

**Blue Star Mothers of America, Inc.  
National Executive Board  
Minutes  
Regular Board Meeting  
Meeting Date: 4/29/2013**

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**Call to Order:**

The 4/29/2013 regular board meeting of the BSMA was held by electronic means (Go to Meeting) telephone and computer. The meeting convened at 5:15pm (PDT), President Pat Soler presiding and Ginger Novak, Acting Recording Secretary. A quorum was present.

**Attendees:**

**Members in attendance:**

President Pat Soler	Dept of OH Pres Kris Dervin
1 <sup>st</sup> Vice President Judy Dorsey	Dept of MI Pres Kristine Wirgau
2 <sup>nd</sup> Vice President Cyndi Ventura	Dept of MN Mary Johnson
3 <sup>rd</sup> Vice President Teresa Bullock	PNP Robin Barnes McCarthy
4 <sup>th</sup> Vice President Ginger Novak	PNP Karen Stevens
Financial Secretary Kathryn Venable	
Treasurer Anne Parker	

**Absent:** none

**Excused:** Recording Secretary Charilyn Damigo

Roll Call of Officers -- (1<sup>st</sup> VP Judy Dorsey)  
Pledge of Allegiance -- (PNP Robin Barnes McCarthy)

**Business**

**Approval of Minutes**

- MOTION: Recommendation that the Minutes from the 3/28/2013 meeting be accepted and posted to the website. Motion is seconded and passes on vote.

**Officer and Committee Reports**

Website Committee (NP Pat Soler)

- Response from Ripple design with a proposal that we continue to maximum previously approved. Members of website committee received revised responsibilities.
- No decision is necessary by NEB at this time.
- Robin Barnes McCarthy is scheduling a website committee meeting.

**Closed Executive Session (5:27pm – 5:36pm)** to discuss the pending lawsuit.

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---

#### Compliance Report Ginger Novak

- Two directions compliance desires to go:
  - State filling
  - CPA assistance with revoked chapters
- State filing responsibility must lie with chapter, rather than the NEB
- Suggested that we break down the process between what is required to revoke or suspend on one compliance list, with other things that aren't necessarily a suspension or revocable item.
- 4VP Ginger Novak to set up meeting of subcommittee. NRS Charilyn Damigo to be the keeper and sharer of all information.

#### Convention Update (NP Pat Soler):

- Looking for CA chapters to help out with support and donations.

#### Financial Report

- NFC Karen Stevens
  - The reviewed March financials from the April 22 meeting were forwarded to the NEB. Motion for approval and posting to the website. Motion passes on vote.
  - Karen will present the budget at May meeting. Finance Committee has completed the first round of budget discussion.
  - Financial policies can be brought to the next NEB meeting.
  - Budget will be unbalanced due to lower income, but expenses have stayed the same or gone up.
- NT Anne Parker
  - Will send checks in the amount of \$100 to each of the institutions. Robin Barnes McCarthy, clarified the process of identifying the hospitals which got no regular support from BSM volunteers.
- NFS Kathryn Venable (via email)

#### During the months of March and April I have

- entered all deposit detail February and March
- reconciled the checking account
- created and printed all financial reports for the Finance Committee and NEB
- completed examination of all annual report financials for compliance submitted through April 29th.
- Filled and shipped all online store orders received through April 14th.
- Ordered supplies for the online store
- Answered several financial questions for chapters.
- Sent letters to the IRS placing new chapters under our 501c3 group umbrella and letter to terminate chapters as requested by the compliance committee.

#### First VP Judy Dorsey (via email)

- I continue to receive new member applications, fill membership card request, and answer questions. A few Roster Dues Report's are coming in along with updated Officers Rosters. I am sending questions to Ginger Novak, from members who are interested in starting new chapters.

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**National Executive Board**  
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---

- As part of the Compliance Committee, Ginger Novak, Rose Ann Elliott and I met in Columbus on May 6th, 7th and 8th. Laying the ground work on Friday evening, we spend 12 hours on Saturday making phone calls to chapters who are lapsed in sending in documents and financial reports. All calls were document with times called, who placed the calls, messages left and any replies if any. We were able to help some chapters with the process, and answer questions for others. It was a productive meeting and well worth the hours put in. It gave us a very good idea of the direction we need to take with chapters who want to remain and the ones who don't. I would like to see this committee stay as a permanent one that can continue to work with chapters who are struggling.
- The process of closing chapters and moving members has begun. Many thanks to my fellow committee members for the many long hours getting to this point. While we are not there yet, we are much closer because of you.

#### Second VP

- Getting lots of pictures of chapters and children. Will try to have something to NP Pat Soler, for approve by the middle of May.
- Ask DPs to provide formal pictures from their meetings. Some confusion with email address for submissions. The correct address is [bluestarmothers2013yearbook@gmail.com](mailto:bluestarmothers2013yearbook@gmail.com).

#### Third VP (No report received)

#### Fourth VP Ginger Novak (via email)

- Chapters requesting information on chartering:
- TX, Dallas Ft. Worth (this is a current member of TX6 , Cassie Redinger, wishing to start a more conveniently located chapter)
- FL, Gainesville area
- PA, Pittsburgh
- WI, Appleton (Sue Jorgenson wanted to join WI1, which didn't respond to her calls. Sue brought in a group of energetic moms who willingly took over the vacant Board positions! The past Board President, Tammy Phillips, turned in the (late!)990 receipt. Chartering takes place Sunday, May 5! They are already on board with a Women Veterans event, as well as a Brat Fry which the local media will be attending.
- Boulder Area BSM (MT2) was chartered Sunday, April 28. They have already adopted a PTSD unit in Helena, MT.I have updated my requests for chartering information so that I first send a letter, the Chartering Procedures, the Duties of Officers, and the Officers' Roster. Until the Officers' Roster is completed and returned, nothing more is done—EIN information, State Registration info, choosing a name, etc. This will, I hope, cut down on the number of EIN recipients who never finish the process, but have BSM in their EIN title.
- CT1 is completely disbanded. All possessions of the chapter have been mailed to Kathryn Venable. I sent a personal thank you note to Helena Cutler, former Financial Secretary for CT1 who was responsible for bringing the process to completion as required in the Governing Documents.

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**Regular Board Meeting**  
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---

- Rose Ann and Judy were good enough to assist with a proposed bylaws change concerning the deadline date for reports. We determined that October 15 was close enough to the chapter elections to remind the chapters to sign the AA, but long enough after August 31 to have gotten the reconciliation done.
- I attended the funeral of Shane Mehvic in Bremen, Ohio Monday, April 22. Shane had attended the school where Rose Ann Elliott works; Shane was a soldier who had been medically discharged from the US Army due to PTSD and TBI.
- Helen Franz, to my great pleasure, has agreed to assist chapters in the 1023 process. We settled on a process that requires the chapters to send any and all correspondence to and from the IRS, as well as important dates and other pertinent information. When Helen feels she has a good understanding of the situation, she will communicate with the appropriate officer(s) by telephone. She has also agreed to produce a “Compliance Lesson Plan” which can be used to educate all chapters on fiduciary duty required by all chapters in relation to the IRS.
- Within 24 hours of the NEB call, all chapters in trouble with the IRS will be contacted via email with this information. Any chapters who refuse or neglect to take advantage of this free assistance by a licensed CPA will risk termination.

Department of Michigan (Kris Wirgau, via email)

- Apr 27 School of Instruction - we had 23 attendees with 11 chapters represented (1 of them “grandmothered”). Topics covered included PTSD, Deployment Preparation, Wounded Warrior (what to do if), upcoming events (National/Department Conventions and FunD Day), yearbook submissions, sisterhood, officer duties and succession planning, parliamentary procedure, Blue to Gold, Big Dipper, financial policies, compliance, and chapter rosters.
- Continued to work on compliance with chapters.
- Meetings attended
  - NEB 3/18
  - NFC 3/25, 4/22
- Upcoming dates to remember
  - Jun 22 FunD Day
  - Sep 27 – 29 Department Convention

Department of Minnesota (Mary Johnson, via email)

- The Minnesota Department held it's Spring meeting on Saturday, April 20th. MN Chapter 18 hosted the meeting at the Hugo VFW. 37 members attended. It was a good day. We held a short business meeting, had two speakers from the Veteran's Resource Center, lunch, round table sessions and time to talk and laugh. I have sent the yearbook committee the photo we took outside, in front of a huge snowbank!
- I have received checks and Chapter records from both MN Chapter 5 and MN Chapter 14. Several of MN Chapter 14 members attended the Spring Meeting and are transferring to MN Chapter 18.
- Last week I heard from MN Chapter 9 that they have been cleared by the IRS and are again an active chapter.

**Blue Star Mothers of America, Inc.**  
**National Executive Board**  
**Minutes**  
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---

Department of Ohio (Kris Dervin, via email)

- We held our North South Conference on Saturday, April 20, 2013. There were 40 members who attended and four speakers. The morning session focused on how we can help the Veterans and agencies who can help.
- Patrick Smith from the Stark County Vet Center spoke to us on the counseling they do for the vets and their families and the lengths they go to in order to help the vets.
- Glenn Costie from the Dayton VA Medical Center spoke about the hospital and their services for vets.
- Judge Ault spoke to us about the military courts and how many vets are helped by being in a special program geared to their needs.
- Sgt Bryan Bowman from Congressman Renacci's office spoke to us about how Congressmen's offices can help the military or regular citizens with a variety of problems.
- The afternoon session was spent talking about letters we need to send out when we receive donations.
- We presented our newest chapter with their charter (OH21) honored a Past Dept of Ohio President, Virginia Leasure, who passed away last year. We listened to OH15's Chapter President tell us that Marjorie Bryan (one of our quarter century moms) received the Jefferson Award for volunteerism in Lima and will now go to Washington DC to compete for an award there.
- We talked about setting up a separate line item to hold funds to help our Wounded Warriors and/or Veterans. We let the members ask any questions they had, held discussions about them and gave the new chapter some ideas for fundraising. The members asked numerous questions and we received many compliments on how interesting the conference was and how glad they were that they came.
- We closed the conference and let them know that our Ohio Convention will be Saturday and Sunday, November 2<sup>nd</sup> & 3<sup>rd</sup>. The officers will be taking a couple of months off (except for conference calls and anything that might come up and then we will start to work on the Ohio Convention.
- I am contacting a woman who would like to start a chapter in southern Ohio and have also been contacted by a woman from Rainbow Girls who would like to make the Ohio Blue Star Mothers her charity for her term. I have also received an e-mail from a woman who will be installed as the Grand Worthy Advisor with the Ohio International Order of the Rainbow for Girls in July. She would like to make our Department her charity for the next year.

**New Business**

- Big Dipper – NP Pat Soler, will be contacting them regarding concerns raised about the Big Dipper Application Packet.

**Announcements**

- NP Pat Soler accepted Robin Barnes McCarthy's resignation from VAVS position.
- NP Pat also recognized the extreme personal donations of time by Ginger Novak, Judy Dorsey, and Rose Ann Elliott, for their work on compliance issues. She also thanked Kathryn Venable

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**Minutes**  
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---

for her assistance with the USO as President's Project. She stated that this entire organization is made up of great women.

- Prior to convention, each NEB officer should prepare an "idiot-proof how-to-do-my-job" report which will provide a tradition of handing down the most basic of how-to's to the next holder of the office.
- Next meeting – May 20, 2013 at 5:30 PST

**Adjournment**

The president adjourned the meeting at 7:20pm (PDT)