

MILITARY OFFICERS ASSOCIATION OF AMERICA

ALAMO CHAPTER
P. O. Box 340497 Ft Sam Houston, Texas 78234
(210) 228-9955

MINUTES OF STAFF MEETING

Thursday, 6 February 2025

Meeting was called to order by Chapter President, Kitty Meyers, in person and via Zoom. A quorum was present and acting throughout the meeting.

Attendees: Col Brian Afflerbaugh, Col Brad Barnhart, Col David Patrick, Col Lisa Skopal, Lt Col Kathie Estrada, Lt Col Kitty Meyers, LTC Aimee Schumacher,

Invocation given and pledge led by Kitty Meyers.

President: Welcomed everyone. Two legislative events are on the calendar – TCC meeting in Austin March 30-31 and Advocating in Austin April 7-10.

A recruiting event at MLP will be held February 25 from 10-4. Kathie opined a new box is needed to transport supplies.

Kitty and Aimee interviewed a potential candidate for the additional Admin position. Will have Brad and Trish meet her and discuss with Brad the financials of a new hire. Has sought advice from MOAA national on the fiduciary responsibilities regarding bonding and insuring.

Secretary: The minutes of 9 January were approved for filing.

Treasurer: Col Brad Barnhart

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

<u>INCOME</u>	<u>January</u>	<u>February</u>	<u>Year To Date</u>	<u>FY25 Budget</u>	<u>Variance</u>	<u>YTD FY24</u>
Individual Member Donations (Transfers from Ops)	1,790.00		1,790.00	\$ 10,000.00	(8,210.00)	\$ 660.00
Individual Member Donations (Checks)	300.00		300.00	\$ 14,000.00	(13,700.00)	\$ 125.00
Individual Member Donations (Online)	25.00		25.00	\$ 4,000.00	(3,975.00)	\$ 650.00
MajGen Dave and Mrs. Carrie Garza JROTC Donation			-	\$ 15,000.00	(15,000.00)	\$ -
Non-Member Fundraising			-	\$ 5,000.00	(5,000.00)	\$ -
MOAA Leadership Development Grant			-	\$ -	-	\$ -
Dividend	108.90		108.90	\$ -	108.90	\$ 44.71
Golf Tournament Income			-	\$ 20,000.00	(20,000.00)	\$ -
TOTAL INCOME	2,223.90	-	2,223.90	\$ 68,000.00	(65,776.10)	\$ 1,479.71
<u>OUTFLOWS</u>						
Expenses						
Scholarship Awards Luncheon			-	\$ 1,200.00	(1,200.00)	\$ -
Admin Support (Placeholder)			-	\$ 5,000.00	(5,000.00)	\$ -
Medals/Citations/Postage			-	\$ 3,000.00	(3,000.00)	\$ 392.20
PayPal Fee	1.21		1.21	\$ 120.00	(118.79)	\$ 16.88
Square Fee			-	\$ 75.00	(75.00)	\$ 3.85
USO Warrior & Family Support Center			-	\$ 5,000.00	5,000.00	\$ 6,830.00
					-	\$ -
Leadership Development Initiatives			-		-	
University ROTC Leadership Development			-	\$ 3,000.00	(3,000.00)	\$ -
					-	
HS JROTC Scholarships			-		-	
MajGen Dave & Mrs. Carrie Garza "Let's Go"			-	\$ 15,000.00	(15,000.00)	\$ -
Bexar County Clearing House			-	\$ 1,000.00	(1,000.00)	\$ -
					-	
Chapter Member Dependent Scholarship			-		-	
MAJ Jim & Mrs. Cheryl Cunningham			-	\$ 1,000.00	(1,000.00)	\$ -
					-	
University ROTC Scholarship Program			-		-	
Col Ed & Mrs. Ruby Marvin AFROTC Det 842			-	\$ 1,000.00	(1,000.00)	\$ -
ROTC Scholarships			-	\$ 17,000.00	(17,000.00)	\$ -
					-	\$ -
Endowment Distribution			-	\$ 15,605.00	(15,605.00)	\$ -
					-	
TOTAL OUTFLOWS	1.21	0.00	1.21	\$ 68,000.00	¶ (67,998.79)	\$ 7,242.93
				-	2,222.69	

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The MACEF year is off to a good start, no surprises. Half of the current balance will be spent on 2025 Scholarship awards in March and recommend opening a 9- or 12-month CD for \$35,000 to make better use of the funds in the money market. The current CD valued at \$11,363 matures on March 7 and should be rolled over to a new 6-11 CD at 4%. The 20241099-EZs were filed and accepted by the IRS for both MACEF and Chapter Ops.

Operations (501(C)4)

Inflows:

	<u>January</u>	<u>2025 Budget</u>	<u>Variance</u>	<u>2024</u>
Membership Dues				
MOAA National		-	-	\$ 585
Austin Chapter		-	-	\$ -
New Surv Sp		-	-	\$ 25
New Retired	25.00	500	(475.00)	\$ 25
New Active Duty		100	(100.00)	\$ -
New Former		-	-	\$ -
New FOC		-	-	\$ -
Renewal Surv Sp	100.00	750	(650.00)	\$ 50
Renewal Retired	650.00	9,000	(8,350.00)	\$ 950
Renewal Active Duty		300	(300.00)	\$ 100
Renewal Former		200	(200.00)	\$ -
Renewal FOC	25.00	100	(75.00)	\$ 50
Total	\$ 800.00	10,950	(10,150.00)	\$ 1,785
Non-Dues Revenue				
Golf Tournament		6,500	(6,500.00)	\$ -
Travel Awards		-	-	
Merchandise (Coins/Shirts)	20.00	500	(480.00)	\$ 112
Advertising Lariat	1,100.00	6,070	(4,970.00)	\$ 275
Corporate Partnership		3,000	(3,000.00)	\$ 100
Donations to Chapter	760.00	12,000	(11,240.00)	\$ 760
Donations to MACEF	592.00	10,000	(9,408.00)	\$ 740
Social Events	1,169.00	12,500	(11,331.00)	\$ 1,434
Total	\$ 3,641.00	50,570	(46,929.00)	\$ 3,421
TOTAL INCOME	\$4,441.00	\$ 61,520	-\$57,079.00	\$ 5,206.00

Outflows:

	<u>Jan</u>	<u>2025 Budget</u>	<u>Variance</u>	<u>YTD 2024</u>
Bank Charge		\$ -	-	\$ -
Copier Mntrn Agreement		\$ 691	691.00	\$ -
PayPal Service Fee	71.08	\$ 1,000	928.92	\$ 95.98
Square Service Fee	20.35	\$ 600	579.65	\$ 28.72
D&O Insurance		\$ 750	653.00	\$ -
Dues & Subscription	717.00	\$ 1,500	783.00	\$ 243.05
Contractor Incentive			-	\$ -
Independent Contr	1,040.00	\$ 24,960	23,920.00	\$ 1,000.83
Liability Insurance	170.00	\$ 487	317.00	\$ -
Marketing		\$ 812	812.00	\$ -
Merchandise (Coins/Shirts)			-	\$ -
Office	430.29	\$ 3,500	3,069.71	\$ 973.83
Postage & Delivery	367.55	\$ 1,600	1,232.45	\$ 358.70
Social Events	1,221.98	\$ 1,500	278.02	\$ 2,036.00
Special Activities		\$ 12,500	12,500.00	\$ -
Telephone	154.68	\$ 1,620	1,465.32	\$ 115.59
Trans to MACEF	1,790.00	\$ 10,000	8,210.00	\$ 660.00
Volunteer Recognition		\$ -	-	\$ -
TOTAL Outflow	\$ 5,982.93	\$ 61,520	-\$55,537.07	\$ 5,512.70
Surplus/(Deficit)	-\$1,541.93	\$0.00	-\$1,541.93	-\$5,512.70

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For Chapter Operations, no surprises with the income or expenses in the first month. Note a \$344 expense under Postage and Delivery is for the MACEF scholarships and will be reimbursed by the MACEF.

Cash Balances:

MACEF	Jan	Feb	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
RBFCU													
Savings	\$ 10.00												
Money Market	\$ 72,115.41												
Checking	\$ 120.27												
Certificates	\$ 11,363.77												
Total	\$ 83,609.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Chapter Operations													
Broadway	\$ 16,639.52												
RBFCU CD #1-3	\$ 18,530.16												
RBFCU CD #4	\$ 15,823.99												
Total	\$ 50,993.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Social Events	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Chapter													
Inflows	\$ 1,057.00	\$ 76.00	\$ 300.00										\$ 1,433.00
Outflows	\$ 1,221.98												\$ 1,221.98
Variance	\$ (164.98)	\$ 76.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211.02

Membership & Recruitment: Lt Col Kathie Estrada, USAF (Ret) – Current membership stats are Active Duty 109, Surviving Spouse 110, Former Military 165, Retired 527, Friend of the Chapter 11 giving a current total of 773.

Unable to easily locate the flyer for the Lackland Retiree Appreciation Day on March 1st – it will be sent in an email blast to the membership.

Has produced a slide to be inserted in the Newcomer's Orientation. Has offered to do the same for NCOA but has not heard back.

Will work on a letter to members not wishing to pay for the luncheon but still wishing to attend explaining what the chapter policies are and why.

One of the orientations was cancelled in January so recruitment is low this month. Kitty advised the NRT report should resume distribution in the next couple of weeks which should help.

Programs: Col Brian Afflerbaugh, USAF (Ret) – First event held at the Alamo Heights United Methodist Church Christian Life Center went well. Increase in No Shows likely due to the weather. Only received 9 responses to the survey, some liked the food and speaker and some did not.

Has contacted Feb's speaker regarding a pre-event chat.

Details not yet finalized for the scholarship luncheon so email blasts will be delayed.

Still awaiting confirmation of April speaker.

Legislative: MAJ Jim Cunningham, USA (Ret) – Absent. Jim's emailed report is as follows:

Lackland AFB will be having their annual Retiree Appreciation Day on Saturday March 1 from 0800-1200. Flyer was attached.

Marketing & Development: Col Lisa Skopal, USAF (Ret) – No report.

Scholarship: Col Peter Hunt, USAF (Ret) – Absent. No report.

Scorecard

Written comments will be needed for next month's meeting in preparation for the Chapter Board meeting on March 25th.

Kathie advised she will produce a revised membership application form offering a discounted price for Retirees of \$10 for use at special events.

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Lisa advised advertising has lost LeBorne Insurance but that First Command and RBFCU will be renewing their Corporate Partnerships.

Staff Reports

VAC/VGSAA Rep: Maj Jim Cunningham, USA (Ret) – Nothing to report for MWR.

Retiree Council JBSA: Maj Jim Cunningham, USA (Ret) – The JBSA Retiree Council met on Wednesday to discuss future Town Halls and RADs. Will pass on information at I have it.

Transition Liaison Officer: Lt Col Kitty Meyers, USAF (Ret) – Continuing with Transition assistance and activities. Noted David Patrick is cancelling his weekly employment blast due to it being available in many other places. Additional resources will be added to the chapter website. He is also resigning as the MOAA national Texas Transition representative. Staff members present gave him a unanimous vote of thanks for doing all he has done over the years. Kathie mentioned he has been “The Face” of MOAA since she joined.

Blue Skies of Texas Satellite Chapter Rep: Col Dan Van Syoc, USAF (Ret) – Absent. No report. \$216 refund from September event still not received. Trish to continue follow up.

Volunteer Coordinator: Col Pete Schaub, USAF (Ret) – Absent. Unable to attend due to conducting interviews at work. Nothing to report, but will be attending Happy Hour.

VP Public Relations/Marketing: (Open) – No report.

Editor: LTC Aimee Schumacher, USA (Ret) – Nothing to report.

President Elect: LTC Aimee Schumacher, USA (Ret) – Nothing to report.

Administration: Trish Meserve – The number of renewals for the month of December is 111 of which 75 are to be mailed. 10 folks are slated to be deleted for non-payment. Malfunctioning office door lock has been replaced and upgraded and 5 new keys provided. Will need to contact facility manager and provide written reasoning to acquire additional keys. Door will lock from the inside if allen wrench is used (hanging on coat rack).

Old Business:

- a) CheddarUp - Working with Trish and Teagan testing out and updating CheddarUp – currently being used for in house dues renewal and accompanying donations. Few issues to work still, and will communicate to the membership explaining the change when renewing dues on-line before it goes live.
- b) Austin Update – K. y has emailed all Austin area members regarding the setting up of a new chapter there and some responses have received. Delineation line will start just north of San Marcos so we can still include Texas State in the Scholarship awards. MOAA is continuing to provide support.

New Business:

- a) Due to conflict March meeting will be moved to Wednesday March 5
- b) Kitty provided updated org chart to include two new positions – VP Communications (to include The Lariat, social media and website) and VP Community Outreach (with a budget of \$1500 as mandated by the Chapter Board.).
- c) Job descriptions have also been updated and will be posted to the chapter website.

MEETING ADJOURNED AT 11:00am

Next Scholarship Mtg Feb 13, 1pm
Next MACEF Board Mtg – Feb 18, 1pm
Next Staff Meeting – Mar 5, 10am (Wednesday)
Next Chapter Board Meeting – Mar 25, 1pm

Col David Patrick, USAF (Ret) Acting Secretary

Alamo Chapter of the Military Officers Association of America (MOAA) Organization Chart

