting players and volunteers.

Suggested the Chapter Board can help them by providing contact information from their peers, from small business owners they use, and any friends they have in the larger companies.

As the current Board members have no experience in serious fundraising the goal will be to match the current number of scholarships that are distributed but future goals include the formation of an endowment policy to self-fund the awards.

Josh Welch asked what a donor could expect as recognition and Brad advised it would be a thank you email for amounts over \$35 that can also be used as a tax receipt, a personally signed thank you letter for amounts greater than \$500, and for amounts over \$1,000 they could have naming rights. Ed mentioned General Garza and Brad advised he would be meeting with him to provide

status and ask for contact information for any of his peers who may also be interested in supporting the chapter.

Brad reiterated the educational and leadership development funds would be used to encourage future officers and the concept of education.

### 3. Old Business

- a) **Austin Satellite Chapter Update:** Kitty received word from MOAA's Frank Michael that the Austin chapter would likely head straight towards becoming a fully functioning chapter and not as an Alamo Chapter satellite as originally thought. When they would take over the scholarship program in their area is yet to be determined. It was considered prudent to have a member of the Austin chapter join the Alamo Chapter Board of Directors.

### 4. New Business

- a) **Board Composition:** Jarvis recommended the Chapter Board not grow significantly at this point. Do not need more Board members when there is a lack of staffing for chapter key leadership positions that should be filled first. Also, there was a concern over term limits. A lively discussion resulted in David Patrick and Eric Kreitz pledging to review the By Laws and provide suggestions for edits/additions.
- b) **Chapter Board Member Considerations:** Several candidates were brought to the Board's attention, and after reviewing them, and with the provisor to limit the size of the board, it was decided to accept Kimberlie Biever and Mike Pollog at this time. Aimee Schumacher made the motion to accept Kimberlie Biever onto the chapter board., seconded by Frank Rohrbough, the vote was unanimous. Eric Kreitz made the motion to accept Mike Pollog onto the chapter board, seconded by Aimee Schumacher, the vote was unanimous.
- c) **Approval of MACEF Board members:** Brad Freeman is to be confirmed as MACEF Board Chair, alongside Board members Gary Sadlon, Dale "Addy" Addington, and Mike MacNaughton. It was decided to vote only on the Chair at this point until the Board had had an opportunity to review the other three candidates' paperwork. Aimee Schumacher made the motion to accept Brad Freeman as MACEF Board chair, seconded by Josh Welch. Vote was unanimous.
- d) **Golf Tournament Update:** Frank advised notification went out to all past players and chapter members. Encouraged all to look for silent auction items, players and sponsors.
- e) **Other:** At the last meeting, Jarvis suggested a lapel pin could be used as a way to encourage retention and provide marketing. Jim Cunningham submitted an RFP from a couple of vendors and has settled on one from a new Corporate Partner. The Board approved the pin.

Meeting adjourned at 12:13pm Next meeting May 22, 2024.



---

Secretary - David Patrick

*The Military Officers Association of America – Alamo Chapter is not a part of the department of defense or any of its components and it has no governmental status.*