

MILITARY OFFICERS ASSOCIATION OF AMERICA - ALAMO CHAPTER

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

MINUTES OF BOARD MEETING – Thursday, 17 Aug 2023

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:

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

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

Foundation Board: COL Bob Akam.

Board Absent: LTC Bill Goforth.

Staff Absent: Col Brad Barnhart, Col Felix Santiago.

1. Welcome/Overview

a) Introductions were given for the newly enhanced Board. Mac McDonald announced his retirement from the Board after many years of service.

b) Invocation given by Jim Cunningham and pledge of allegiance led by Ed Marvin.

c) Minutes from May 25th were reviewed and approved for filing.

2. Officer Reports

a) President

Notable meetings as of late included those of the Texas Council of Chapters (TCC), the Alamo Chapter Foundation Board, the Texas Veterans Commission Veteran Services Advisory Committee and the Texas Veterans Commission, the Chapter Golf Tournament Planning Committee.

Representation by Jim Cunningham and Felix Santiago was performed at the JBSA Retiree Council assisting in coordinating the upcoming Town Hall (Aug 26) and Retiree Appreciation Day at JBSA Randolph on Sept 9.

Transition assistance efforts are continuing, particularly through the Veterans Resource Village at the recent Hiring our Heroes event.

Chapter elections occur this year and Kathie Estrada will chair the nomination committee. TCC is also having elections.

b) Secretary

Acting secretary David Patrick advised there will be election results and some administrative bylaw changes to be approved by the membership at the November Annual Business Meeting. Ed requested a formal farewell message to Mac at that meeting. David and Josh are to review the Bylaws for any additional changes.

c) Treasurer

Educational Foundation

Brad provided the following report in his absence.

All the scholarship checks have been cashed and expenses are tracking as planned. We are behind on donations, but the advertising for the golf tournament just started. We need to follow up in Sept on the status of the donations.

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	2023 Budget	Variance	YTD 2022
Donations (prior month)	810.00	1,200.00	215.00	466.00	275.00	300.00	610.00						3,876.00	3,876.00	3,876.00	5,274.00
Donations - Checks	275.00	50.00	10,000.00		425.00	100.00	25.00						10,875.00	10,875.00	10,875.00	4,560.00
Donations - Online (Sq & PP)		100.00					50.00						150.00	150.00	150.00	871.00
Amazon Smile		21.87			25.27								47.14	47.14	47.14	28.31
Other/Dividend		0.01	44.92	13.11	13.11	14.14	15.05						100.34	100.34	100.34	23.42
Golf Tournament													-	-	-	-
TOTAL INFLOW	1,085.00	1,371.88	10,259.92	479.11	738.38	414.14	700.05	-	-	-	-	-	15,048.48		15,048.48	10,756.73
OUTFLOWS																
Other																
Bank Fee																29
Big Give Fee																200.00
Golf Administration																
PayPal Fee		3.38					1.94						5.32		5.32	14.97
Square Fee													-		-	14.23
Charity																-
Warrior & Family Support Ctr			9,634.54										9,634.54		9,634.54	-
Total Outflow (Other & Charity)	-	3.38	9,634.54	-	-	-	1.94	-	-	-	-	-	9,639.86	\$ -	9,639.86	229.2
Scholarship Program																
JROTC Admin & Awards Luncheon		731.50	959.64				606.95						2,298.09	\$ 2,000.00	298.09	2,422.87
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								1,000.00	\$ 1,000.00	-	-
Gen Herring (JROTC) "Let's Go"							1,000						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								1,000.00	\$ 1,000.00	-	-
MajGen Dave & Carrie Garza "Let's Go"			3,000	3,000		1,000							7,000.00	\$ 7,000.00	-	-
ROTC			8,000	8,000	3,000		1,000						19,000.00	\$ 18,000.00	1,000.00	27,000.00
Total Scholarship Program	-	731.50	13,959.64	14,000.00	5,000.00	1,000.00	1,606.95	-	-	-	-	-	36,298.09	\$ 35,000.00	1,298.09	29,652.07
TOTAL OUTFLOW	0.00	734.88	23,594.18	14,000.00	5,000.00	1,000.00	1,608.89	0.00	0.00	0.00	0.00	0.00	45,937.95	\$ 35,000.00	10,937.95	29,652.07
Decrease/Increase	1,085.00	637.00	(13,334.26)	(13,520.89)	(4,261.62)	(585.86)	(908.84)	-	-	-	-	-	(30,889.47)	\$ (35,000.00)	4,110.53	(18,895.34)

Operations

For the Operations account, we're looking good. Membership Dues are right on target and Lisa has knocked it out of the park with corporate sponsors and Lariat advertising. We've even exceeded our expectations for the donations to the Alamo Chapter for the year. For expenses, no surprises, everything is tracking as expected. Office and postage are slightly higher than last year, but that is expected as Constant Contact annual premium came due and the price of a stamp has increased.

Inflows

	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD	2023 Budget	Variance	YTD 2022
Membership Dues																
MOAA National	330												\$330.00	\$ -	\$330.00	360.00
Austin Chapter													\$0.00	\$ -	\$0.00	
New Surv Sp													\$0.00	\$ 25	-\$25.00	25.00
New Retired	75.00	50.00	75.00	25.00		100.00	25.00						\$350.00	\$ 500	-\$150.00	200.00
New Active Duty		25.00			50.00								\$75.00	\$ 100	-\$25.00	75.00
New Former													\$0.00	\$ 50	-\$50.00	50.00
New FOC		25.00											\$25.00	\$ -	\$25.00	-
Renewal Surv Sp	200.00	175.00	125.00		50.00	100.00	50.00						\$700.00	\$ 1,000	-\$300.00	850.00
Renewal Retired	1,575.00	900.00	675.00	400.00	650.00	700.00	900.00						\$5,800.00	\$ 11,250	-\$5,450.00	6,225.00
Renewal Active Duty	75.00	25.00	25.00	25.00	25.00	25.00							\$200.00	\$ 100	\$100.00	350.00
Renewal Former			25.00	25.00	25.00	75.00	25.00						\$175.00	\$ 100	\$75.00	325.00
Renewal FOC													\$0.00	\$ 75	-\$75.00	
Total	\$ 2,255.00	\$ 1,200.00	\$ 925.00	\$ 475.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$7,655.00	\$ 13,200	-\$5,545.00	\$ 8,460.00
Non-Dues Revenue																
Golf Tournament													\$0.00	\$ 5,000	-\$5,000.00	-
Travel Awards					10.00								\$10.00		\$10.00	15.00
Merchandise (Coins/Shirts)	30.00	60.00		60.00	25.00	30.00							\$205.00	\$ 250	-\$45.00	185.00
Advertising Lariat	3,245.00	375.01	275.00	275.00	275.00	275.00	275.00						\$4,995.01	\$ 4,000	\$995.01	5,715.00
Corporate Partnership	\$ 750.00	\$ 350.00	\$ 250.00	\$ 250.00	\$ 750.00		\$ 500.00						\$2,600.00	\$ 1,000	\$1,600.00	2,000.00
Donations to Chapter	1,450.00	610.00	356.00	350.00	345.00	555.00	5,573.00						\$9,239.00	\$ 7,500	\$1,739.00	6,032.00
Donations to ACEF	1,200.00	215.00	466.00	275.00	300.00	610.00	380.00						\$3,446.00	\$ 7,000	-\$3,554.00	3,639.00
Social Events	2,334.00	1,434.00	1,820.00	1,054.00	1,408.00	288.00	574.00						\$8,912.00	\$ 12,500	-\$3,588.00	7,218.40
	\$ 9,009.00	\$ 2,694.01	\$ 3,267.00	\$ 2,264.00	\$ 3,113.00	\$ 1,758.00	\$ 7,302.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$29,407.01	\$ 37,250	-\$7,842.99	24,804.40
TOTAL INCOME	\$11,264.00	\$3,894.01	\$4,192.00	\$2,264.00	\$3,113.00	\$2,758.00	\$8,302.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,062.01	\$ 50,450	-\$13,387.99	\$ 33,264.40

Outflows

	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	95.57	62.45	92.85						734.20	\$ 750	15.80	532.56
Square Service Fee	43.05	22.39	25.98	20.98	25.02	13.61	31.57						182.60	\$ 600	417.40	170.50
D&O Insurance													-	\$ 650	650.00	-
Dues & Subscription	717.00	544.25											1,261.25	\$ 1,500	238.75	1,352.17
Contractor Incentive													-	\$ -	-	-
Independent Contr	1,906.66	1,906.66	1,906.66	1,906.66	1,906.66	1,906.66	1,906.66						13,346.62	\$ 22,880	9,533.38	12,740.00
Liability Insurance		487.00											487.00	\$ 500	13.00	487.00
Marketing					111.25	(111.25)							-	\$ 400	400.00	-
Merchandise (Coins/Shirts)													-	\$ 1,000	1,000.00	-
Office	110.95	528.14	275.24		418.13	595.85	775.42						2,703.73	\$ 3,000	296.27	2,074.23
Postage & Delivery	302.10	317.20	2.15	1.30	317.20	317.20	332.30						1,589.45	\$ 1,750	160.55	712.70
Social Events	1,742.36	-	974.00	4,048.82	1,206.00	879.20	-						8,850.38	\$ 12,500	3,649.62	6,319.92
Special Activities					86.00		(86.00)						-	\$ -	-	-
Telephone	153.24	153.24	153.24	305.74		76.63	114.71						956.80	\$ 2,000	1,043.20	1,099.78
Trans to ACEF	810.00	1,200.00	215.00	466.00	275.00	300.00	610.00						3,876.00	\$ 7,000	3,124.00	5,654.00
Volunteer Recognition																
TOTAL Outflow	\$ 5,961.90	\$ 5,240.18	\$ 3,658.84	\$ 7,559.42	\$ 4,440.83	\$ 4,040.35	\$ 3,777.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$34,679.03	\$ 55,230	-\$20,550.97	31,833.86
Surplus/(Deficit)	\$5,302.10	-\$1,346.17	\$533.16	-\$5,295.42	-\$1,327.83	-\$1,282.35	\$4,524.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,382.98	-\$4,780.00	\$7,162.98	\$ 1,430.54

Cash Balances:

Educational Foundation	Jan	Feb	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
RBCU													
Savings	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00						
Money Market	\$ 38,163.05	\$ 31,776.57	\$ 8,085.85	\$ 8,564.41	\$ 9,303.93	\$ 9,717.98	\$ 10,418.50						
Checking	\$ 100.01	\$ 9,734.72	\$ 21,041.22	\$ 6,046.77	\$ 3,041.40	\$ 2,041.49	\$ 432.63						
Certificates	\$ 10,461.62	\$ 10,475.66	\$ 10,503.06	\$ 10,533.62	\$ 10,565.29	\$ 10,596.03	\$ 10,627.89						
Total	\$ 48,734.68	\$ 51,996.95	\$ 39,640.13	\$ 25,154.80	\$ 22,920.62	\$ 22,365.50	\$ 21,489.02	\$ -	\$ -	\$ -	\$ -	\$ -	
Chapter Operations													
Broadway	\$ 28,074.70	\$ 25,836.46	\$ 26,369.62	\$ 21,549.20	\$ 20,996.37	\$ 19,714.02	\$ 24,238.51						
RBCU CD's	\$ 17,199.91	\$ 17,233.77	\$ 17,271.33	\$ 17,308.52	\$ 17,352.10	\$ 17,394.38	\$ 17,438.19						
Total	\$ 45,274.61	\$ 43,070.23	\$ 43,640.95	\$ 38,857.72	\$ 38,348.47	\$ 37,108.40	\$ 41,676.70	\$ -	\$ -	\$ -	\$ -	\$ -	
Social Events	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Chapter													
Inflows	\$ 2,136.00	\$ 1,128.00	\$ 1,964.00	\$ 964.00	\$ 1,138.00	\$ 1,030.00	\$ -	\$ 552.00					\$ 8,912.00
Outflows	\$ 1,742.36	\$ 974.00	\$ 2,606.08	\$ 1,442.74	\$ 1,206.00	\$ 897.20	\$ -	\$ (419.52)					\$ 8,448.86
Variance	\$ 393.64	\$ 154.00	\$ (642.08)	\$ (478.74)	\$ (68.00)	\$ 132.80	\$ -	\$ 971.52	\$ -	\$ -	\$ -	\$ -	\$ 463.14

4 Year Comparison

July YTD	2020	2021	2022	2023
ACEF				
Inflows				
Donations	\$8,490	\$5,619	\$10,705	\$14,901
Other	\$0	\$65	\$52	\$147
Golf	\$0	\$0	\$0	\$0
TOTAL INFLOWS	\$8,490	\$5,683	\$10,757	\$15,048
Outflows				
Admin	\$200	\$227	\$2,041	\$2,309
Wounded Warrior	\$0	\$0	\$0	\$9,635
Scholarships \$\$	\$14	\$19,000	\$27,000	\$34,000
Scholarships #	23	20	30	30
TOTAL Outflows	\$14,200	\$19,247	\$29,652	\$45,938
Increase/(Decrease)	-\$5,710	-\$13,396	-\$18,895	-\$30,889
Operations Inflows				
Dues	\$9,265	\$12,775	\$8,460	\$7,655
Non-Dues				
Advertising	\$3,401	\$3,870	\$7,715	\$7,595
Donations	\$8,941	\$4,335	\$6,032	\$9,239
Golf	\$0	\$0	\$0	\$0
Social Events	\$3,989	\$0	\$7,218	\$8,912
TOTAL Non-Dues	\$16,893	\$15,011	\$24,804	\$29,407
TOTAL INFLOWS	\$26,158	\$27,786	\$33,264	\$37,062
Operations Outflows				
Contractor	\$11,104	\$11,104	\$12,740	\$13,347
Office	\$1,248	\$892	\$2,074	\$2,704
Postage Office	\$805	\$1,002	\$713	\$1,589
Social Events	\$3,903	\$0	\$6,320	\$8,850
TOTAL OUTFLOWS	\$29,069	\$21,441	\$31,834	\$34,679
Increase/(Decrease)	-\$971	\$6,345	\$1,431	\$2,383
Golf				
Inflows				
Sponsorship	\$0	\$5,075	\$0	\$0
Donations	\$960	\$750	\$1,150	\$0
Total Inflows	\$960	\$8,835	\$2,810	\$0
Total Outflows	\$1,000	\$0	\$3,919	\$1,000
Reserves				
Outreach/Education	\$24,754	\$23,191	\$25,949	\$21,489
Operations	\$25,051	\$40,572	\$38,059	\$41,677

Operation Inflows saw a much higher amount in 2021 due to a successful MOAA national recruitment program which was then later revised in following years, plus membership is slowly declining as per the nationwide norm.

We are having success with MOAA's NRT Reports which are produced monthly and provide us with a list of members who have a) opted into receiving local chapter emails, and who have moved into our catchment areas. Those with emails we automatically add to the roster for a 3-month trial, and those without emails are sent a letter encouraging them to complete an enclosed application form and receive a 3-month free trial.

Kitty encouraged all to pass out the golf flyers to increase players, donations and sponsors.

d) Programs

Programs are set up to break even, typically with only enough overage to pay for the speaker's plate. September guest speaker at Blue Skies East has changed from Air Force Cyber Security to Bexar County Sheriff Javier Salazar.

A survey monkey is sent out to each attendee after the event with 10 questions and despite some pricing issues the reviews are mostly good. Josh suggested offering free advertising to event locations in exchange for lowering the cost to attend.

Planning has already begun for the 2024 events, and David encouraged all to attend and assist in being door greeters and walking members to their reserved table if applicable.

e) 2023 Strategic Plan Updates

David explained how the scorecard is produced at the annual planning meeting and the action steps are reviewed and updated each month at the staff meetings.

Priority 1 – Membership & Retention

David advised Felix Santiago (Membership Chair) does a phenomenal job of keeping track of the numbers and demographics. The goal for paid memberships is 75% and we currently at 85% excluding Lifers and Over 90. Encouraged all to recruit new members. An example of a 30-second membership pitch will be sent to all.

Many members are recruited through the Newcomer Orientations and via the Near Real Time (NRT) reports provided monthly by MOAA national that contain a list of MOAA members who have moved into or opted in to receive chapter emails in our catchment area in the last 30 days. Those with email addresses are automatically added to the roster with a 3-month free trial, and those without email addresses are sent a letter along with a free 3-month trial for them to complete and send back or sign up online.

Other recruiting is done at Town Halls (Aug 26) and Retiree Appreciation Days (BAMC Oct 21) and assistance in manning the tables there would be welcome.

Priority 2 – Positive Financial Position

Lisa encourages all to send her prospect info for her to either initiate contact with or follow up on.

Priority 3 – Legislative Efforts

David advised all to sign up for the Legislative updated from MOAA national using the Chapter code TX16. Part of the Chapter of Excellence award through MOAA national is a certain % of chapter members must be signed up to make the grade.

Priority 4 – Leadership Succession Planning

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

3. Old Business

- a) **Chapter Bylaw review:** David and Josh will review current by-laws (Trish to send each a copy).
- b) **Succession Planning:** Ed became acting Chair after Barbara Ramsey unexpectedly resigned. Need to formalize the chair. The next Board meeting will include the item on the agenda and a chair and vice chair will need to be chosen from the current Board. Current members of the Board should indicate their interest in either the Chair or Vice Chair positions by advising Ed Marvin by October 1st (elmarv@swbell.net).

4. New Business

- a) **Alamo Chapter Educational Foundation Board:** As representative from the Board and acting Chairperson Bob Akam submitted the decisions made from the recent ACEF Board meeting.

- i) Name of the organization is proposed as "MOAA Alamo Chapter Education Foundation (MACEF)"
- ii) Every effort will be made to grow the Board to a max of eight (8) members
- iii) Minor changes to the bylaws were suggested – adding "Foundation" to the word Board to prevent confusion with Chapter Board

Committees will be created as necessary, may look at longer term methods of funding scholarships, i.e., with an endowment. A permanent Chair will be chosen once the Board has reached full or near capacity and currently needs guidance due to lack of institutional knowledge regarding chapter and MOAA national policies.

Non-military officers are welcome to advise the Board where needed but will not be able to be an actual Board member. May take 1-3 years to strategically build the Foundation and by laws may be adjusted again to accommodate a perceived need to include non-military ambassadors.

Meeting adjourned at 11:48 Next meeting scheduled for Thursday October 12th at 10am.



Kitty Meyers
On behalf of Acting 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.