

MILITARY OFFICERS ASSOCIATION OF AMERICA

ALAMO CHAPTER

P.O. Box 340497, Ft Sam Houston, TX 78234
MINUTES OF BOARD MEETING – Thursday 3 May 2018

The Meeting was called to order by Chapter President Kitty Meyers at 1:00pm. A quorum was present (min 50%) and acting throughout the meeting.

Attendees:

Board: Col Mac McDonald, Col Barbara Ramsey, LTC Bill Goforth, LtCol Ed Marvin
Staff: Col David Patrick, LtCol Kitty Meyers (by phone), LTC Bob Blake, Trish Meserve

Unable to attend:

Board: Col Frank Rohrbough, LTC Jim Finch,
Staff: Col Vaughn Caudill, Col Peter Hunt, Maj Jim Cunningham, Lt Rebekah Emery

Invocation by Ed Marvin and Pledge of Allegiance led by Barbara Ramsey.

Secretary: Col David Patrick, USAF (Ret)

The minutes from 10 January 2018 were reviewed and will be filed as a matter of chapter record.

Chairman's Report

It was a busy first quarter – indicated by the difficulty in finding a mutually convenient date for the Board meeting!

Recently completed the MOAA Storming of The Hill with 170 Stormers visiting 535 congressmen. Great feedback received from all Texas representatives, especially from Sheila Jackson and Beto O'Rourke.

President's Report

1) First Quarter Scorecard Actions & Status

Priority One - Sustain Strong & Influential Legislative Efforts/Program: 1.1 Bob Blake has all of the San Antonio area representatives covered except for Vicente Gonzalez. He will try to find a chapter member in the Edinburg or Seguin area. 1.2 The MOAA cap-whiz system was replaced and currently there is no feedback from chapters using the system.

Priority Two - Increase and Retain Membership: 2.1 ongoing. 2.2 The Lariat article receiving good reviews. 2.3 Free memberships not possible from ARC or BST because they would have to disclose their emails. Will continue to include membership app in welcome packet and encourage them to join. 2.4 Continuing challenges with getting members involved. 2.5 No update. Need master schedule for the JBSA Newcomer events to man the table.

Priority Three - Conduct Top Quality Monthly Programs/Events: David Patrick doing an outstanding job with speakers, preparation and surveys. February mixer was a success. All action items completed. The possibility of the ARC and BST providing busses for its residents to attend should be examined.

Priority Four – Sustain Positive Financial Position: Financials need some focus. Will be relying mainly on advertising and public relations. 4.1 501 (c) 3 has been approved by IRS, now working on its Board and bylaws.is now set up. Advertising and Corporate Partnerships an integral part of the

finances. To better promote Corporate Partnerships maybe we should have names projected onto a wall at each luncheon. David to investigate luncheon sponsors who can set up information tables.

Priority Five – Austin. Recently added due to closure of the Austin chapter in January. Need a MOAA presence in the Texas' capitol of Texas. Jim Cunningham and Kitty Meyers are meeting regularly with previous chapter leadership and members of the Texas Military Officers Association – not a MOAA affiliate and more of a networking group providing transition assistance. The Goal is to set up a satellite chapter in the area with the goal of if it being self sustaining over time. They have sent us their scholarship monies from their 501 (c) 3 in the amount of \$1,575.11 and will also be transferring the rest of their operations funds, an amount as yet unknown. Unless the Treasurer advises otherwise we will keep the monies as a separate line item in the financials.

MOAA's Terri Coles of Chapter & Council Affairs has been contacted regarding a template for establishing a satellite chapter. She will be attending the next Texas Council & Chapters quarterly meeting in June in Waco.

Financials & Budget Projections

Encouraged all to submit names of any potential advertising contacts for the Board to establish a master list.

Outreach Account (Scholarship):

INCOME	January	February	March	April	May	June	July	August	September	Oct	Nov	Dec	YTD	2018 Budget	Variance
Donations	1,915.00	1,715.00	285.00										3,915.00	\$ 8,000.00	(4,085.00)
Other													-		-
Golf Tournament													-		-
In	6,000.00		540.00										6,540.00		6,540.00
Out	1,000.00												1,000.00		1,000.00
Sub Total Golf	5,000.00	-	540.00	-	-	-	-	-	-	-	-	-	5,540.00	\$ 15,000.00	(9,460.00)
TOTAL INCOME	13,915.00	1,715.00	825.00										9,455.00	\$ 23,000.00	(13,545.00)
OUTFLOWS															
Charity															
Warrior & Family Support Ctr													-	\$ 7,500.00	(7,500.00)
MOAA Heritage													-	\$ 125.00	(125.00)
Undesignated Charities													-	\$ 100.00	(100.00)
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 7,725.00	(7,725.00)
Scholarships															
Col Torrey													-	\$ 500.00	(500.00)
Gen Herring (JROTC)			500.00										500.00	\$ 500.00	-
Col McCarthy (JROTC)													-	\$ 500.00	(500.00)
Chapter (Jim & Cheryl Cunningham)													500.00	\$ 500.00	(500.00)
ROTC Army			7,000.00										7,000.00	\$ 10,000.00	(3,000.00)
ROTC Air Force			1,000.00										1,000.00	\$ 2,000.00	(1,000.00)
ROTC Air Force (Ed & Ruby Martin)													1,000.00	\$ 1,000.00	(1,000.00)
Total	-	-	8,500.00	-	-	-	-	-	-	-	-	-	8,500.00	\$ 15,000.00	(6,500.00)
TOTAL OUTFLOW	0.00	0.00	8,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,500.00	\$ 22,725.00	(14,225.00)
Decrease/Increase	13,915.00	1,715.00	(7,675.00)	-	-	-	-	-	-	-	-	-	955.00	\$ 275.00	680.00

Operations Account (Inflow):

	January	February	March	April	May	June	July	August	September	Oct	Nov	Dec	YTD	2018 Budget	Variance
Membership Dues															
MOAA National		1,465.00											\$1,465.00	\$ 500	\$965.00
New Aux			15.00										\$15.00	\$ -	\$15.00
New Retired			55.00										\$55.00	\$ -	\$55.00
New Active Duty													\$0.00	\$ -	\$0.00
New Former													\$0.00	\$ -	\$0.00
Renewal Surviving Spouses	370.00	200.00	45.00										\$615.00	\$ 900	-\$285.00
Renewal Retired	1,430.00	565.00	225.00										\$2,220.00	\$ 5,000	-\$2,780.00
Renewal Active Duty		55.00	65.00										\$140.00	\$ 650	-\$510.00
Renewal Former			125.00										\$125.00	\$ 200	-\$75.00
Total	\$ 1,800.00	\$ 2,285.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,635.00	\$ 7,250	-\$2,615.00
Non-Dues Revenue															
CFC													\$0.00	\$ -	\$0.00
Travel Rewards													\$0.00	\$ -	\$0.00
Golf Tournament													\$0.00	\$ 3,000	-\$3,000.00
Merchandise (Coins/Shirts)													\$0.00	\$ -	\$0.00
JROTC Medals (Garza)													\$0.00	\$ 1,000	-\$1,000.00
Advertising Lariat		150.00											\$150.00	\$ 12,000	-\$11,850.00
Corporate Partnership			200.00										\$200.00	\$ 1,000	-\$800.00
Donations to Chapter	1,020.00	285.00	110.00										\$1,415.00	\$ 6,000	-\$4,585.00
Donations to Outreach	1,715.00	347.00	395.00										\$2,457.00	\$ 8,000	-\$5,543.00
Social Events	1,826.00	630.00	1,088.00										\$3,544.00	\$ 15,000	-\$11,456.00
Total	\$ 4,561.00	\$ 1,412.00	\$ 1,791.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$7,764.00	\$ 46,000	-\$38,236.00
TOTAL INCOME	\$6,361.00	\$3,697.00	\$2,341.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,399.00	\$ 53,250	-\$40,851.00

Operations Account (Outflow):

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2018 Budget	Variance
Bank Charge/Int													-	\$ 50	50.00
Board & Staff Mtg													-	\$ -	-
Building Costs (rent)													-	\$ -	-
Copier Mntn Agreement													-	\$ 475	475.00
Square Service Fee	23.77	14.06	16.84										54.67	\$ 575	520.33
PayPal Service Fee	38.65	24.29	40.95										103.89	\$ 475	371.11
D&O Insurance													-	\$ 675	675.00
Dues & Subscription	793.00		537.20										1,330.20	\$ 1,200	(130.20)
GT Contractor Incentive													-	\$ 650	650.00
Independent Contr	790.00	1,580.00	1,580.00										3,950.00	\$ 19,480	15,510.00
Lariat Postage													-	\$ 2,500	2,500.00
Lariat Printing	451.30	453.09	455.18										1,359.57	\$ 7,000	5,640.43
Liability Insurance		425.00											425.00	\$ 450	25.00
Marketing													-	\$ 300	300.00
Membership Recruiting													-	\$ -	-
Merchandise (Cons/Shirts)													-	\$ -	-
Miscellaneous													-	\$ -	-
Office	295.21	153.33	96.24										544.78	\$ 3,200	2,655.22
Personal Affairs													-	\$ -	-
Postage & Delivery													-	\$ 1,500	1,500.00
ROTC													-	\$ 300	300.00
JROTC Medals													-	\$ 1,000	1,000.00
Satellite Chapters													-	\$ 600	600.00
Social Events	1,422.48	1,087.36	1,810.32										4,320.16	\$ 15,000	10,679.84
Solitaires													-	\$ 75	75.00
Special Activities													-	\$ 600	600.00
Telephone	157.78	173.16	151.79										482.73	\$ 1,800	1,317.27
Trans To Outreach	1,915.00	1,715.00	285.00										3,915.00	\$ 7,000	3,085.00
Volunteer Recogn													-	\$ 100	100.00
TOTAL OUTFLOWS	5,887.19	5,625.29	4,973.52	-	-	-	-	-	-	-	-	-	16,486.00	\$ 64,985	48,499.00
Surplus/(Deficit)	473.81	(1,928.29)	(2,632.52)	-	-	-	-	-	-	-	-	-	(4,087.00)	(11,735.00)	7,648.00

Reserves:

Outreach	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
RBCU													
Savings	\$ 7.90	\$ 7.90	\$ 7.90										
Money Market	\$ 15,278.55	\$ 16,993.55	\$ 2,568.60										
Checking	\$ 379.53	\$ 379.53	\$ 6,600.16										
Certificates	\$ 9,738.40	\$ 9,739.09	\$ 9,763.45										
Total	\$25,404.38	\$27,120.07	\$ 18,940.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Chapter Operations													
Broadway	\$36,082.65	\$ 34,637.07	\$ 32,061.84										
USAA	\$16,300.60	\$16,300.60	\$ 16,321.95										
Total	\$52,383.25	\$50,937.67	\$ 48,383.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Social Events													
Income	\$1,494.00	\$750.00	\$1,386.00										\$3,630.00
Outgo	\$1,422.48	\$1,087.36	\$1,735.32										\$4,245.16
Variance	\$71.52	-\$337.36	-\$349.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$615.16

3 Year Comparison – Dec YTD

Outreach Account (Scholarship):

INCOME	2018	2017	2016
Donations	\$ 3,915.00	\$ 5,390.00	\$ 4,695.00
Other	\$ -	\$ -	\$ -
Golf Tournament			
In	\$ 6,540.00	\$ 225.00	\$ -
Out	\$ 1,000.00	\$ -	\$ -
Sub Total Golf	\$ 5,540.00	\$ 225.00	\$ -
TOTAL INCOME	\$ 9,455.00	\$ 5,615.00	\$ 4,695.00
OUTFLOWS			
Charity			
Wounded Warrior	\$ -	\$ -	\$ -
MOAA Military Family Initiative	\$ -	\$ -	\$ -
Undesignated Charities	\$ -	\$ -	\$ -
501 C3 Application	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -
Scholarships			
Torrey	\$ -	\$ -	\$ -
Gen Herring (JROTC #1)	\$ 500.00	\$ -	\$ -
McCarthy (JROTC #2)	\$ -	\$ -	\$ -
Chapter	\$ -	\$ -	\$ -
ROTC Army	\$ 7,000.00	\$ 8,000.00	\$ -
ROTC Air Force (Marvin)	\$ -	\$ 1,000.00	\$ -
ROTC Air Force	\$ 1,000.00	\$ 2,000.00	\$ -
Total	\$ 8,500.00	\$ 11,000.00	\$ -
TOTAL OUTFLOW	\$ 8,500.00	\$ 11,000.00	\$ -
Decrease/Increase	\$ 955.00	\$ (5,385.00)	\$ 4,695.00

Operations Account (Inflow):

Category	2018	2017	2016
Membership Dues			
MOAA National	\$ 1,465.00	\$ 40.00	\$ 530.00
New Aux	\$ 15.00	\$ 15.00	\$ -
New Retired	\$ 55.00	\$ 15.00	\$ 30.00
New Active Duty	\$ -	\$ -	\$ 15.00
New Former	\$ -	\$ -	\$ 25.00
Renewal SS/Aux	\$ 615.00	\$ 770.00	\$ 675.00
Renewal Retired	\$ 2,220.00	\$ 5,665.00	\$ 4,030.00
Renewal Active Duty	\$ 140.00	\$ 410.00	\$ 175.00
Renewal Former	\$ 125.00	\$ 15.00	\$ 25.00
Total	\$ 4,635.00	\$ 6,930.00	\$ 5,505.00
Non-Dues Revenue			
Interest			
Trip Rewards	\$ -	\$ -	\$ 373.80
Merchandise	\$ -	\$ 25.00	\$ 115.00
JROTC Medals (Garza)	\$ -	\$ 916.39	\$ -
Advertising Lariat	\$ 150.00	\$ 6,050.00	\$ 7,500.00
Corporate Partnership	\$ 200.00	\$ 500.00	\$ 200.00
Donations to Chapter	\$ 1,415.00	\$ 2,295.00	\$ 2,635.00
Donations to Outreach	\$ 2,457.00	\$ 3,660.00	\$ 3,671.00
Golf Tournament	\$ -	\$ -	\$ -
Social Events	\$ 3,542.00	\$ 3,050.00	\$ 3,835.00
Total	\$ 7,764.00	\$ 16,496.39	\$ 18,329.80
TOTAL INCOME	\$12,399.00	\$ 23,426.39	\$23,834.80

Operations Account (Outflow):

Category	2018	2017	2016
Bank Charge/Int	\$ -	\$ -	\$ 56.80
Copier Mntrn Agreement	\$ -	\$ -	\$ -
Credit Card Fee Square	\$ 54.67	\$ 102.79	\$ 49.70
Credit Card Fee PayPal	\$ 103.89	\$ 63.59	\$ 85.04
D&O Insurance	\$ -	\$ -	\$ -
Dues & Subscription	\$ 1,330.20	\$ 611.00	\$ 586.00
GT Contractor Incentive	\$ -	\$ -	\$ -
Independent Contr	\$ 3,950.00	\$ 3,835.00	\$ 3,663.54
Lariat Postage	\$ -	\$ 215.00	\$ 225.00
Lariat Printing	\$ 1,359.57	\$ 1,337.74	\$ 1,257.19
Liability Insurance	\$ 425.00	\$ 425.00	\$ 425.00
Marketing	\$ -	\$ 871.92	\$ -
Membership Recruiting	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -
Office	\$ 544.78	\$ 706.04	\$ 482.16
Personal Affairs	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ 246.75	\$ 196.00
ROTC	\$ -	\$ -	\$ -
ROTC JR Medals	\$ -	\$ 916.39	\$ -
Satellite Chapters	\$ -	\$ -	\$ -
Social Events	\$ 4,320.16	\$ 3,335.70	\$ 2,833.18
Solitaires	\$ -	\$ -	\$ -
Special Activities	\$ -	\$ -	\$ -
Telephone	\$ 482.73	\$ 416.34	\$ 632.18
Trans To Outreach	\$ 3,915.00	\$ 5,390.00	\$ 4,695.00
Volunteer Recogn	\$ -	\$ -	\$ -
TOTAL OUTFLOWS	\$16,486.00	\$ 18,473.26	\$15,186.79

Discussion ensued on state of the chapter, its membership and financial position in regard to setting up satellite chapters. It was felt emphasis should be spent on our immediate area with available membership help before expanding into other cities. Also, the end game needs to set regarding Alamo chapter involvement in the Austin chapter. May be more of a TCC responsibility. It was decided a follow up meeting should be held to discuss the Austin Chapter goals, budget impact and membership projections given our current resources both financially and with regard to member volunteers.

By Laws For Alamo Chapter Educational Foundation

The proposed bylaws were reviewed and the edits suggested will be incorporated and the document redistributed. In an effort to separate Board and staff Ed Marvin suggested his name be removed from the staff meeting distribution list.

Non-Disclosure Agreement

The document in package should be completed and signed by each Board member and submitted to the office in person, by email or snail-mail.

Action Items

1. Vaughn Caudill to review the Austin Chapter's donation of monies to the Scholarship Fund to make sure such donations are free of future litigation, etc.
2. Chariman Ramsay to set-up a Board meeting with the leadership team to review the work of establishing satellite chapters in Austin, the valley, etc.

Meeting adjourned at 2:05pm.

NEXT BOARD MEETING – TBD

A handwritten signature in black ink, appearing to read "David Patrick". The signature is fluid and cursive, with the first name "David" and last name "Patrick" clearly distinguishable.

Col David Patrick USAF (Ret) Secretary

Appendix A Scorecard

PRIORITY 1: Sustain Strong & Influential Legislative Efforts/Programs

Goal: Visit with every constituent legislator at least annually.

Action Items/Steps	Point Person(s)	Status
1.1 Legislative outreach teams continue to make visits to legislators; and invite legislators to our chapter functions. Visit reports to be included in The Lariat.	Robert Blake & Ed Marvin	Chapter "Aspirational Goal Team" coordinating with State representatives. Col Marvin met with US Representative Doggett reviewing concerns.
1.2 Educate membership on how to advocate using Endeavor/CapWhiz.		Article included in Lariat discussing the response to issues. Identified TX16 as the code to use to identify Alamo Chapter when responding.

PRIORITY 2: Increase and Retain Membership

Goal: By Dec 31, 2018 grow Chapter membership to 1700.

Members Added Q1: 27 Members Deleted Q1: 42 (35 Non pymt, 7 deceased)

Action Items/Steps	Point Person(s)	Status
<p>2.1 Focus on “catchment area” targeted recruiting:</p> <ul style="list-style-type: none"> • Use the MOAA ZIP code alignment list to target high military populated areas (Corpus, Del Rio & the Valley.) • Where feasible, visit these areas with goal of getting them to start new MOAA Chapter. 	Cunningham & Staff	Maj Cunningham reaching out to local reps when visiting South Tx ROTC/JROTC units during Spring award presentations.
<p>2.2 Include as a discussion topic at each staff meeting to study and recommend action steps on “how to get more chapter members involved”.</p>	Meyers & Marvin	Recurring agenda item is “What has the Chapter Done for You Lately” at each staff meeting. Items included as feature article in Lariat.
<p>2.3 Pursue automatic free membership for new residents at Blue Skies and ARC.</p>	Cunningham & Patrick	<p>May 2018: CLOSED/NOT FEASIBLE. After meeting with, Ilene Kitchens, Blue Skies Marketing, it was decided that this was not doable. Automatic free membership entails capturing the new residents email automatically, which Blue Skies cannot/would not provide. It was decided to keep system the way it is, i.e., include membership letter in new resident orientation. All this equally applies to the ARC.</p>
<p>2.4 Fill staff vacancies, i.e., Secretary, President Elect, and a “Buddy” for each position.</p>	Meyers & staff	Ongoing discussion item at staff meetings.
<p>2.5 Create social media presence with Twitter and/or Facebook.</p>	Poole	

PRIORITY 5: Austin

Goal: Resurrect Austin Chapter as a satellite until they are able to be self-sustaining

Action Items/Steps	Point Person(s)	Status
5.1 Meet with Austin Chapter leaders to determine status of Austin Chapter	Meyers / Cunningham	Action accomplished Feb 28, 2018
5.2 Identify key stakeholders and principles of the Austin Chapter and meet to discuss alternatives to closing chapter.	Meyers / Cunningham	Action accomplished Feb 28, 2018. None available.
5.3 Meet with community leaders, to include TMOA, TCC and TX Centex to determine lead and course of action	Meyers / Cunningham / Patrick	Action accomplished Feb 28, 2018. Met with TMOA executive director. Interested in collaborating. Proposal provided by JC on Mar 2, 2018. Attend March and April TMOA networking mixers. Action: continued attendance to create satellite affiliate contingent.
5.4 Communicate with MOAA National Chapter & Council Affairs to coordinate course of action	Cunningham	Accomplished.
5.5 Meet monthly to determine financial obligations, tax filing status, debts and liquidity of assets to include scholarship funds	Meyers / Cunningham / Caudill	Austin Chapter Scholarship monies transferred from 501(c)3 to Alamo 501(c)3 in March 2018.
5.6 Identify cost estimates and budget for the transition process for the Austin Chapter and identify sources of additional cost offset.	Meyers / Caudill	
5.7 File necessary application for affiliate/satellite status to State of Texas, MOAA National.	Meyers / Cunningham	Template format requested from MOAA for establishing satellites. Awaiting response.
5.8 Identify potential risks and mitigations with Scholarship Funds prior to assumption of transfer with legal.	Meyers	Done