

Blue Star Mothers of America, Inc.
National Executive Board
Minutes
Regular Board Meeting
Meeting Date: 3/18/2013

Call to Order:

The 3/18/2013 regular board meeting of the BSMA was held by electronic means (Go to Meeting) telephone and computer. The meeting convened at 5:44pm (PDT), President Pat Soler presiding and Charilyn Damigo, Recording Secretary. A quorum was present.

Attendees:

Members in attendance:

President Pat Soler	Dept of OH Pres Kris Dervin
1 st Vice President Judy Dorsey	Dept of MI Pres Kristine Wirgau
2 nd Vice President Cyndi Ventura	Dept of MN Mary Johnson
3 rd Vice President Teresa Bullock	PNP Karen Stevens
4 th Vice President Ginger Novak	
Recording Secretary Charilyn Damigo	
Treasurer Anne Parker	

Absent:

Excused:

PNP Robin Barnes McCarthy
Financial Secretary Kathryn Venable

Roll Call of Officers -- (Charilyn Damigo, NRS)
Pledge of Allegiance -- (PNP Karen Stevens)

Business

Approval of Minutes

- MOTION: Recommendation that the Minutes from the Mid-Year NEB meeting (2/15/13 – 2/17/13) be accepted as revised and posted to the website. Motion is seconded and passes on vote.

Officer and Committee Reports

Website Committee Update (NP Pat Soler)

- Website update – We are currently waiting for a revised quote from Ripple Effects Interactive (REI). After they were given database access, the projected work is more than they were expecting. We will work with them to adjust the responsibilities (perhaps NEB members could do some of the data import, etc.) before committing to any more expense.
- Administrative privileges for various positions were reviewed. Many people currently have access to large portions of data, but this is sometimes necessary in order to fulfill their responsibilities. NP Pat Soler is reviewing the spreadsheet.
- We are still hoping to have the new website in place by Convention. NRS Charilyn Damigo has been asked to make a presentation of the new website at Convention if possible.

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Closed Executive Session (5:48pm – 5:55pm) to discuss the pending lawsuit.

Compliance Committee (Ginger Novak)

- The compliance committee will be proposing a bylaws change to move up the compliance deadline to November or December so that January 15 can be the absolute cutoff date. Most of the documentation can be done as of September 1 and we should not still be trying to get chapters into compliance this late in the year. It would be better if we could have compliance finished prior to the Mid-year NEB meeting.
- There are currently about 30 chapters who are not in compliance in major areas (990 filing, Affiliation Agreement). Suspension letters have been sent out.
- A Compliance subcommittee was appointed by NP Pat Soler to develop procedures for revoking charters, including internal updates and IRS notification. The committee will contact the non-compliant chapters one more time, but will have the authority to revoke charters if no response.
- NRS Charilyn Damigo has also indicated that many chapter presidents from suspended chapters did not receive the email notification. This is because they have opted out of email communications on their profile. Perhaps this should not be an option for chapter presidents, as they will not receive information about Convention, Bylaws, etc.

Convention Committee (Pat Soler)

- 78 out of 79 rooms have been booked with 117 names attached. CA30 rented a house nearby. Committee is working on an overflow hotel (Beresford Arms)
- Now working on the Agenda, Donations
- Working to get registration and payment options online. Not necessary to have a health form as part of the Convention registration, may have some confidentiality issues because of record retention.

Financial Report (Anne Parker)

- NFC – Karen Stevens
 - NC2 has been contacted by the IRS; they are asking for further documentation of our mission. They need a copy of their original charter application to prove that they are a service organization.
 - There was one item on the check disbursement list that needs to be re-categorized. There were no objections from the NEB for financial documents (YTD vs. Actual) to be posted to the website at this time. Still needs National Finance Committee approval.
 - The National Finance Committee is meeting next Monday to begin working on the 2013/14 budget & financial policies.
- National Financial Secretary (Kathryn Venable, via email)
 - Submitted all bank records, P&L statements, deposits, check log, and YTD Budget vs. Actual reports through 2/28/2013 for NEB review

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- Has answered several questions regarding bookkeeping and other financial topics for various chapters.
 - Has started an excel sheet documenting all EINs for our organization preparing to report them to the IRS.
 - Is continuing to review chapter financial documents submitted with annual reports
 - Has scanned all membership applications received and emailed to Judy Dorsey
 - Has updated the compliance committee on all Chaplain's Funds received
 - Has filled orders for the online store items
- Treasurer – Anne Parker
 - Since our midwinter meeting I have prepared and forwarded to Kathryn, NFS, all chapter reimbursement checks for membership and also worked with the Compliance team to make sure that no chapter received a check if they were suspended.
 - Attended the National VAVS conference with Robin Barnes-McCarthy in Cary, NC and worked with Robin to ascertain the VA facilities where BSMA currently does not have a representative. I entered all of these facilities' addresses in Quick Books in preparation for checks to be issued later in the year.
 - Ordered the flowers for Memorial Day and make hotel arrangements for those who will be attending.

First VP (Judy Dorsey, via email)

- Has been answering new member questions and keeping the data base updated. New member applications continue to come in along with a few Roster Dues Reports plus a handful of Dues Reports.
- Questions about starting new chapters are sent to 4NVP Ginger Novak.
- Concern about new members that do not have chapters in their state. I also worry about the new members that have not listed a chapter. For some, I can find chapters close, for the others, I send emails and make phone calls and most of the time I don't hear back from them. I don't know why the National Chapter was disbanded, but is it something we could revisit? All our members need to be in a chapter.
- Membership cards are in stock again and she has been filling new requests as they come in.

Second VP (Cyndi Ventura)

- February Newsletter was sent out & posted to the website.
- NP Pat has submitted yearbook themes & section ideas.

Third VP (Teresa Bullock, via email)

- February 15, 2013 – March 18, 2013 The Department of Defense announced 13 casualties. There are a total of 116 casualties since August 1, 2012.
- Since February 15, 2013, 26 banners have been ordered from Service Flags to honor the families of 14 fallen heroes, bringing the total to 259 banners ordered and 161 families honored since August 1, 2012.

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- Has also worked with 2 Oklahoma chapters facilitating their understanding of the Blue to Gold process and guidelines. In the past, the Department Third VP handled all the Blue to Gold arrangements and presentations in Oklahoma.

Fourth VP (Ginger Novak)

- I have corresponded with possible chartering moms in the following locations:
 - WA Whidbey Island
 - TX El Paso (this one looks very promising as the next chapter to charter!)
 - FL Orlando
- My second chapter to charter is LA6 in Northeast Louisiana (Monroe and West Monroe) and is being chartered by Pat Pell tonight while we have our NEB call.
- Things are getting a little tense with those who have not sent in Compliance documents; I still maintain that, in two years' time, everyone will be familiar with our requirements and cooperate. I would like us to set our "final deadline" date to December 15 or earlier. It appears that human nature takes over when chapters are given a deadline—they begin thinking about sending reports in a day or two prior to the deadline. Again, I must thank Rose Ann Elliott for being the very best person for Compliance Chair—she understands what the states are looking for, she has organizational skills that are far and away the best we could ask for, and she is patient and compassionate when someone has a problem.

Department of Michigan (Kris Wirgau, via email)

- **February Update:**
- Meetings attended
 - NEB mid year 2/15 – 18
 - Dept Convention 2/9
- Events attended
 - Valentines for Veterans Concert
- **March Update:**
- Continued to work on compliance reporting, scheduled School of Instruction and began planning of FunD Day. Hotel for 2013 Department convention chosen and contract signed.
- Meetings attended
 - NEB conference call – 1/14
 - DEB conference call – 1/18
- Upcoming dates to remember
 - Apr 27 School of Instruction
 - Jun 8 (or 22) FunD Day
 - Sep 27 – 29 Department Convention

Department of Minnesota (Mary Johnson, via email)

- It's been a quiet month for the State of Minnesota Department. We are working on finalizing the agenda for our spring statewide meeting on April -20th.
- MN Chapter 5 has disbanded and did send in a check to close their account.

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Department of Ohio (Kris Dervin, via email)

- The Dept of Ohio officers have been working on our North/South Conference coming up April 20th. We are firming up our speakers and finalizing our agenda.
- I am working with OH41 to close her bank account and sign an Affiliation Agreement so the chapter's status will be grandfathered.
- Compliance Committee has sent letters to OH4 as they have not submitted any reports, but they do not have enough members to fill the 5 officer requirement. I will be following up with a letter for them to file their final 990n and close their bank account. I will try to make arrangements to pick up their items that need to be turned in.

New Business

- NP Pat Soler expressed her appreciation to NRS Charilyn Damigo and Compliance Chair Rose Ann Elliott for the hours of work put in this month, mailing, emailing, and phone contacts to chapters regarding suspensions.
- DP Kris Dervin has had a request from one of her chapters regarding some incarcerated inmates who have children serving in the military. They would like to join a chapter. NEB agrees that these mothers need support too, chapter should use common sense in some areas so as not to jeopardize anyone's personal information, etc.

Announcements

Next meeting – April 29, 2013 5:00pm (PDT)

Adjournment

The president adjourned the meeting at 7:10pm (PDT) after a closing prayer offered by PNP Karen Stevens.