

# MILITARY OFFICERS ASSOCIATION OF AMERICA

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

## MINUTES OF STAFF MEETING

Thursday August 7, 2019

Meeting was called to order by President Kitty Meyers at 1000 hrs. A quorum was present and acting throughout the meeting. At the request of Board Chair, Barbara Ramsey, the Board was also in attendance.

### Attendees:

**Staff:** Col Irene Collier, Col Stu Myers, Col Pete Schaub, LTC Robert Blake, LtCol Kathie Estrada, LtCol Kitty Meyers, Susie Tolman, Trish Meserve.

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

Invocation and pledge by Bob Certain.

**Secretary:** Col David Patrick, USAF (Ret) – Absent. Minutes from the June meeting were reviewed and approved for filing. Motion made by Pete Schaub, seconded by Irene Collier. Vote was unanimous.

**Treasurer:** Col Vaughn Caudill, USA (Ret) – Absent. Kitty reviewed the financials from June and July. They will be filed as a matter of record.

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

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
<b>TOTAL INFLOW</b>	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													-	\$ 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	\$ 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	-
<b>TOTAL OUTFLOW</b>	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

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 a co-sponsor (The ARC).

## Operating Account – Inflow:

	January	February	March	April	May	June	July	August	September	Oct	Nov	Dec	YTD	2019 Budget	Variance
<b>Membership Dues</b>															
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
<b>Total</b>	<b>\$ 1,330.00</b>	<b>\$ 2,680.00</b>	<b>\$250.00</b>	<b>\$330.00</b>	<b>\$310.00</b>	<b>\$350.00</b>	<b>\$240.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,490.00</b>	<b>\$ 14,500</b>	<b>-\$9,010.00</b>
<b>Non-Dues Revenue</b>															
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
<b>Total</b>	<b>\$ 4,717.00</b>	<b>\$ 2,572.00</b>	<b>\$ 7,370.00</b>	<b>\$ 5,509.11</b>	<b>\$ 4,993.00</b>	<b>\$ 4,945.20</b>	<b>\$ 470.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$30,576.81</b>	<b>\$ 40,000</b>	<b>-\$9,423.19</b>
<b>TOTAL INCOME</b>	<b>\$6,047.00</b>	<b>\$5,252.00</b>	<b>\$7,620.00</b>	<b>\$5,839.11</b>	<b>\$5,303.00</b>	<b>\$5,295.20</b>	<b>\$710.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,066.81</b>	<b>\$ 54,500</b>	<b>-\$18,433.19</b>

Per previous request the dues received last year at this time were about 57% of the yearly total received. The biggest expense is 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												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
<b>TOTAL OUTFLOWS</b>	<b>11,136.46</b>	<b>3,836.54</b>	<b>6,827.46</b>	<b>5,393.23</b>	<b>3,775.45</b>	<b>6,681.75</b>	<b>4,223.70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,874.59</b>	<b>\$ 61,310</b>	<b>19,435.41</b>
<b>Surplus/(Deficit)</b>	<b>(5,089.46)</b>	<b>1,415.46</b>	<b>792.54</b>	<b>445.88</b>	<b>1,527.55</b>	<b>(1,386.55)</b>	<b>(3,513.20)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5,807.78)</b>	<b>(6,810.00)</b>	<b>1,002.22</b>

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	
RBFCU													
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	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Social Events</b>	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Income	\$1,894.00	\$720.00	\$1,814.96	\$1,533.00	\$1,703.00	\$1,540.00	\$0.00	\$144.00	\$13.00				\$9,361.96
Outgo	\$1,918.70	\$640.00	\$1,557.66	\$1,419.48	\$1,166.10	\$2,323.03	\$0.00						\$9,024.97
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
<b>Income:</b>													
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
<b>Expenses:</b>													
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
<b>Net Profit:</b>													<b>\$25,650.00</b>
-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.

**VP Membership:** Maj Jim Cunningham, USA (Ret) – Absent. The current membership stands at 1063 consisting of 208 Active Duty, 158 Surviving Spouses, 21 Former Military and 676 Retired. Membership numbers continue to be an issue but Jim is recruiting at the newcomer briefings, and Kitty & David at the transition events. Turning the freebie memberships into paying ones at the end of the year is not so successful.

The satellite at Blue Skies will join the chapter at the October luncheon at Blue Skies which will be held in the Sky Lounge at BST East.

Joe and Janet Morgan have agreed to be the contact liaison for the new ARC satellite. An initial event to gauge interest will be set up.

Responses from the initial emails sent to the Austin prospects about an Austin satellite chapter indicate there is interest and an event will be set up there also.

Bob Certain advised that MOAA national has altered its position on the local chapter emailing opt in/opt out clause and choosing opt in as the default. Local chapter Membership Chair will be advised within a few days of membership of their new prospects. Another enhancement is the

ability to pay the MOAA national and the local chapter dues in one transaction at MOAA and they will forward the monies by direct deposit. More information will be provided at the regional meeting in November 15-16 in Austin.

**VP Programs:** Col David Patrick, USAF (Ret) – Absent. The current program calendar is full of great speakers and David is already working on the first 6 months of next year. Ed Marvin (Board) recommended a special recognition be given to Glenn Errhalt at RBFCU for his assistance in coordinating the luncheon and transition events. The location for the September Happy Hour has been changed to The Petroleum Club as Ft Sam Golf Club was already booked and additionally, changed to Wednesday instead of Thursday.

**VP Legislative Affairs:** LTC Robert Blake, USA (Ret) – At the federal level Bob advised Congress is now out of session but was please to read in MOAA's Military Officer's Magazine that Active Duty will receive a 3.1% pay increase and TriCare will remain unaffected. Barbara Ramsey (Board) advised there is still talk of base closures and realignments. Locally Bob's Legislative team should be visiting their congressmen as constituents. It appears there are enough sponsors to have a vote on the widow's tax and it should pass as long as they vote the way they have indicated. Encouraged all to send in the mailers in the magazine or go online and submit their desire for them to vote in favor of repealing the widow's tax.

Advised seven representatives have resigned to date in the state of Texas.

**President:** LtCol Kitty Meyers, USAF (Ret) – The chapter was awarded another Five Star designation for 2018! Congratulated and thanked everyone for their commitment and hard work in this achievement. Currently working on Golf Tournament, Transition events, Chamber of Commerce meetings, CAM Week committee so MOAA Alamo Chapter is front and center across many platforms.

**Buddy Program Status:** Encouraged all to solicit buddies as volunteers for the open positions and as committee members. Pete Schaub has agreed to set up the Nomination Committee as elections are to be held this year at the Annual Business Meeting in November.

### **Scorecard:**

- 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.

## **Staff Reports**

**Advertising Coordinator:** Col Lisa Skopal, USAF (Ret) – Absent. Out of pocket over the summer but will soon return and continue her yeoman efforts.

**Volunteer Coordinator:** Col Pete Schaub – No events currently planned but continuing to add volunteers to his distribution list.

**Solitaires:** (Open) - No report.

**VP Personal Affairs:** Col Stu Myers, USAF (Ret) / CAPT Cora Bayle Cox USN (Ret) – Stu advised there was one Surviving Spouse passing in June and a Surviving Spouse and an officer passing in July. Kathie Estrada advised that a widow of an officer can apply to Blue Skies under their widows' program and does not have to meet a particular income level.

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

**VP Public Relations/Marketing:** LtCol Kathie Estrada USAF (Ret) – Continuing to post on Facebook. Suggested the chapter should involve itself in the Spirit of Flight operation for chapter members. She will discuss the program with Grace Newton at the ARC and see how that can be accomplished in coordination with Pete Schaub.

**Editor:** (Open) - No report.

**VAC/VGSAA Rep:** MAJ Jim Cunningham, USA (Ret) – Absent. No report.

**Administration:** Trish Meserve – Reviewed calendar for updates. Renewals: Aug 33, 2<sup>nd</sup> Notice Jul 7, 3<sup>rd</sup> Notice Jun 6, Final Email May 5 (See list in Appendix A), Deleted Apr 12. A donation button has been added to the online application and renewal forms to streamline the donation process. We subscribe CTWP for a maintenance agreement on the copier that originally belonged to the Red Cross. It was having some issues and it was determined to be irreparable. The technician indicated CTWP might be willing to donate one, so after Jim contacted them, they delivered a “new to us” copier at no charge! The annual JBSA Air Show has been postponed until 2020 and will be held at Kelly Field. We will continue to email *The Lariat* link to all past and prospective members in the Austin area.

**Historian:** (Open) No report.

**Chapter Affairs Officer:** Col Irene Collier, USAF (Ret) – Noted that MOAA-AC isn't mentioned much at the ARC - Kitty hopes the formation of the satellite chapter will change that.

**Transition Liaison Officer:** MAJ Sean Passmore – Absent. Kitty advised recent Transition activities included an event at RBFCU in conjunction with Rackspace. Important meeting coming up tomorrow regarding Red, White & You Job Fair in November where David and Kitty coordinate the Veterans Village.

**Scholarship/JROTC:** Col Peter Hunt, USAF (Ret) – Absent. Peter is working on the processes for next year's scholarship and award season. The amount he receives will be determined at year end by how much the ACEF account has after leaving a minimum of \$15k in it.

**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. Bob Certain (ACEF Board) advised satellite is working well in allowing members to be a part of the Alamo Chapter and not have the distance to travel to meetings.

### **Old Business:**

- 1) Lariat – previous Board and Exec Staff decision to do away with the print version of the newsletter will take place in January.

### **New Business:**

- 1) Redesign Coins

The JBSA Private Organization Accounting Office has approved the chapter to sell the chapter Polo shirts to raise funds and will not force us to buy from AAFES. The coin is also approved. However, it currently infringes on copyrights by the use of the 7 service emblems. It was thought MOAA national may already have a license in place, but they do not. Suggestion was to keep the Alamo as is and change the logo on the back to the all-inclusive MOAA logo pictured below.



- 2) By Law Revisions (See Appendix B)

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. Pete Schaub requested a copy of the org chart to compare.

The ACEF Foundation Board needs to be created (chaired by Bob Certain) and the Scholarship Committee would report to that Board.

Motion to accept the proposed changes was made by Kathie Estrada, seconded by Bob Blake. Vote was unanimous. Will be forwarded to the Board for their approval.

**MEETING ADJOURNED at 11:33am.**

Next Golf Planning Cmte Mtg – Mon 12 Aug 2pm  
Next Staff Meeting – Thu Sept 5 10am (may be changed)  
Next Board Meeting – TBD



Col David Patrick, USAF (Ret), Secretary

## **APPENDIX A**

Final Email sent requesting dues before removal from the membership roster – renewal date was May 1<sup>st</sup>

TITLE	FIRST NAME	LAST NAME	ADDRESS1	CITY	ST	ZIP	BRANCH	HOME PHONE	MEMBER STAT	E-MAIL ADDRESS
Col	Ben	Alford	3714 Harper Ct	San Antonio	TX	78259	USAF	(210) 421-3691	Retired	benalford44@gmail.com
MAJ	Troy	Arambula	3352 Ashleys Way	Marion	TX	78124	USA	(210) 998-9430	Active Duty Res	troyarambula@msn.com
CAPT	Steve	Brown	518 Enchanted Way	San Antonio	TX	78260	USN	(619) 300-2369	Retired	brown.steve89@gmail.com
COL	Steve	Cornelius	69 Outer Octagon	Universal City	TX	78148	USA	(737) 444-5152	Active Duty	slkcom@gmail.com
LtCol	David	Leas	4917 Ravenswood #2233	San Antonio	TX	78227	USAF	(512) 630-8896	Retired	

## **APPENDIX B**

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 web site 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 1<sup>st</sup> day of May 2015

Amended November 17, 2016

Amended November 16, 2017

Amended November , 2019



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



David W. Patrick  
Col, USAF (Ret)  
Secretary

