

MILITARY OFFICERS ASSOCIATION OF AMERICA

ALAMO CHAPTER

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

MINUTES OF BOARD MEETING – Wednesday 8 August 2019

The Meeting was called to order by Board Chair Barbara Ramsey at 11:45am. A quorum was present (min 50%) and acting throughout the meeting. The Board had previously sat in on the monthly staff meeting and discussed the financials and scorecard report jointly with the chapter leadership team. Following the staff meeting the Board continued meeting to discuss the proposed By Law Amendments.

Attendees:

Board: Col Bob Certain, Col Barbara Ramsey, Col Frank Rohrbough, LTC Jim Finch, LtCol Ed Marvin.

Staff: LtCol Kitty Meyers, Trish Meserve.

Invocation and Pledge of Allegiance by Ed Marvin.

Old Business

Minutes: David Patrick (absent)

The minutes from 11 June 2019 were reviewed. Frank made motion to accept as written, seconded by Ed Marvin. Vote was unanimous, minutes will be filed as a matter of chapter record.

New Business

a) Stakeholder's Report aka Scorecard Review.

1.1 Calendar still be formulated. The next ETAP event falls on the same day as the Chapter luncheon and Peter Hunt will be out of town, so other panelists will be asked to speak to MOAA and hand out application forms.

1.2 Work in Progress

1.3 Kathie and Trish met and produced drafts which need to be reviewed and tweaked before submitting to leadership team for their input.

1.4 & 1.5 ARC and Austin satellites – work in progress

1.5 b Resolved

2.1 a Will participate annually in the Big Give. Declined to participate in Giving Tuesday in December as it conflicts with current end of year solicitation and too close to Christmas. Ed Marvin (Board) advised RMD's can be distributed to 501 (C) 3 organizations with no tax consequences.

2.1 b Ongoing

2.2 Ongoing

Reminded the Board that the Scorecard was reviewed at each staff meeting and updated to the Board once a quarter.

b) **Budget & Cost Containment Measures:** Vaughn Caudill (absent)

Alamo Chapter Educational Foundation Account (501(C)3)

The Texas Council of Chapters has approved the use of the monies provided by the now defunct Austin chapter. The biggest fundraiser for the Scholarships is our annual Golf Tournament to be held on August 30. Blue Skies increased their sponsorship to \$10,000 and declined to have a co-sponsor (The ARC).

INFLOWS	January	February	March	April	May	June	July	August	September	Oct	Nov	Dec	YTD	2019 Budget	Variance
Donations	2,035.00	527.00	1,140.00	350.00	60.00	526.00	-	-	-	-	-	-	4,638.00	\$ 4,000.00	638.00
The Big Give				625.00	698.15								1,323.15	\$ -	1,323.15
Other													-		-
Golf Tournament													-		-
In		1,000.00		10,960.00	2,465.00	4,600.00	7,625.00						26,650.00		26,650.00
Out	1,000.00												1,000.00		1,000.00
Sub Total Golf	(1,000.00)	1,000.00	-	10,960.00	2,465.00	4,600.00	7,625.00	-	-	-	-	-	25,650.00	\$ 15,000.00	10,650.00
TOTAL INFLOW	2,035.00	1,527.00	1,140.00	11,935.00	3,223.15	5,126.00	7,625.00	-	-	-	-	-	31,611.15	\$ 19,000.00	12,611.15
Austin Scholarship	1,575.11												-		-
OUTFLOWS															
Other															
Big Give Admin Fee	200.00												200.00	\$ -	200.00
Charity															
Warrior & Family Support Ctr					125.00								-	\$ 7,500.00	(7,500.00)
MOAA Heritage													125.00	\$ -	125.00
Undesignated Charities													-	\$ 100.00	(100.00)
Total	200.00	-	-	-	125.00	-	-	-	-	-	-	-	325.00	\$ 7,725.00	(7,400.00)
Scholarships															
Col Torrey				500.00									500.00	\$ 500.00	-
Gen Herring (JROTC)						500.00							500.00	\$ 500.00	-
Col McCarthy (JROTC)					500.00								500.00	\$ 500.00	-
Chapter (Jim & Cheryl Cunningham)				500.00									500.00	\$ 500.00	-
ROTC Navy UT Austin					500.00								500.00	\$ 500.00	-
ROTC Army UT Austin					500.00								500.00	\$ 500.00	-
ROTC Army Texas State				500.00									500.00	\$ 500.00	-
ROTC Army UT RGV					1,000.00								1,000.00	\$ 1,000.00	-
ROTC Army Texas A&M Corpus Christi				1,000.00									1,000.00	\$ 1,000.00	-
ROTC Army Texas A&M Kingsville				1,000.00									1,000.00	\$ 1,000.00	-
ROTC Army St Mary's				1,000.00									1,000.00	\$ 1,000.00	-
ROTC Army UTSA			1,000.00										1,000.00	\$ 1,000.00	-
ROTC Air Force UT Austin					500.00								500.00	\$ 500.00	-
ROTC Air Force Texas State				500.00									500.00	\$ 500.00	-
ROTC Air Force UTSA				1,000.00									1,000.00	\$ 1,000.00	-
ROTC Air Force UTSA (Ed & Ruby Marvin)				1,000.00									1,000.00	\$ 1,000.00	-
Total	-	-	1,000.00	7,000.00	3,000.00	500.00	-	-	-	-	-	-	11,500.00	\$ 11,500.00	-
TOTAL OUTFLOW	200.00	0.00	1,000.00	7,000.00	3,125.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	11,825.00	\$ 19,225.00	(7,400.00)
Decrease/Increase	1,835.00	1,527.00	140.00	4,935.00	98.15	4,626.00	7,625.00	-	-	-	-	-	19,786.15	\$ (225.00)	20,011.15

Operating Account – Inflow:

	January	February	March	April	May	June	July	August	September	Oct	Nov	Dec	YTD	2019 Budget	Variance
Membership Dues															
MOAA National		2,040.00											\$2,040.00	\$ 2,000	\$40.00
Austin Chapter													\$0.00	\$ -	\$0.00
New Surv Sp													\$0.00	\$ -	\$0.00
New Retired				30.00	70.00								\$100.00	\$ -	\$100.00
New Active Duty													\$0.00	\$ -	\$0.00
New Former		60.00			30.00								\$90.00	\$ -	\$90.00
Renewal Surv Sp	270.00	140.00	60.00	40.00	20.00	40.00	40.00						\$610.00	\$ 1,000	-\$390.00
Renewal Retired	1,060.00	420.00	150.00	240.00	170.00	310.00	180.00						\$2,530.00	\$ 11,000	-\$8,470.00
Renewal Active Duty		20.00	40.00	20.00	20.00		20.00						\$120.00	\$ 250	-\$130.00
Renewal Former													\$0.00	\$ 250	-\$250.00
Total	\$ 1,330.00	\$ 2,680.00	\$250.00	\$330.00	\$310.00	\$350.00	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,490.00	\$ 14,500	-\$9,010.00
Non-Dues Revenue															
Golf Tournament													\$0.00	\$ 4,000	-\$4,000.00
Merchandise (Coins/Shirts)	60.00		55.00	80.00	195.00	120.00	50.00						\$560.00	\$ 3,000	-\$2,440.00
Advertising Lariat	1,620.00		4,050.00	2,970.00	1,770.00	3,390.00							\$13,800.00	\$ 10,000	\$3,800.00
ROTC Medals			475.00										\$475.00	\$ 1,000	-\$525.00
Corporate Partnership		100.00	300.00			100.00	100.00						\$600.00	\$ 1,500	-\$900.00
Donations to Chapter	550.00	670.00	65.00		286.00	35.00	150.50						\$1,756.50	\$ 2,500	-\$743.50
Donations to Outreach	527.00	1,140.00	975.00	758.15	526.00	20.00	13.00						\$3,959.15	\$ 4,000	-\$40.85
Social Events	1,960.00	662.00	1,450.00	1,700.96	2,216.00	1,280.20	157.00						\$9,426.16	\$ 14,000	-\$4,573.84
Total	\$ 4,717.00	\$ 2,572.00	\$ 7,370.00	\$ 5,509.11	\$ 4,993.00	\$ 4,945.20	\$ 470.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$30,576.81	\$ 40,000	-\$9,423.19
TOTAL INCOME	\$6,047.00	\$5,252.00	\$7,620.00	\$5,839.11	\$5,303.00	\$5,295.20	\$710.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,066.81	\$ 54,500	-\$18,433.19

Per previous request the dues received last year at this time were about 57% of the yearly total received. The biggest expense if the printing of The Lariat – approx. \$600 per month including postage. The membership has been advised in The Lariat that this will go away in January 2020 and the application and renewal forms have been modified. So far only 1 person has questioned the change. Bob Certain suggested the members without email addresses on file should be contacted by phone to discuss their options. Kitty advised a campaign to solicit donations will begin soon, and Lisa Skopal should be back in the saddle following her daughter's wedding and sister's ill health to continue seeking sponsors and advertisers.

Operating Account – Outflow:

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2019 Budget	Variance
Copier Mntn Agreement				571.00									571.00	\$ 525	(46.00)
Square Service Fee	26.62	24.82	15.49	12.10	54.00	63.63	59.88						256.54	\$ 500	243.46
PayPal Service Fee	36.10	7.29	149.68	69.60	100.05	44.10	122.30						529.12	\$ 450	(79.12)
D&O Insurance													-	\$ 750	750.00
Dues & Subscription	827.00	451.20	338.72		75.00								1,691.92	\$ 1,400	(291.92)
GT Contractor Incentive													-	\$ 1,000	1,000.00
Independent Contr	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00						11,060.00	\$ 19,460	8,400.00
Lariat Postage	1,000.00						600.00						1,600.00	\$ 2,000	400.00
Lariat Printing	454.02	456.68	650.23	453.18	453.18	453.03	911.40	-					3,831.72	\$ 5,000	1,168.28
Liability Insurance		425.00				62.00							487.00	\$ 500	13.00
Marketing	-	200.00											200.00	\$ 150	(50.00)
Merchandise (Coins/Shirts)	2,227.34												2,227.34	\$ 2,500	272.66
Office	622.78	19.79	94.15	167.57	610.63	1,114.33							2,629.25	\$ 2,500	(129.25)
Postage & Delivery	251.75						8.00						259.75	\$ 2,000	1,740.25
ROTC							391.22						391.22	\$ 1,000	608.78
ROTC Medals			475.00										475.00	\$ 1,000	525.00
Social Events	1,918.70		2,237.86	1,419.48		2,689.13	400.00						8,665.17	\$ 14,000	5,334.83
Solitaires													-	\$ 75	75.00
Special Activities													-	\$ 600	600.00
Telephone	157.15	144.76	146.33	145.30	144.44	149.53	150.90						1,038.41	\$ 1,800	761.59
Trans To Outreach	2,035.00	527.00	1,140.00	975.00	758.15	526.00	-						5,961.15	\$ 4,000	(1,961.15)
Volunteer Recogn													-	\$ 100	100.00
TOTAL OUTFLOWS	11,136.46	3,836.54	6,827.46	5,393.23	3,775.45	6,681.75	4,223.70	-	-	-	-	-	41,874.59	\$ 61,310	19,435.41
Surplus/(Deficit)	(5,089.46)	1,415.46	792.54	445.88	1,527.55	(1,386.55)	(3,513.20)	-	-	-	-	-	(5,807.78)	(6,810.00)	1,002.22

Vaughn Caudill monitors the expenses each month.

Cash Balances & Social Events:

Outreach	Jan	Feb	March	April	May	9-Jun-01	July	Aug	Sep	Oct	Nov	Dec	
RBCU													
Savings	\$ 7.90	\$ 7.90	\$ 7.90	\$ 7.90	\$ 7.90	\$ 7.90	\$ 7.90						
Money Market	\$16,313.27	\$16,848.60	\$ 6,496.96	\$ 4,975.64	\$ 7,737.94	\$ 8,268.24	\$ 8,272.80						
Checking	\$ 300.46	\$ 300.47	\$10,800.57	\$ 3,800.82	\$ 1,175.93	\$ 675.97	\$ 676.00						
Certificates	\$ 9,897.01	\$ 9,911.34	\$ 9,927.23	\$ 9,942.63	\$ 9,958.57	\$ 9,974.02	\$ 9,990.01						
Total	\$26,518.64	\$27,068.31	\$27,232.66	\$18,726.99	\$18,880.34	\$18,926.13	\$18,946.71	\$ -	\$ -	\$ -	\$ -	\$ -	
Chapter Operations													
Broadway	\$10,793.98	\$13,208.92	\$14,001.98	\$25,407.34	\$29,400.41	\$32,613.86	\$36,725.66						
USAA	\$16,480.69	\$16,501.68	\$16,520.67	\$16,541.72	\$16,562.11	\$16,562.11	\$16,603.66						
Total	\$27,274.67	\$29,710.60	\$30,522.65	\$41,949.06	\$45,962.52	\$49,175.97	\$53,329.32	\$ -	\$ -	\$ -	\$ -	\$ -	
Social Events													
Income	\$1,894.00	\$720.00	\$1,814.96	\$1,533.00	\$1,703.00	\$1,540.00	\$0.00	\$144.00	\$13.00				
Outgo	\$1,918.70	\$640.00	\$1,557.66	\$1,419.48	\$1,166.10	\$2,323.03	\$0.00						
Variance	-\$24.70	\$80.00	\$257.30	\$113.52	\$536.90	-\$783.03	\$0.00	\$144.00	\$13.00	\$0.00	\$0.00	\$0.00	\$336.99

The August luncheon will be underwritten by Randolph-Brooks Federal Credit Union so the monies charged to the attendees will reduce the Social Event deficit.

Golf Financials:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2019 YTD
Income:													
Sponsorship		1,000.00		10,000	825.00	1,750.00	3,000.00						16,575.00
Donation						110.00	925.00						1,035.00
Entry Donation Warrior				280.00	140.00	980.00	980.00						2,380.00
Entry Fee Player				560.00	1,260.00	1,400.00	2,240.00						5,460.00
Super Tickets				120.00	240.00	360.00	480.00						1,200.00
Total	\$0.00	\$1,000.00	\$0.00	\$10,960	\$2,465.00	\$4,600.00	\$7,625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,650.00
Expenses:													
Ron Inselmann	1,000.00												1,000.00
Green Fees 112 @ \$40													-
Awards Dinner 125 @ \$25													-
Lessons													-
Club Rental for Warriors													-
Catering Staff Tip													-
Signage													-
Plaques													-
Golf Balls													-
Gift Certificates													-
Beverage Tokens 250 @ \$2.50													-
Hole in One													-
Photographer													-
Goodie Bag Items 140@\$25.50 (-\$33)													-
Super Tickets													-
Shipping													-
Total	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Net Profit:													\$25,650.00
-20% MOAA													\$ 5,130.00
Balance:													\$ 20,520.00
(Last year \$8,150 each)								50% Scholarship:			8,150.00		\$ 10,260.00
								50% WFSC:			8,150.00		\$ 10,260.00

Registration for the Golf Tournament is going well and on target for a full course of approx. 112/116 players.

Overall consensus by the Board was that they are seeing positive trends in the financials but as Kitty pointed out the chapter needs to operate in the black. Efforts to ramp up income through donations will happen in the fall. Ed Marvin recommended close monitoring and wondered if the online Lariat will have any effect on the advertisers. Perhaps banners could be incorporated on the website showing "monthly specials" from advertisers? It was agreed that the social media and volunteer events will keep membership interested and engaged.

c) By Laws Revision: David Patrick (absent). David's report highlighted the rationale behind the changes:

Changes in the proposed revised bylaws reflect:

1. Removing "Vice-President" titles except for these positions: Membership, Recruitment & Retention; Programs; and Legislative Affairs.
2. Deleting these positions: VP Administration, Executive VP Operations; VP Logistics.
3. Making changes to the appointed staff positions by: adding Satellite Liaisons to special staff; deleting Staff Consultant; moving Webmaster and Historian positions to special staff; and adding an Active Duty Liaison position to special staff.
4. Re-designating Scholarship/Outreach position and combining into Scholarships/Awards Committee.
5. Adding Social Media to Public Relations title.
6. Deleting the line of command from President Elect to the Vice Presidents.
7. Having all positions work directly for the President.

Barbara (Board Chair) requested clarification on the span of control and a discussion followed pertaining to the current org chart and how it is reflective of the by-law changes. Kitty and David will revise the org chart and present to the board differentiating between the elected and the appointed staff, and to include the positioning of the Board and the Alamo Chapter Education Foundation Board, as well as attaching the actual org chart to the document.

Additionally, the Board felt a "Conflict of Interest" document to be produced which would be completed by all volunteers on an annual basis as per Appendix A "Conflict of Interest Policy".

Meeting adjourned at 12:32pm.

NEXT BOARD MEETING – TBD



Col David Patrick USAF (Ret) Secretary

APPENDIX A
Partial By Laws showing only affected paragraphs

**REDLINE REVISIONS JUNE 21, 2019 BY SECRETARY, DAVID
PATRICK**

The MILITARY OFFICERS ASSOCIATION OF AMERICA - ALAMO CHAPTER is incorporated under the laws of the State of Texas as a non-profit corporation.

By-Laws

of the

MILITARY OFFICERS ASSOCIATION OF AMERICA - ALAMO CHAPTER

ARTICLE VII – ELECTED OFFICERS & APPOINTED STAFF

A. The elected officers of the Chapter shall be:

1. President
2. President-Elect
3. ~~Executive Vice President Operations~~
4. ~~Vice President Administration~~
5. Vice President Membership Recruitment and Retention
6. Vice President Programs
7. Vice President Legislative Affairs
8. Secretary
9. Treasurer

B. The elected officers of the Chapter shall be elected by the membership from the regular and Surviving Spouse members of the Chapter. They shall hold office for two years unless disqualified, removed for cause or resignation from the office. All officers of the Chapter shall be members in good standing of the Military Officers Association of America.

C. Any officer may be removed for cause by a majority vote of the Board of Directors, after being given an opportunity to be heard, with counsel, at a regular meeting of the Board of Directors or at a special meeting called for that purpose.

D. A vacancy in the office of President shall normally be filled by the President – Elect; or through appointment by the Board of Directors for the remainder of the unexpired term. Vacancies in other elective officers shall be filled by appointment by the President for the remainder of the unexpired term. In the temporary absence of the President, his/her duties shall be performed by the President-Elect or the Vice President Membership Recruitment and Retention~~Executive Vice President Operations~~. Should either be unable to perform in the temporary absence of the

President appropriate arrangements shall be made by the President to assure that the duties of the President are performed.

E. In general, the duties and responsibilities of the Chapter elected officers shall include, but are not limited, to the following:

1. President: To direct the affairs of the Chapter and to preside at meetings.

2. President – Elect: Second in line to the President and performs the duties of the President if the President is not available. Expected to assume Presidency upon term completion of the incumbent President.

~~3. Executive Vice President Operations: Third in line to the President and performs the duties of the President if the President and the President-Elect are not available. Oversees administrative functions of the Chapter's business and routine office affairs.~~

~~4. Vice President Administration: Oversees administrative functions of the Chapter's business and routine office affairs.~~

5. Vice President Membership Recruitment and Retention: Third in line to the President and performs the duties of the President if the President and the President-Elect are not available. To maintain and protect membership files and to promote the procurement of new members.

6. Vice President Programs: To make suitable arrangements for social activities and business meetings for the general membership and Board of Directors. He/she will recommend to the Executive Staff, for its approval, names of guest speakers for the general membership meetings.

7. Vice President Legislative Affairs: To be the Legislative Liaison Officer and advisor on legislative matters at all levels for the Chapter.

8. Treasurer: To be custodian of the Chapter funds, keeping current and maintaining records of expenditures, receipts and balances on hand, to prepare and present financial reports as may be required by the Executive Staff and the Board of Directors. Duties may be delegated. The Treasurer is required to prepare and use budgets as a financial management tool. The budgets should be presented to the officers and governing board for review.

9. Secretary: Responsible for all administrative activities conducted in the office of the Chapter. Prepares and maintains files of minutes of meeting of the Board of Directors and of the Executive Staff. Advises members of the Executive Staff concerning the conduct of administrative activities.

D. In general, the duties and responsibilities of the Chapter appointed staff shall include, but are not limited, to the following:

1. ~~Vice President Logistics: To provide logistical services for the Chapter.~~

2. ~~Vice President~~ Public Relations/Social Media Officer: To be in charge of publicity, ~~and public relations, and all aspects of social media.~~

3. ~~Vice President~~ Personal Affairs Officer: To provide counseling services for the Chapter.

4. Chaplain: To provide an invocation and a benediction at all meetings and to advise in cooperation with the ~~Vice President~~ Personal Affairs Officer on survivor's assistance matters.

5. ~~Deputy Treasurer: To assist the Treasurer.~~

6. Legal Counsel: To provide legal advice to the Executive Staff and Board of Directors on Chapter matters.

7. Webmaster: To maintain the website ~~page~~ for the Chapter.

8. Editor: To be the point-of-contact for all materials published in the monthly Chapter newsletter, *The Lariat*.
9. Volunteer Coordinator: To be the coordinating focal point to ensure that the Chapter maintains a strong cadre of individuals who are willing to be active volunteers by organizing the people to fit the need.
10. Special Activities Representative: To represent the Chapter in special activities, committees, councils, etc. which exist for the good of the military community.
11. ~~The Officer Placement Service (TOPS) Officer:~~Transition Liaison Officer To provide professional guidance and support for MOAA members/spouses in job transition from the military to the civilian sector.
12. Solitaires Chair: To help keep single or widowed members participating in activities which further enhance their quality of life.
13. Historian: To record accomplishments and activities for the chapter.
14. Advertising Coordinator: To assist in the financial stability of the Chapter, i.e. to generate and sustain stable, consistent and diverse revenue sources for long-term growth and expansion of the Chapter.
15. Awards and Scholarships Committee Chair: Grooms future MOAA members by implementing policies and procedures to allocate resources for the chapter's awards and scholarship programs for high school and college students who have a current or future affiliation with MOAA.
16. Satellite Liaisons: Acts as the focal point and liaison between the Alamo Chapter leadership/staff and the Satellite.
17. Active Duty Military Liaison: Ensures the Chapter maintains a strong tie to officers who are actively serving, to include those in the Reserves and National Guard.

H. 1. The elected officers of the Chapter shall normally serve without compensation from the funds of the Chapter. However, whenever, the duties performed by an elected officer are such that compensation is warranted, he/she may at the discretion of the Board of Directors, be compensated from the funds in an amount to be determined by the Board of Directors in counsel with the Executive Staff.

2. When an elected officer, appointed staff or a member of the Chapter is required to spend his/her own money in carrying out the business of the Chapter, he/she normally shall be reimbursed from the funds of the Chapter upon presentation of suitable evidence of the expenditure. Such expenditures should have prior approval from the President (or the Chair of the Board if reimbursement request is for the President) and the Treasurer.

ATTEST:

DATED this 1st day of May 2015

Amended November 17, 2016

Amended November 16, 2017



James R. Cunningham
Kathryn Meyers,-
LtCol, USAF (Ret)MAJ, USA (Ret)
President



David W. Patrick
Col, USAF (Ret)
Secretary