

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

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

MINUTES OF BOARD MEETING – Thursday, 25 May 2023

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

## **Attendees:**

Board: Col Mac McDonald, Col Frank Rohrbough, LTC Jim Finch, LtCol Ed Marvin, MAJ Josh Welch.

Staff: Col Brad Barnhart, Col David Patrick, Col Lisa Skopal, Lt Col Kitty Meyers,

Staff Absent: Col Felix Santiago, MAJ Jim Cunningham.

Board Absent: LTC Bill Goforth.

Invocation and pledge of allegiance given by Ed Marvin.

## **1. Welcome/Overview**

Ed thanked the Chapter's management team for their work. Also thanked those in the chapter and the Board for their involvement in the Board's ongoing mission to engage new Board members, especially Kitty and David for providing the MLP resource, which should be explored every year. Noted an editorial on Youth and Consequences that spoke of needing to build youth and succession. Also, the military could not function if it didn't trust its volunteers.

## **2. Officer Reports**

### **a) President**

Kitty noted a busy period for the chapter. The recent MOAA Vacations presentation event at Blue Skies and the ARC was very successful with about 50 folks attending each session. Continuing the community involvement with the chamber committees. Last week Kitty was on an IMCOM Transition panel where Transition teams from over 50 installations worldwide gathered to discuss programs and opportunities. Continuing to participate in MOAA national's month zoom Transition meetings, and MOAA selected the chapter's newsletter The Lariat for another Five Star award. Hoping for another Five Star in the Levels of Excellence award that was submitted at the beginning of the month.

The chapter's challenge coin is to be revised by replacing the military services seals with the MOAA seal, and it has been submitted to JBPA Privatization Organizations for initial approval. Secretary Mike Frankel has been promoted to CFO of BAMC and has had to resign his position with the chapter. A search will begin for a replacement.

### **b) Secretary**

Minutes from the Dec 8 regular Board meeting minutes were reviewed and approved for filing.

### **c) Treasurer**

## **Educational Foundation**

The IRS required tax forms (990's) were filed in January for both ACEF and the Chapter. There are 2 remaining scholarship checks that have not been cashed (to date).

|  | January         | February        | March            | April            | May         | June        | July        | August      | September   | October     | November    | December    | YTD              | 2023 Budget         | Variance         |
|--|-----------------|-----------------|------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------|---------------------|------------------|
| Donations (prior month)                    | 810.00          | 1,200.00        | 215.00           | 466.00           |             |             |             |             |             |             |             |             | 2,691.00         | 2,691.00            |                  |
| Donations - Checks                         | 275.00          | 50.00           | 10,000.00        |                  |             |             |             |             |             |             |             |             | 10,325.00        | 10,325.00           |                  |
| Donations - Online (Sq & PP)               |                 | 100.00          |                  |                  |             |             |             |             |             |             |             |             | 100.00           | 100.00              |                  |
| Amazon Smile                               |                 | 21.87           |                  |                  |             |             |             |             |             |             |             |             | 21.87            | 21.87               |                  |
| Other/Dividend                             |                 | 0.01            | 44.92            | 13.11            |             |             |             |             |             |             |             |             | 58.04            | 58.04               |                  |
| Golf Tournament                            |                 |                 |                  |                  |             |             |             |             |             |             |             |             | -                | -                   |                  |
| <b>TOTAL INFLOW</b>                        | <b>1,085.00</b> | <b>1,371.88</b> | <b>10,259.92</b> | <b>479.11</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>13,195.91</b> |                     | <b>13,195.91</b> |
| <b>OUTFLOWS</b>                            |                 |                 |                  |                  |             |             |             |             |             |             |             |             |                  |                     |                  |
| Other                                      |                 |                 |                  |                  |             |             |             |             |             |             |             |             |                  |                     |                  |
| Bank Fee                                   |                 |                 |                  |                  |             |             |             |             |             |             |             |             |                  |                     |                  |
| Big Give Fee                               |                 |                 |                  |                  |             |             |             |             |             |             |             |             |                  |                     |                  |
| Golf Administration                        |                 |                 |                  |                  |             |             |             |             |             |             |             |             | -                | -                   |                  |
| PayPal Fee                                 |                 | 3.38            |                  |                  |             |             |             |             |             |             |             |             | 3.38             | 3.38                |                  |
| Square Fee                                 |                 |                 |                  |                  |             |             |             |             |             |             |             |             | -                | -                   |                  |
| Charity                                    |                 |                 |                  |                  |             |             |             |             |             |             |             |             |                  |                     |                  |
| Warrior & Family Support Ctr               |                 |                 | 9,634.54         |                  |             |             |             |             |             |             |             |             | 9,634.54         | 9,634.54            |                  |
| <b>Total Outflow (Other &amp; Charity)</b> | <b>-</b>        | <b>3.38</b>     | <b>9,634.54</b>  | <b>-</b>         | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>9,637.92</b>  | <b>\$ -</b>         | <b>9,637.92</b>  |
| Scholarship Program                        |                 |                 |                  |                  |             |             |             |             |             |             |             |             |                  |                     |                  |
| JROTC Admin & Awards Luncheon              |                 | 731.50          | 959.64           |                  |             |             |             |             |             |             |             |             | 1,691.14         | \$ 2,000.00         | (308.86)         |
| ROTC Leadership Development                |                 |                 |                  | \$ 3,000         |             |             |             |             |             |             |             |             | 3,000.00         | \$ 3,000.00         |                  |
| Col Torrey                                 |                 |                 | 1,000            |                  |             |             |             |             |             |             |             |             | 1,000.00         | \$ 1,000.00         | -                |
| Chapter (Jim & Cheryl Cunningham)          |                 |                 |                  |                  |             |             |             |             |             |             |             |             | -                | \$ 1,000.00         | (1,000.00)       |
| Gen Herring (JROTC) "Let's Go"             |                 |                 |                  |                  |             |             |             |             |             |             |             |             | -                | \$ 1,000.00         | (1,000.00)       |
| Col McCarthy (JROTC) "Let's Go"            |                 |                 | 1,000            |                  |             |             |             |             |             |             |             |             | 1,000.00         | \$ 1,000.00         | -                |
| Susie Tolman (JROTC) "Let's Go"            |                 |                 |                  |                  |             |             |             |             |             |             |             |             | -                | \$ 1,000.00         | -                |
| MajGen Dave & Carrie Garza "Let's Go"      |                 |                 | 3,000            | 3,000            |             |             |             |             |             |             |             |             | 6,000.00         | \$ 7,000.00         | (1,000.00)       |
| ROTC                                       |                 |                 | 8,000            | 8,000            |             |             |             |             |             |             |             |             | 16,000.00        | \$ 18,000.00        | (2,000.00)       |
| Total Scholarship Program                  | -               | 731.50          | 13,959.64        | 14,000.00        | -           | -           | -           | -           | -           | -           | -           | -           | 28,691.14        | \$ 35,000.00        | (6,308.86)       |
| <b>TOTAL OUTFLOW</b>                       | <b>0.00</b>     | <b>734.88</b>   | <b>23,594.18</b> | <b>14,000.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>38,329.06</b> | <b>\$ 35,000.00</b> | <b>3,329.06</b>  |
| Decrease/Increase                          | 1,085.00        | 637.00          | (13,334.26)      | (13,520.89)      | -           | -           | -           | -           | -           | -           | -           | -           | (25,133.15)      | \$ (35,000.00)      | 9,866.85         |

## Operations Inflows

Kudos to Felix and Lisa for their efforts, dues and renewals are on track and non-dues revenues have exceeded the budget. Social events were well attended but with a near zero gain but did provide good visibility for the chapter.

|                            | January            | February          | March             | April             | May           | June          | July          | August        | Sept          | Oct           | Nov           | Dec           | YTD                | 2023 Budget      | Variance            | YTD 21          |
|----------------------------|--------------------|-------------------|-------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|------------------|---------------------|-----------------|
| <b>Membership Dues</b>     |                    |                   |                   |                   |               |               |               |               |               |               |               |               |                    |                  |                     |                 |
| MOAA National              | 330                |                   |                   |                   |               |               |               |               |               |               |               |               | \$330.00           | \$ -             | \$330.00            | 36              |
| Austin Chapter             |                    |                   |                   |                   |               |               |               |               |               |               |               |               | \$0.00             | \$ -             | \$0.00              |                 |
| New Surv Sp                |                    |                   |                   |                   |               |               |               |               |               |               |               |               | \$0.00             | \$ 25            | -\$25.00            |                 |
| New Retired                | 75.00              | 50.00             | 75.00             | 25.00             |               |               |               |               |               |               |               |               | \$225.00           | \$ 500           | -\$275.00           | 10              |
| New Active Duty            |                    | 25.00             |                   |                   |               |               |               |               |               |               |               |               | \$25.00            | \$ 100           | -\$75.00            | 5               |
| New Former                 |                    |                   |                   |                   |               |               |               |               |               |               |               |               | \$0.00             | \$ 50            | -\$50.00            |                 |
| New FOC                    |                    | 25.00             |                   |                   |               |               |               |               |               |               |               |               | \$25.00            | \$ -             | \$25.00             |                 |
| Renewal Surv Sp            | 200.00             | 175.00            | 125.00            |                   |               |               |               |               |               |               |               |               | \$500.00           | \$ 1,000         | -\$500.00           | 72              |
| Renewal Retired            | 1,575.00           | 900.00            | 675.00            | 400.00            |               |               |               |               |               |               |               |               | \$3,550.00         | \$ 11,250        | -\$7,700.00         | 4,27            |
| Renewal Active Duty        | 75.00              | 25.00             | 25.00             | 25.00             |               |               |               |               |               |               |               |               | \$150.00           | \$ 100           | -\$50.00            | 30              |
| Renewal Former             |                    |                   | 25.00             | 25.00             |               |               |               |               |               |               |               |               | \$50.00            | \$ 100           | -\$50.00            | 22              |
| Renewal FOC                |                    |                   |                   |                   |               |               |               |               |               |               |               |               | \$0.00             | \$ 75            | -\$75.00            |                 |
| Total                      | \$ 2,255.00        | \$ 1,200.00       | \$ 925.00         | \$ 475.00         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$4,855.00         | \$ 13,200        | -\$8,345.00         | \$ 6.03         |
| <b>Non-Dues Revenue</b>    |                    |                   |                   |                   |               |               |               |               |               |               |               |               |                    |                  |                     |                 |
| Golf Tournament            |                    |                   |                   |                   |               |               |               |               |               |               |               |               | \$0.00             | \$ 5,000         | -\$5,000.00         |                 |
| Travel Awards              |                    |                   |                   |                   |               |               |               |               |               |               |               |               | \$0.00             | \$ -             | \$0.00              | 1               |
| Merchandise (Coins/Shirts) | 30.00              | 60.00             |                   | 60.00             |               |               |               |               |               |               |               |               | \$150.00           | \$ 250           | -\$100.00           | 9               |
| Advertising Lariat         | 3,245.00           | 375.01            | 275.00            | 275.00            |               |               |               |               |               |               |               |               | \$4,170.01         | \$ 4,000         | \$170.01            | 2,97            |
| Corporate Partnership      | \$ 750.00          |                   | \$ 350.00         | \$ 250.00         |               |               |               |               |               |               |               |               | \$1,350.00         | \$ 1,000         | \$350.00            | 90              |
| Donations to Chapter       | 1,450.00           | 610.00            | 356.00            | 350.00            |               |               |               |               |               |               |               |               | \$2,766.00         | \$ 7,500         | -\$4,734.00         | 3,72            |
| Donations to ACEF          | 1,200.00           | 215.00            | 466.00            | 275.00            |               |               |               |               |               |               |               |               | \$2,156.00         | \$ 7,000         | -\$4,844.00         | 2,60            |
| Social Events              | 2,334.00           | 1,434.00          | 1,820.00          | 1,054.00          |               |               |               |               |               |               |               |               | \$6,642.00         | \$ 12,500        | -\$5,858.00         | 4,89            |
|                            | \$ 9,009.00        | \$ 2,694.01       | \$ 3,267.00       | \$ 2,264.00       | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$17,234.01        | \$ 37,250        | -\$20,015.99        | 15,20           |
| <b>TOTAL INCOME</b>        | <b>\$11,264.00</b> | <b>\$3,894.01</b> | <b>\$4,192.00</b> | <b>\$2,264.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$22,089.01</b> | <b>\$ 50,450</b> | <b>-\$28,360.99</b> | <b>\$ 21,23</b> |

## Operations Outflows

Outflows are on track – no surprises.

|                            | Jan                | Feb                | Mar                | Apr                | May         | Jun         | Jul         | Aug         | Sep         | Oct         | Nov         | Dec         | YTD                | 2023 Budget      | Variance            | YTD 2022        |
|----------------------------|--------------------|--------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|------------------|---------------------|-----------------|
| Copier Mntn Agreement      |                    |                    |                    | 691.00             |             |             |             |             |             |             |             |             | 691.00             | \$ 700           | 9.00                | 691.00          |
| PayPal Service Fee         | 176.54             | 81.30              | 106.57             | 118.92             |             |             |             |             |             |             |             |             | 483.33             | \$ 750           | 266.67              | 333.8           |
| Square Service Fee         | 43.05              | 22.39              | 25.98              | 20.98              |             |             |             |             |             |             |             |             | 112.40             | \$ 600           | 487.60              | 86.6            |
| D&O Insurance              |                    |                    |                    |                    |             |             |             |             |             |             |             |             | -                  | \$ 650           | 650.00              | -               |
| Dues & Subscription        | 717.00             | 544.25             |                    |                    |             |             |             |             |             |             |             |             | 1,261.25           | \$ 1,500         | 238.75              | 1,039.6         |
| Contractor Incentive       |                    |                    |                    |                    |             |             |             |             |             |             |             |             | -                  | \$ -             | -                   | -               |
| Independent Contr          | 1,906.66           | 1,906.66           | 1,906.66           | 1,906.66           |             |             |             |             |             |             |             |             | 7,626.64           | \$ 22,880        | 15,253.36           | 7,280.0         |
| Liability Insurance        |                    | 487.00             |                    |                    |             |             |             |             |             |             |             |             | 487.00             | \$ 500           | 13.00               | 487.0           |
| Marketing                  |                    |                    |                    |                    |             |             |             |             |             |             |             |             | -                  | \$ 400           | 400.00              | -               |
| Merchandise (Coins/Shirts) |                    |                    |                    |                    |             |             |             |             |             |             |             |             | -                  | \$ 1,000         | 1,000.00            | -               |
| Office                     | 110.95             | 528.14             | 275.24             |                    |             |             |             |             |             |             |             |             | 914.33             | \$ 3,000         | 2,085.67            | 810.6           |
| Postage & Delivery         | 302.10             | 317.20             | 2.15               | 1.30               |             |             |             |             |             |             |             |             | 622.75             | \$ 1,750         | 1,127.25            | 234.0           |
| Social Events              | 1,742.36           | -                  | 974.00             | 4,048.82           |             |             |             |             |             |             |             |             | 6,765.18           | \$ 12,500        | 5,734.82            | 4,090.6         |
| Special Activities         |                    | -                  |                    |                    |             |             |             |             |             |             |             |             | -                  | \$ -             | -                   | -               |
| Telephone                  | 153.24             | 153.24             | 153.24             | 305.74             |             |             |             |             |             |             |             |             | 765.46             | \$ 2,000         | 1,234.54            | 641.0           |
| Trans to ACEF              | 810.00             | 1,200.00           | 215.00             | 466.00             |             |             |             |             |             |             |             |             | 2,691.00           | \$ 7,000         | 4,309.00            | 4,125.0         |
| Volunteer Recognition      |                    |                    |                    |                    |             |             |             |             |             |             |             |             | -                  | \$ -             | -                   | -               |
| <b>TOTAL Outflow</b>       | <b>\$ 5,961.90</b> | <b>\$ 5,240.18</b> | <b>\$ 3,658.84</b> | <b>\$ 7,559.42</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$22,420.34</b> | <b>\$ 55,230</b> | <b>-\$32,809.66</b> | <b>19,819.3</b> |
| Surplus/(Deficit)          | \$5,302.10         | -\$1,346.17        | \$533.16           | -\$5,295.42        | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | -\$331.33          | -\$4,780.00      | \$4,448.67          | \$ 1,417.1      |

**Cash Balances:**

Cash balances remain strong even after Scholarship disbursement.

[illegible]

## 4 Year Comparison

Shows donations to chapter operations are a little behind but not concerning.

| April YTD           | 2020     | 2021      | 2022      | 2023      |
|---------------------|----------|-----------|-----------|-----------|
| ACEF                |          |           |           |           |
| Inflows             |          |           |           |           |
| Donations           | \$7,264  | \$4,281   | \$9,536   | \$13,116  |
| Other               | \$0      | \$48      | \$31      | \$80      |
| Golf                | \$0      | \$0       | \$0       | \$0       |
| TOTAL INFLOWS       | \$7,264  | \$4,315   | \$9,567   | \$13,196  |
|                     |          |           |           |           |
| Outflows            |          |           |           |           |
| Admin               | \$200    | \$27      | \$1,034   | \$3       |
| Wounded Warrior     | \$0      | \$0       | \$0       | \$9,635   |
| Scholarships \$\$   | \$4,000  | \$15,000  | \$19,000  | \$25,000  |
| Scholarships #      | 23       | 20        | 20        | 30        |
| TOTAL Outflows      | \$4,200  | \$15,009  | \$20,035  | \$38,329  |
| Increase/(Decrease) | \$3,064  | -\$10,694 | -\$10,468 | -\$25,133 |
|                     |          |           |           |           |
| Operations Inflows  |          |           |           |           |
| Dues                | \$7,015  | \$10,360  | \$6,035   | \$4,855   |
| Non-Dues            |          |           |           |           |
| Advertising         | \$1,400  | \$3,470   | \$3,870   | \$5,520   |
| Donations           | \$7,070  | \$4,922   | \$6,324   | \$4,922   |
| Golf                | \$0      | \$0       | \$0       | \$0       |
| Social Events       | \$3,989  | \$0       | \$4,897   | \$6,642   |
| TOTAL Non-Dues      | \$13,951 | \$11,676  | \$15,201  | \$17,234  |
| TOTAL INFLOWS       | \$20,966 | \$22,036  | \$21,236  | \$22,089  |
|                     |          |           |           |           |
| Operations Outflows |          |           |           |           |
| Contractor          | \$5,979  | \$5,979   | \$7,280   | \$7,627   |
| Office              | \$1,127  | \$784     | \$810     | \$914     |
| Postage Office      | \$364    | \$741     | \$234     | \$623     |
| Social Events       | \$3,903  | \$0       | \$4,090   | \$6,765   |
| TOTAL OUTFLOWS      | \$21,610 | \$13,628  | \$19,819  | \$22,420  |
| Increase/(Decrease) | -\$644   | \$8,408   | \$1,417   | -\$331    |
|                     |          |           |           |           |
| Golf                |          |           |           |           |
| Inflows             |          |           |           |           |
| Sponsorship         | \$0      | \$0       | \$0       | \$0       |
| Donations           | \$0      | \$250     | \$0       | \$0       |
| Total Inflows       | \$0      | \$250     | \$0       | \$0       |
| Total Outflows      | \$1,000  | \$0       | \$1,000   | \$1,000   |
|                     |          |           |           |           |
| Reserves            |          |           |           |           |
| Outreach/Education  | \$30,981 | \$25,000  | \$33,243  | \$22,655  |
| Operations          | \$24,683 | \$32,058  | \$37,024  | \$38,858  |

#### **d) Programs**

It has been a good year for speakers and the resulting surveys are good. Most recent event at the ARC was very well attended and had good reviews and an excellent speaker. Encouraged all to get their rsvp's in for the June Happy Hour due to the 50 person limit. Beginning to look at next year's calendar and has invited General Goldstein for the Scholarship luncheon.

#### **e) 2023 Strategic Plan**

##### **Priority 1 – Membership & Retention**

David advised Felix does a phenomenal job of keeping track of the numbers and demographics.

##### **Priority 2 – Positive Financial Position**

Lisa is thankful for the continuing flow of contacts from the staff; and despite the fluidity of her committee her tenacity is paying off.

##### **Priority 3 – Legislative Efforts**

David advised Jim's efforts were ongoing at the Capitol.

##### **Priority 4 – Leadership Succession Planning**

The formation of committees and search for backups for key positions is ongoing.

#### **3. Old Business**

- a) **Board Recruitment Mission:** Frank and Bill reviewed the 6 candidates who had submitted applications and recommended 4 as Board members. Discussion was held by the Board and Exec Staff and a motion was made by Josh Welch to accept the Nominating Committee recommendations, seconded by Mac McDonald. Vote was unanimous.
- b) **Seating of candidates on Chapter & Alamo Chapter Educational Foundation Boards:** Following orientation each candidate would decide which Board would best suit their skillset.

#### **4. New Business**

- a) **On-boarding procedures for new Board Members:** Ed would call each candidate and invite the approved ones to an orientation scheduled for Wednesday June 14<sup>th</sup> at 10am in the chapter office. A packet would be provided of pertinent information, curated by Kitty.
- b) **Chapter By-Laws revision:** A change in title was proposed for the Chapter staff position "Scholarship/Awards" to VP Scholarships & Leadership Development resulting in moving the position from the "Appointed Staff" to the "Elected Staff". By laws will need updating. Josh Welch made the motion, seconded by Mac McDonald. Vote was unanimous. Ed also appointed Mac McDonald to review the current by-laws and propose any additional changes by the next meeting Aug 17.
- c) **Board Election of Officers Process:** Covered in (a).
- d) **Succession Planning:** Noted succession planning an ongoing challenge
- e) **Board Member Recognition:** After many years of service to the chapter Ed proposed to have Jim Finch be honored with a Board Member Emeritus position as a distinguished volunteer. Seconded by Josh. Vote was unanimous.

Meeting adjourned at 11:55 Next meeting scheduled for Thursday August 17<sup>th</sup> at 10am.



Secretary