

# MILITARY OFFICERS ASSOCIATION OF AMERICA

ALAMO CHAPTER  
P. O. BOX 8037 SAN ANTONIO, TEXAS 78208  
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## MINUTES OF STAFF MEETING

Thursday, January 7, 2010

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Meeting was called to order by President Ed Marvin at 0900 hrs. A quorum was present and acting throughout the meeting.

**Attendees:** Col Vaughn Caudill, Col Irene Collier, Col Al Cote, Col Kerry Green, Col David Patrick, LtCol Ginny Alloway, LTC Randy Hoff, LtCol Fred Koechley, LtCol Ed Marvin, LtCol Bill Polasek, LtCol Cheryl Smith, LtCol David Walker, Maj Jim Cunningham, Lt George Frecsko, Mavis Cleary, Susie Tolman, Trish Meserve.

Pledge led by Ed Marvin.

Added Volunteer Hours by Lt George Frecsko to Old Business.

**Secretary:** Col David Patrick – Minutes were reviewed, made a matter of record and approved for filing.

**President:** LtCol Ed Marvin - Expressed his appreciation to chapter leaders for their unselfish and continuing hard work for the organization. He further suggested that the leadership was "THE BEST" ever given his 17 years of service.

**Executive VP Operations:** Maj Jim Cunningham - Advised incoming TCC President, Ed Stone, will be installed at the 1<sup>st</sup> Quarterly meeting in Tyler on Feb 12. Guest speaker will be Admiral Ryan. Altarum Project to meet on Jan 20<sup>th</sup> at Ft Sam Golf Club to kick off the finalization of the organization. Senator Van de Putte will be on hand. Suggested Cheryl Smith should attend. Texas Veterans Commission to meet in Austin on Jan 27<sup>th</sup> (speaker Senator Van de Putte) will make first distribution from monies received via Veterans Scratch Off lottery tickets which has generated almost \$6 million since November 09. First grant of \$1m will be awarded to VFW to assist homeless veterans. Texas Coalition to meet that afternoon to discuss its legislative aims. Jim is running for Vice Chair. Communications Award submission is being prepared and will be reviewed with Kerry Green. Jim to continue to assist in the Storming of the Hill efforts this year. Met with AUSA President, Brad Freeman, concerning working together on projects and he will attend the Texas Coalition meeting on Jan 27<sup>th</sup>. Reminded Vaughn to send in TCC dues if not already done so and \$50 to Texas Coalition. Periodic rate license for newsletter was deemed too expensive an option. Jim took directory and newsletter to bulk mail person at Post Office and discovered we are currently in violation of the bulk mail permit for non profit organizations. If newsletter is folded in half, tabbed and "non profit" wording is removed it would be OK. Jim to contact Desi re additional cost to fold newsletter. The chapter will make every effort to be in compliance with all regulations.

**Vice President Administration:** (Open) Jim Cunningham advised letters to 65 JROTC units are in process of being mailed to notify them of the medals and scholarship program. Has ordered 70 medals from MOAA national. Looking for a coordinator and 2 presentations are already scheduled.

**VP Membership:** LTC Randy Hoff – Advised Red Cross supports the BAMC to Arlington bicycle ride to benefit the USO and is in need of a driver for the Red Cross van. Ginny asked the information be sent to her so she can forward it the AFV bicycle club. GMT 2010 continues. Chapter will receive \$10 for each new application and \$20 for each paid membership or life conversion. Distributed talking paper outlining MOAA's goals which could help in recruitment. Membership numbers are currently 1127 (Active 282, Aux 257 and Retired 588). Trish advised half of members recruited through coverwrap campaign in December 08 have renewed.

**VP Programs:** (Open) – Ed Marvin thanked Susie Tolman for her leadership in the VA Decoration project and also thanked Frank Rohrbough for the help from the Sons of the American Revolution. January speaker is set for 21<sup>st</sup> with a Board meeting prior. Will be at TCC meeting in Tyler and thus will need an MC for February Dinner Dance.

**Treasurer:** Col Vaughn Caudill – Took in \$4600 more in 09 than was spent so have increased scholarships from 2,000 and 2 x 500 to 3,000 and 3 x \$1,000. Will be reviewed each year to determine amounts. 2010

might be tighter than 2009 due to uncertainty of advertising and dues revenue. A cost cutting idea from David Patrick is to include the Directory in the July issue of the newsletter.

**Year End**

OUTREACH ACCT	As of 11/30/09	DEC	YTD	FY09 Budget
Income				
	\$5,513.00	\$200.00	\$5,713.00	2,000
Golf Tournament				3,500
IN	\$9,113.00		\$9,113.00	
Out	\$4,389.38		\$4,389.38	
TOTAL	\$4,723.62		\$4,723.62	
Total Income	\$10,236.62	\$200.00	\$10,436.62	5,500
OUTFLOWS				
Charity				1,750
Wounded Warr	2,125.00		2,125.00	
Red Cross	200.00		200.00	
VA	200.00		200.00	
Scholarships				3,250
Savings Bonds	300.00		300.00	
Robert J. Enriquez	500.00		500.00	
Paige Jaeschke	500.00		500.00	
Andrew Bonnema	2,000.00		2,000.00	
Total Outflow	-5,825.00		-5,825.00	5,000
Increase in fund	\$4,411.62	\$200.00	\$4,611.62	500

INCOME	11/30/09	DEC	YTD	FY 09 Budget
Donations				
Chapter	\$1,840.23	\$215.00	\$2,055.23	\$1,000
Dues				
MOAA National	\$3,360.00		\$3,360.00	2,000
New Aux	60.00		60.00	
New Members	300.00	75.00	375.00	
Renewal Aux	1,875.00	105.00	1,980.00	
Renewal Memb	10,080.00	553.00	10,633.00	
Active				15,000
Interest				350
Shirt Sales	-227.75		-227.75	250
Other	150.00		150.00	200
Advertising	10,457.47	337.50	10,794.97	6,800
Sponsorship				1,500
Social Events				500
January (12 free)	-287.29		-287.29	
February	24.46		24.46	
March	103.02		103.02	
April	-233.39		-233.39	
May	-106.12		-106.12	
June	60.60		60.60	
July	48.82		48.82	
August	82.56		82.56	
September	-30.00		-30.00	
October	-20.24		-20.24	
November	-75.16		-75.16	
December		-152.44	-152.44	
<b>TOTAL INCOME</b>	<b>\$27,417.43</b>	<b>\$1,133.06</b>	<b>\$28,550.49</b>	<b>\$ 27,600.00</b>
<b>OUTFLOW</b>				
Category	As of 11/30/09	DEC	YTD	Budget
Bank Charge	\$323.63		\$323.63	\$17.00
Board & Staff Mtg	46.40		46.40	150.00
Branding				450.00
Dues & Subscript	225.00		225.00	350.00
Independent Contr	7,721.00	1,290.96	9,011.96	9,498.00
D&O Insurance	463.00		463.00	463.00
Liability Insurance	350.00		350.00	350.00
Interest Paid	56.70		56.70	0.00
Marketing	175.00	25.00	200.00	1,400.00
Office	1,234.36	335.74	1,570.10	2,080.00
Postage & Delivery	3,230.97	442.00	3,672.97	5,775.00
Lariat	8,683.44	855.28	9,538.72	7,680.00
Supplies				0.00
Telephone	1,059.22	92.93	1,152.15	1,200.00
Volunteer Recogn				500.00
Miscellaneous	53.37	22.66	76.03	
<b>Total Outflows</b>	<b>\$23,622.09</b>	<b>\$3,064.57</b>	<b>\$26,686.66</b>	<b>29,913.00</b>
<b>Results</b>	<b>\$3,795.34</b>	<b>-\$1,931.51</b>	<b>\$1,863.83</b>	

## 2010 Budget

OUTREACH	FY10 Budget
Income	\$5,000.00
Golf Tournament	
IN	
Out	
TOTAL	\$5,000.00
Total Income	\$10,000.00
OUTFLOWS	
Charity	
Wounded Warr	\$2,500.00
Red Cross	\$500.00
VA	\$500.00
TOTAL	\$3,500.00
Scholarships	
Savings Bonds	\$300.00
	\$1,000.00
	\$1,000.00
	\$1,000.00
	\$3,000.00
TOTAL	\$6,300.00
Total Outflow	\$9,800.00
Increase in fund	\$200.00
BALANCES	31-Dec-09
Eisenhower	\$7,577.13
RBFUC	
Savings	\$925.88
Money Market	\$5,404.37
Checking	\$81.21
Certificates	\$8,797.36
Total RBFCU	\$15,208.82
USAA	\$15,411.79

Operations Inflow	FY 10 Budget	Operations Outflow	Budget
Donations		Category	
Chapter	\$1,000.00		
		Bank Charge/Int	100.00
Dues		Board & Staff Mtg	100.00
MOAA National	\$3,000.00	Branding	500.00
New Aux		Dues & Subscript	350.00
New Members		Independent Contr	10,000.00
Renewal Aux		D&O Insurance	463.00
Renewal Memb		Liability Insurance	350.00
Active		Wreath	150.00
TOTAL	\$12,000.00	Marketing	1,000.00
Interest	\$75.00	Office	2,000.00
Shirt Sales	\$250.00	Postage & Delivery	1,000.00
Other	\$200.00	Lariat	
Advertising		Printing	9,600.00
Lariat	\$12,000.00	Postage	2,400.00
Directory	\$4,000.00	Solitares	250.00
Sponsorship	\$750.00	Telephone	1,200.00
Social Events	\$0.00	Volunteer Recogn	500.00
		Miscellaneous	100.00
TOTAL INCOME	\$33,275.00	Membership	750.00
		Focus Groups	300.00
		Personal Affairs	150.00
		Flag Covers	100.00
		Directory	
		Printing	3,600.00
		Postage	350.00
		Total Outflows	35,313.00
		Results	-2,038.00

Operations Outflow	
Category	Budget
Bank Charge/Int	100.00
Board & Staff Mtg	100.00
Branding	500.00
Dues & Subscript	350.00
Independent Contr	10,000.00
D&O Insurance	463.00
Liability Insurance	350.00
Wreath	150.00
Marketing	1,000.00
Office	2,000.00
Postage & Delivery	1,000.00
Lariat	
Printing	9,600.00
Postage	2,400.00
Solitares	250.00
Telephone	1,200.00
Volunteer Recogn	500.00
Miscellaneous	100.00
Membership	750.00
Focus Groups	300.00
Personal Affairs	150.00
Flag Covers	100.00
Directory	
Printing	3,600.00
Postage	350.00
Total Outflows	35,313.00
Results	-2,038.00

**Task Review:**

- 1) Media Appreciation. Cheryl Smith allotted funds to routinely recognize media she deals with. Item Closed.
- 2) AFV Satellite Rep on Board. Ginny provided names to Ed for follow up.
- 3) Chaplain. Ed Marvin. Chaplain Taylor on board. Item closed.
- 4) 50<sup>th</sup> Anniversary Committee. Cheryl Smith looking at setting up a committee for a Dining Out celebration. Work In Progress.
- 5) Corporate Sponsorship. Ed Marvin. No update. Add to Board meeting agenda Old Business.
- 6) Critique Card. Cheryl Smith. Work in progress.
- 7) Bulk Mail & Advertising: Process to comply with rules worked out. Item to be closed.
- 8) Bank of America Credit Card: Letter closing account has been mailed. Item to be closed.
- 9) VAC & Commissary Meetings: Ed Marvin. Meetings set for 3<sup>rd</sup> Wednesday of month. Item to be closed.
- 10) AFV Advertising. Changed to David Patrick & Ed Marvin to meet face to face with Keith Evans.
- 11) Marketing: Cheryl Smith awaiting response to design.

**Action Plan Scorecard:** Asked all to review and provide status at next quarterly review.

**Buddy Program Status:** Ed Marvin thanked Frank Rohrbough for the contact that produced a new chaplain. Org chart to be sent to all and asked each staff member too focus on filling each empty slot.

**Staff Reports**

**Duty Officer:** Col Irene Collier – Introduced LtCol Bill Polacek who will take Mondays except for 1<sup>st</sup> Monday as that is Cheryl Smith. Office will be closed Jan 18 MLK Day.

**Editor:** Col Kerry Green – Encouraged all to submit articles by 15<sup>th</sup>, thanked Irene for hers.

**Webmaster:** Col Bill Hudson – Absent. No report.

**Administration:** Trish Meserve – Requested calendar inputs and corrections. Advised renewals for January were in the process of being sent - 490 dues letters and 260 donation requests. Changed status of 3 auxiliary and 12 retired to Over 90 category.

**Consultant:** Maj Len Mull – Absent.

**TOPS:** Col David Patrick – Nothing to report.

**Special Activities Representative:** Susie Tolman – Thanked all participants of the decorating and undecorating of the VA hospice ward. Geriatric Evaluation ward was particularly happy to be decorated. Fred Koechley to organize and inventory remaining decorations. VAC meeting scheduled for Jan 20<sup>th</sup> where will need a Volunteer of the Year Nominee.

**Database:** Col Barry Long – Absent. Need for such a position was discussed and decided no longer necessary given the current format of the info distributed by MOAA.

**AFV Satellite:** Lt Col Ginny Alloway – Suggested General Swan (Army North Commander) as speaker, would be good draw for AFV. Ed to contact. Advised no AFV residents would likely be at January meeting due to conflict. Meeting room for August meeting has been reserved. Ed advised he will be submitting his own nomination for the MOAA Board.

**Advertising Coordinator:** Lt Col David Walker – Concerned about advertising revenue and looking for any and all leads for potential advertisers.

**Volunteer Coordinator:** Col Dale VandeHey – Absent. No Report.

**Solitaires:** Mavis Cleary – Kendrick Club will be location until further notice. Planning meeting was held Tuesday and are all set for the year.

**VP Personal Affairs:** Col Dave Padden – Absent. Report submitted by email. Since taking over in June there have been 19 deaths (11 retired and 8 Auxiliary).

**Chaplain:** Chaplain Taylor – Absent. No report.

**PR & Marketing:** LtCol Cheryl Smith – Goal is to network with local organizations and coordinate efforts. Received letter of thanks from Fisher House.

**VP Legislative Affairs:** Col Al Cote – Has been in San Antonio for about a year and sees national legislations receiving good coverage. Will start meeting the local politicians and organizations and Jim Cunningham is providing invaluable information. Very interested in job provision for disabled veterans.

**VP Logistics:** LtCol Fred Koechley - Nothing to report. Ed advised chapter wreath was originally purchased from Ft Sam florist shop and could be refurbished or replaced there – Fred's call.

**Old Business:**

1. Volunteer Hours - Lt George Frecsko has volunteered to take over the task of submitting the Volunteer Hours to Army Community Service. Needs all hours by the end of the first week of the month.

**New Business:**

1. Golf Tournament – Col Frank Rohrbough was given authorization to spend \$1,000 for the Golf Tournament. Motion made by Kerry Green, seconded by Irene Collier, approved unanimously. All monies to be received at chapter office deposited by Trish and accounted for by Treasurer.
2. HCAC Meetings – Ed to attend meetings and advised audience is to be expanded to other area military organizations. Ed is coordinating this effort along with HCAC organizers.

NEXT MEETING: Thursday, February 4 at the MOAA-AC Offices at 0900.

MEETING ADJOURNED at 11:30 am.



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Col David Patrick, USAF (Ret), Secretary