

Blue Star Mothers of America, Inc.
National Executive Board
Minutes
Regular Board Meeting
Meeting Date: 7/1/2012

Call to Order:

The 7/1/2012 regular board meeting of the BSMA was held by electronic means (Go to Meeting) telephone and computer. The meeting convened at 6:03pm (EDT), President Robin McCarthy presiding and Charilyn Damigo, Recording Secretary (Teresa Bullock pro-tem @7:30 pm EDT). A quorum was present.

Attendees:

Members in attendance:

| | |
|--|---|
| President Robin Barnes-McCarthy | Dept of AZ Pres Rebecca Leatherwood |
| 2 nd Vice President Rev. Lin McGee | Dept of OK Pres Mary Herandy |
| 3 rd Vice President Teresa Bullock | Dept of MI Pres Kristine Wirgau |
| Recording Secretary Charilyn Damigo (left at 7:30) | Dept of MN Pres Jean Duane |
| Financial Secretary Anne Parker | PNP Susan Nail |
| Treasurer Julie Roberts | PNP Karen Stevens |
| | Chaplain Gloria Cervantes (opening prayer only) |

Absent: none

Excused:

1st Vice President Janet Broussard
4th Vice President Rose Ann Elliott
Dept of OH Pres Pat Pell

Roll Call of Officers -- (Recording Secretary)
Prayer -- (Chaplain Gloria Cervantes)
Pledge of Allegiance -- (Fin. Sec. Anne Parker)
Blue Star Mothers Preamble -- (NP Robin McCarthy)

Business

Approval of Minutes

- MOTION: Recommendation that the Minutes from 3/27/2012 meeting be corrected to show that the CPA recommendations were approved. Motion is seconded and passes on vote.
- MOTION: Recommendation that the Minutes from the 5/20/2012 meeting be accepted and posted to the website. Motion is seconded and passes on vote.

Officer and Committee Reports

Bylaws Committee (Kathryn Venable, Bylaws Chair)

- Proposed changes were submitted to NEB today

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- Committee found 2 discrepancies that will need to be addressed at Convention
 - Constitution/Bylaws – shows Leadership Handbook as a Governing Document, which has never been voted in, so it was removed. 2010 Convention proposal re: Governing Documents did not include Handbook.
 - Bylaws – Article X has been changed. When Leadership Handbook was put together, a change to qualifications of National Officers was proposed to Bylaws, but qualifications were listed in Handbook, so qualifications of NEB was moved back to Bylaws.
- All proposed documents will be submitted to the membership tonight.

Nominations Committee (NP Robin McCarthy, per Jean Burlingame, Nominations Chair)

- To date, only 2 nomination forms were submitted to the committee (2 for NP)
- Other NEB members have indicated a willingness to have their names submitted but nomination forms have not been received.
- Nominating Committee has asked for all nominations “from the floor” to be received on Thursday night to allow them to verify eligibility. However, we cannot do this per RRO. The National 1VP will have a committee verifying membership, eligibility, etc. Qualifications for each position will be read prior to nominations so that criteria can be known prior to nominations. This information will be explained in the “Convention Chatter.”

Convention Committee (NP Robin McCarthy, per Anita Wagner, Convention Chair)

- 80 reservations have been made currently at the Garfield Suites. More rooms will be released on July 4.
- 182 registrations to date
- Riverboat Cruise is full.
- Additional pins and patches have been ordered (So far approx. \$1600 in pins/patches have been sold). They will not be kept in inventory after the Convention.
- 25 years of continuous membership entitles a member to add a “rocker” to her BSMA pin. Robin located a jeweler who can add a “rocker” to the pin. She has ordered 10 pins for any “Quarter Century” moms who attend the convention and they will be honored at the Convention (donation by Gloria Cervantes).

Finance Committee (NFC Karen Stevens)

- Extension has been filed for 990.
- CPA Report – Audit was not completed in time for the Combined Federal Giving Campaign deadline so we will not be eligible this year. The audit was stopped due to additional questions that arose during the process, which resulted in recommendations from the accountant to change some of the P&L line items, as more transparency was needed in the way some of the items were being reported.
- CPA has requested again that only the current financial officers contact him.
- Attorney has advised that our financial reports should not be posted on the website until the audit is approved. Finance Committee minutes will be made available to the NEB.

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- Insurance situation – we are currently not covered. Previous coverage was through Philadelphia Mutual, we are waiting to hear if they will resume coverage (cost will probably be higher {increase from \$800 to approx.. \$1500} due to the higher income status of the organization). PNP Karen is working with an agent who has also put out bids for other companies (prices will probably vary from \$2500 - \$5000 if another company is used because they do not like to write this type of policy.)

Closed Executive Session (6:20 – 6:30pm)

- MOTION: When we find a company that will write a policy, we should accept the proposal immediately so we are covered. Motion is seconded and passes on vote.
- MOTION: That we approve the CPA audit report and 990. Motion is seconded and passes on vote.

Website Committee (Kristine Wirgau)

- Insurance situation has taken priority over the website project; top 3 vendors will be notified of a delay.
- Website issue is still a priority due to lack of security of our current website. Top 3 vendors will be contacted with additional questions from the committee, will be presented at Convention.
- NP Robin announced that Jennie Knockaert will be stepping down as webmaster after August due to family obligations. There is a need for a team approach to the website rather than having a single person doing all the work.

Treasurer's Report (Julie Roberts, via email)

- Starting Balance for May 01, 2012 with QuickBooks: \$134,225.95
- Ending Balance for May 31, 2012 with QuickBooks: \$139,713.13
- Number of checks written for May 2012:
 - Checks - 105
 - Bill Pay – 3
 - Debit Card – 13
 - Bank Charges – 1
 - Voided Checks – 1
- Starting Balance for June 01, 2012 with QuickBooks: \$139,815.13
- Ending Balance for June 30, 2012 with QuickBooks: \$140,207.74
- Number of checks written for June 2012:
 - Checks -28
 - Bill Pay – 3
 - Debit Card – 11
 - Bank Charges – 1
 - Voided Checks – 4
- Prepared all Reimbursement Forms submitted and approved by 3 or more members of the Finance Committee.

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- Prepared and finalized the 3rd Quarterly membership dues checks for Chapters and Departments.
- Assisted Chapters with Membership Dues issues.
- Assisted in the preparation of the Memorial Day events in DC.
- Assisted in the Liability insurance issue.
- Booked Flights for NEB and approved committee members for Convention.

VAVS

- NP asked NP Robin has asked Rebecca Leatherwood (Dept of AZ) to be the VAVS representative and has received confirmation that she is listed.
- Per Treasurer Julie Roberts: Chaplains Fund recipients will be the same VAs that received funds previously. Looking for BSMA chapters within 25 miles of a VA. Checks were made last year after reports; a list is needed of hospitals and addresses of where the checks are going, the amount, and a signed letter from Rebecca. Rebeccas will try to get the information needed within the week. Last year there were approximately 48 hospitals that received checks.
- \$7990 total collected for this year's Chaplains Fund.

First VP (no report)

Second VP

- Yearbook – NP Robin has asked for email passwords for yearbook email addresses. Approx. 150 pictures have been uploaded with Entourage. Unclear if there are more pictures waiting to be uploaded as the deadline for pictures has passed.
- A donation was received in the amount of \$600 for the Rockwell pictures to be used in the yearbook.

Third VP (no report)

Fourth VP (Rose Ann Elliott, via email)

Chartering

- Actively working with five chapters (IL4, MO3, NY11, OK22, WA5)
 - IL4 just requested number on 2/15/12, contacted me on 4/15 /12 and said that she received a state registration and will apply for the charitable registration and then they are all ready to sign all of their paperwork.
 - OK 22 is complete except for their state charity registration. Requested information from the OK AG and forwarded it all to Cathy and Tammy.
 - WA5 working on last item, state registration
 - MO3 and NY11 have not completed any chartering forms to date.
- Many others have contacted me and I follow up monthly. Pulled and placed on inactive any who have not responded within the past three months.
- Spreadsheets provided to NEB with chartering documentation.

Compliance

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- The following chapters were terminated: CT2, FL1, FL5, ID2, IN168, LA4, MS1, NC11, NC14, NC7
- AZ1 had their termination rescinded but has not complied with the request of the Dept. President Rebecca Leatherwood.
- IN3 had their termination rescinded and has complied with all requests. Awaiting response from IRS.
- NC2 had their termination rescinded and everything is completed except their Chaplain Fund. Wrote for updates on 6/20/12.
- NC3 had their termination rescinded and everything have complied with all request to date. Awaiting response from IRS.
- The Taxpayer Advocate closed our case and forwarded records that correspond with what we had. Stated each chapter has to apply for their 1023 individually. This is what we requested of them.
- Requested copies of charters from many chapters who did not have one in our books. Numerous ones received. Still outstanding: MI168, MI174, MI95, NM7, SC3.

Department of Arizona (Rebecca Leatherwood, via email)

- The Department members and their respective chapters finished out May participating in numerous celebrations and memorial services across the state. I personally had the honor of being part of the Armed Forces Day Parade in Flagstaff, AZ – where I met numerous veterans, Legion members and veterans representatives for Governor Brewer and the state of Arizona.
- June has been a relatively quiet month as the DEB has been 'recovering' from their May activities and gearing up for numerous July events beginning this weekend. The Rodeo is in full-swing in Prescott, and all chapters and DEB members have been invited to join in with AZ6 in the parade Saturday morning.
- The military is holding their quarterly Yellow Ribbon event, Sat/Sun (30th/1st) in Phoenix, where AZ5 will have an informational table and I will be speaking to the parents of new troops both days.
- The DEB will hold its quarterly face-to-face in Mesa on July 15th. (We will also be secretly working on a special project – which we will sell at our vendor table during Ntl Convention!)
- AZ1 and AZ2 are still waiting to hear from the IRS regarding reinstatement of their EINs.
- We have 4 of our DEB members attending the Ntl Conv for the full week, 1 coming for the last few days, and possibly another for the full week. They are all very excited, as most have never been to a National Convention and are eager to learn and participate!
- We have scheduled a DEB fund raiser for October 6. The DEB decided to do a Bachelor Auction, (the classy, upscale kind), at the beautiful, historic WIGWAM Resort in Mesa, AZ. We are working on the details and looking forward to a great time!
- The DEB is also gathering information and making plans for our first Dept Convention at the end of October. More details on that to come.

Department of Michigan (Kristine Wirgau, via email)

- Dept MI FunD day – 6/23/2012

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- Hosted by Lake Erie MI 184 - we had 22 attendees with 6 chapters represented.
- We played a meet and greet game earning tickets for the door prize (Joyce Fabian won it – and she was the one who picked it out!) We played Bingo – it took FOREVER for that 1st winner – but then it was Bingo all the way. Silent auction was tricky – Kris (me) made many trips to the table to bid on – well everything..... and no she did not win them all, contrary to popular opinion (I did get some good stuff though!)
- \$573.00 in total was raised!
- Compliance status
 - MI 174 – IRS revoked – paperwork mailed to IRS – copy emailed to Nat'l
 - MI1 is currently waiting for their August meeting to vote as to whether they will continue.
- Other
 - Working with vendor (new owner) to get PDP pins – ongoing
 - Upcoming dates to remember
 - Oct 5 – 7 Department Convention – Clare, MI

Department of Minnesota (Jean Duane, via email)

- **Memorial Day**
 - Department President Jean Duane attended Memorial Day Services and laid a wreath on behalf of the members of the Department of MN at the St. Cloud, MN Veterans Hospital Memorial Day Program.
- **Eagles Nest:**
 - (<http://dairylandpeach.com/2012/06/veterans-can-heal-and-find-purpose-at-eagles-nest-opening-in-august/> & http://www.veteransvillage.org/Oakridge_MN.html)
 - DP spoke at the Fallen Heroes Ceremony and presented a painting for the lobby of the PTSD unit on behalf the members of the department. Eagles Nest is a facility that is being renovated by volunteers to house and assist our national PTSD sufferers and homeless veterans. At this point one unit for each is being prepared. This facility also has many other buildings to eventually house more of our veterans dealing with issues and a house for the Gold Star/Blue Star Mothers and families. Eagles Nest will be owned by the Veterans for Veterans and will be self-sustaining with their own gardens and individuals staying there helping to update and maintain it.
- **Let's Ride...MN Event:** <http://letsridemn.wordpress.com/>
 - Department President working with "Let's Ride...MN" to honor our Fallen Heroes and fallen PTSD military/veterans and their families at this event. Invitation to chapters going out this week to help if they so choose with this event.
- **Department meeting held in June via conference call:**
 - Department Second VP appointment
 - Preparations for Department Convention
 - MN Chapter 9 compliance/IRS progress report
 - Fundraisers Discussed
 - National Convention
 - Department Presidents travels, accommodations and registration

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- Payment of vendor table completed
- Hosting Hospitality room at lunch time; serving Taco's in a Bag for 100 people
- Fundraising table/room at convention
- Preparations of roll-out of item available to members only fundraiser at Convention
- Planning of silent auction and centerpieces for Nat'l Convention
- Hotel rooms; at this time all of MN Board plans to attend

Department of Ohio (Pat Pell, via email)

- OH7 was successful in electing a board of 5 officers and I will install them on 7/19/12. They are very excited and I'm confident that this chapter will go on. They submitted all their financial information on time and were just lacking members and officers but 2 articles in the paper in march and June seemed to do the trick! Pat will continue to attend their meetings until they are confident to run the meetings without help.
- Dept. of Ohio is reviewing our financial entries and just making sure that they reflect the proper accounts so we will have them "cleaned" up for the 8/31/12 deadline.
- The mothers from Ohio (Robin, Marge and Marianna) showed us all that no matter how old you are, the power of positive thinking can accomplish almost anything. I'm referring to these mothers jumping out of an airplane at 9,000 feet. Nice going to all of them!
- Ohio DEB has a mother who needs a roommate for the national convention. Please contact Pat if you know someone else who needs a roommate.
- OH Dept. Convention is confirmed for November 2-4.

Department of Oklahoma

- Cathy O'Shields has stepped down as Department of OK president. DEB 1VP Mary Herandy will complete the term.
- Mary has been a BSM since 2007. She has 2 Marine sons, 1 in Okinawa & 1 in college

Closed Executive Section (7:34 – 8:00 pm)

Announcements

Next meeting – July 11, 2012, 8:30pm (EDT) for discussion re: NEB transition best practices.
Pre-Convention NEB meeting – July 31, 2012 4:00pm EDT)

Adjournment

The president adjourned the meeting at 8:20pm (EDT).