

MILITARY OFFICERS ASSOCIATION OF AMERICA

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

Thursday June 6, 2019

Meeting was called to order by President Kitty Meyers at 1005 hrs. A quorum was present and acting throughout the meeting.

Attendees: CAPT Cora Bayle-Cox, Col Vaughn Caudill, Col Irene Collier, Col David Patrick, Col Pete Schaub, LtCol Kathie Estrada, LtCol Kitty Meyers, Grace Newton, Susie Tolman, Trish Meserve.

Invocation and pledge by Kitty Meyers.

Secretary: Col David Patrick, USAF (Ret) – Minutes from the May meeting were reviewed and approved for filing.

Treasurer: Col Vaughn Caudill, USA (Ret) – Financials from May were reviewed and will be filed as a matter of record.

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

ACEF 501 (C) 3 / Outreach	January	February	March	April	May	June	July	August	September	Oct	Nov	Dec	YTD	2019 Budget	Variance
INCOME															
Donations	2,035.00	527.00	1,140.00	350.00	60.00								4,112.00	\$ 4,000.00	112.00
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								14,425.00		14,425.00
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	-	-	-	-	-	-	-	13,425.00	\$ 15,000.00	(1,575.00)
TOTAL INCOME	2,035.00	1,527.00	1,140.00	11,935.00	3,223.15	-	-	-	-	-	-	-	18,860.15	\$ 19,000.00	(139.85)
Austin Scholarship	1,575.11														
OUTFLOWS															
Other															
Big Give Admin Fee	200.00												200.00	\$ -	200.00
Charity															
Warrior & Family Support Ctr													-	\$ 7,500.00	(7,500.00)
MOAA Heritage					125.00								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)
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	-	-	-	-	-	-	-	11,000.00	\$ 11,500.00	(500.00)
TOTAL OUTFLOW	200.00	0.00	1,000.00	7,000.00	3,125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,325.00	\$ 19,225.00	(7,900.00)
Decrease/Increase	1,835.00	1,527.00	140.00	4,935.00	98.15	-	-	-	-	-	-	-	7,535.15	\$ (225.00)	7,760.15

Noted that the budget inflows for the ACEF has already been exceeded.

Kitty advised the TCC still has not decided regarding the Austin monies in holding. Peter Hunt will provide a detailed accounting of monies spent in administration and scholarships for the Austin area. Bob Certain, Chair of MOAA's Chapter & Council Affairs Committee has given verbal approval for us to manage the money.

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								\$530.00	\$ 1,000	-\$470.00
Renewal Retired	1,060.00	420.00	150.00	240.00	170.00								\$2,040.00	\$ 11,000	-\$8,960.00
Renewal Active Duty		20.00	40.00	20.00	20.00								\$100.00	\$ 250	-\$150.00
Renewal Former													\$0.00	\$ 250	-\$250.00
Total	\$ 1,330.00	\$ 2,680.00	\$250.00	\$330.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,900.00	\$ 14,500	-\$9,600.00
Non-Dues Revenue															
Golf Tournament													\$0.00	\$ 4,000	-\$4,000.00
Merchandise (Coins/Shirts)	60.00		55.00	80.00	195.00								\$390.00	\$ 3,000	-\$2,610.00
Advertising Lariat	1,620.00		4,050.00	2,970.00	1,770.00								\$10,410.00	\$ 10,000	\$410.00
ROTC Medals			475.00										\$475.00	\$ 1,000	
Corporate Partnership		100.00	300.00										\$400.00	\$ 1,500	-\$1,100.00
Donations to Chapter	550.00	670.00	65.00		286.00								\$1,571.00	\$ 2,500	-\$929.00
Donations to Outreach	527.00	1,140.00	975.00	758.15	526.00								\$3,926.15	\$ 4,000	-\$73.85
Social Events	1,960.00	662.00	1,450.00	1,700.96	2,216.00								\$7,988.96	\$ 14,000	-\$6,011.04
Total	\$ 4,717.00	\$ 2,572.00	\$ 7,370.00	\$ 5,509.11	\$ 4,993.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$25,161.11	\$ 40,000	-\$14,838.89
TOTAL INCOME	\$6,047.00	\$5,252.00	\$7,620.00	\$5,839.11	\$5,303.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,061.11	\$4,500	-\$24,438.89

Concerns regarding membership dues budget still remain – will need \$1k per month to hit the budget which likely will not be realized. Will provide copy of 2018 yearly totals at next meeting to gauge amounts still to come. Need to continue procuring Corporate Sponsors and Lariat Advertising to avoid a deficit.

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								133.03	\$ 500	366.97
PayPal Service Fee	36.10	7.29	149.68	69.60	100.05								362.72	\$ 450	87.28
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								7,900.00	\$ 19,460	11,560.00
Lariat Postage	1,000.00												1,000.00	\$ 2,000	1,000.00
Lariat Printing	454.02	456.68	650.23	453.18	453.18								2,467.29	\$ 5,000	2,532.71
Liability Insurance		425.00											425.00	\$ 500	75.00
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								1,514.92	\$ 2,500	985.08
Postage & Delivery	251.75												251.75	\$ 2,000	1,748.25
ROTC													-	\$ 1,000	1,000.00
ROTC Medals			475.00										475.00	\$ 1,000	525.00
Social Events	1,918.70		2,237.86	1,419.48									5,576.04	\$ 14,000	8,423.96
Solitaires													-	\$ 75	75.00
Special Activities													-	\$ 600	600.00
Telephone	157.15	144.76	146.33	145.30	144.44								737.98	\$ 1,800	1,062.02
Trans To Outreach	2,035.00	527.00	1,140.00	975.00	758.15								5,435.15	\$ 4,000	(1,435.15)
Volunteer Recogn													-	\$ 100	100.00
TOTAL OUTFLOWS	11,136.46	3,836.54	6,827.46	5,393.23	3,775.45	-	-	-	-	-	-	-	30,969.14	\$ 61,310	30,340.86
Surplus/(Deficit)	(5,089.46)	1,415.46	792.54	445.88	1,527.55	-	-	-	-	-	-	-	(908.03)	(6,810.00)	5,901.97

Chapter is very frugal as far as expenses are concerned. A potential hit may be a DoD ruling for Private Organizations housed on post is that they may only use approved AAFES vendors to provide memorabilia for fundraising. Quarterly sales reports must now be submitted. Will present material for authorization.

Cash Balances & Social Events:

[illegible]

Social events tally currently has a surplus which will assist in the expenses of the June Dinner Dance.

		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 YTD
Income:														
Sponsorship			1,000.00		10,000	825.00								11,825.00
Donation														-
Entry Donation Warrior					280.00	140.00								420.00
Entry Fee Player					560.00	1,260.00								1,820.00
Super Tickets					120.00	240.00								360.00
Total		\$0.00	\$1,000.00	\$0.00	\$10,960	\$2,465.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,425.00
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:				\$13,425.00
										-20% MOAA				\$ 2,685.00
										Balance:				\$ 10,740.00
					(Last year \$8,150 each)				50% Scholarship:		8,150.00			\$ 5,370.00
								50% WFSC:			8,150.00			\$ 5,370.00

VP Programs: Col David Patrick, USAF (Ret) – David advised recent luncheon at the ARC received the best rating so far this year – for food and speaker. Audio set up was excellent! Holiday Inn has been sold and will be closed for remodeling beginning in July. Have approached Ft Sam Golf Club regarding the September Happy Hour. Freddie Cervera of Blue Skies suggested the Sky Lounge would be a better place for the October luncheon – Kathie to follow up and set up a site visit to arrange podium and seating etc. Encouraged all to sign up for the June Summer Celebration Hoedown.

President: LtCol Kitty Meyers, USAF (Ret) – Working on upcoming Board meeting on Tuesday – will be absent but David Patrick to step in. Attending TCC meeting in Waco on 14-15th.

Continuing to represent the chapter and participate in transition and community events, USO Pathfinder, Memorial Day Ceremony at Ft Sam National Cemetery.

Buddy Program Status: Encouraged all to solicit buddies as volunteers for the open positions and as committee members.

Scorecard:

- 1.1 & 1.2 still open.
- 1.3 Kathie and Trish met, Trish to provide draft for review
- 1.4 a Grace suggested setting up a recruitment Happy Hour
- 1.4 b Grace Newton on board - completed
- 1.5 a Responses received from introductory letter need to be worked
- 1.5 b Upcoming TCC meeting may yield final decision

- 2.1 a Big Give completed, Giving Tuesday conflicts with current end of year solicitation and too close to Christmas so declined.
- 2.1 b Ongoing
- 2.2 Ongoing

Staff Reports

Advertising Coordinator: Col Lisa Skopal, USAF (Ret) – Absent. But working hard following up on suggested sponsors.

Volunteer Coordinator: Col Pete Schaub – Have about 9 volunteers for this evening's Volunteer event at KLRN Blazing Gavels. Approx. 160 have indicated they want to volunteer but rarely do. Need to review what volunteer events we present – maybe they envision helping military rather than community. Finding a cause (scorecard priority 1.2) may help. Cora suggested transportation issues may be present for the older folks and David suggested distance.

Solitaires: (Open) - No report.

VP Personal Affairs: Col Stu Myers, USAF (Ret) / CAPT Cora Bayle Cox USN (Ret) – Cora is working with Vaughn on a decedent checklist – incorporating existing ones and additions for both prior and post passing.

Chaplain: Chaplain LTC James Taylor, USA (Ret) – Absent due to illness. No report.

VP Public Relations/Marketing: LtCol Kathie Estrada USAF (Ret) – Facebook postings on going.

Editor: (Open) - No report.

VAC/VGSAA Rep: MAJ Jim Cunningham, USA (Ret) – Absent. Retiree Council newsletter has been distributed. ARC placed it on their resident portal.

Administration: Trish Meserve – Reviewed calendar for updates. Will remove July BST meeting. Renewals: June 13, 2nd Notice May 7, 3rd Notice Apr 14, Final Email Mar 21, Deletes Feb 1. Reminder no meeting in July and the August meeting is moved to Wednesday August 7th. Please review Staff contact info on last page of packet and advise of any updates.

Historian: (Open) No report.

Chapter Affairs Officer: Col Irene Collier, USAF (Ret) – No report.

Transition Liaison Officer: MAJ Sean Passmore – Absent. Kitty advised Transition activities include Military Alliance on June 20, TVC meeting in Austin on June 18, Hiring Our Heroes event and job fair at Rackspace July 25-26. Both David & Kitty participating in planning for the Red, White & You Job Fair in November.

Scholarship/JROTC: Col Peter Hunt, USAF (Ret) – Absent. Will be providing Kitty with all costs associated with the 2019 Austin area scholarships to present to TCC and will submit expenses to be reimbursed for total out of pocket award costs. Will also inventory supplies for 2020 program. Kitty has attended 8 ceremonies thus far.

Special Activities Representative: Susie Tolman (Surviving Spouse) – No report. Today was Susie's last day in this official capacity as she is cutting back on her activities. She deserves respite after 33 years of being involved in the chapter!! Thank You Susie!

Blue Skies of Texas Satellite Chapter Representative: LtCol Jim Conner, USAF (Ret) – Absent. Next meeting will be in October in conjunction with the Alamo Chapter luncheon at Blue Skies. Kathie advised there will be a D Day ceremony at both East and West campuses today.

Old Business:

- 1) Lariat Publisher – Pursuant to Board request cost comparison was researched by David Slyman but his contact was not involved in the mailing aspect so could not properly be compared. However, suggestions to offset costs were presented. Item will be discussed at the August meeting.

New Business:

- 1) Due to the new org chart being revised in January the by-laws need updating and approved by the membership at the November Annual Business Meeting.

MEETING ADJOURNED at 11:38am.

Next Golf Planning Cmte Mtg - Mon 10 June 2pm

Next Board Meeting – Thu 11 June 11:45am

Next Staff Meeting – Wed 7 August 10am

A handwritten signature in black ink, appearing to read "David Patrick", is written over a horizontal line.

Col David Patrick, USAF (Ret), Secretary