

Blue Star Mothers of America, Inc.
National Executive Board
Minutes
Regular Board Meeting
Meeting Date: 8/28/2012

Call to Order:

The 8/28/2012 regular board meeting of the BSMA was held by electronic means (Go to Meeting) telephone and computer. The meeting convened at 5:04pm (PDT), President Pat Soler presiding and Charilyn Damigo, Recording Secretary. A quorum was present.

Attendees:

Members in attendance:

President Pat Soler

1st Vice President Judy Dorsey

2nd Vice President Cyndi Ventura

3rd Vice President Teresa Bullock

4th Vice President Ginger Novak

Recording Secretary Charilyn Damigo

Financial Secretary Kathryn Venable

Treasurer Anne Parker

Dept of OH Pres Pat Pell

Dept of MI Pres Kristine Wirgau

PNP Robin Barnes McCarthy

Absent:

Excused:

Dept of MN Pres Jean Duane

PNP Karen Stevens

Roll Call of Officers -- (Recording Secretary)

Prayer -- (Robin Barnes McCarthy)

Pledge of Allegiance -- (Robin Barnes McCarthy)

Business

Approval of Minutes

- MOTION: Recommendation that the Minutes from the 8/14/2012 meeting be accepted and posted to the website. Motion is seconded and passes on vote.
- Letter from CPA – wording of previous motion to be deferred pending further question.

Officer and Committee Reports

Financial Report

- NFS (Kathryn Venable)
 - Has been learning some of the many duties of this position. The most time consuming so far is the entering of our financials into our Quickbooks register.
 - Has placed orders for to resupply the online store in 2.5 inch patches and tote bags.
 - Has received and signed the bank signature card so that the banking transition will be complete.

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- Has obtained and started receiving mail at the new PO Box address in Vista.
- Has answered many bylaws questions and finance questions when forwarded or addressed to me.
- The investigative team is now in place for the Dept of AZ. The full committee will consist of Rita Gibson, Sandy Seitz and Kathryn Venable.
- Attended the following board meetings: Post convention 8/4/12 & NEB meeting 8/14/12
- NT (Anne Parker)
 - Has shipped via FEDEX ground all store items except last year's yearbooks. (They will go into the next shipment to Kathryn which will be some time towards the end of next week). This shipment will contain all yearbooks and various notebooks and records of my two terms and those passed along to me by the former Financial Secretary.
 - Spent two sessions going over the steps to post the transactions from the Memberclicks general ledger to Quick Books with Kathryn.
 - Still in the process of transferring signatures on the bank account. Debit card went to Pat's address and she is forwarding to me.
 - Worked with the Garfield Hotel to make sure all charges and credits were appropriate and found that they had not given us the credit for five nights (which decreased from seven due to a smaller number of rooms used by our members). Has advised members of reimbursements due and the NFS is expecting these. It was determined that the parliamentarian did not stay at the Garfield, thus the reason no bill was able to be found.
 - Will continue to work with Kathryn on Quick Books and as soon as the signature cards for the new year are in place, we will cancel all authorizations for Quick Books and send out new invitations to all members of the NEB, including Department Presidents and the two most recent PNP's.
 - Current bank balance
 - July Month-end vs. Actuals were sent via email.
- NFC (Karen Stevens via email)
 - Working with the NP to fill the positions on the committee. We have appointed Kris Wirgau to the committee and would like the NEB to confirm appointment. We are looking for one additional member; once the committee is complete we will hold our first official meeting.
 - All documents have been submitted to the insurance company and we have received "binding" proving that we are insured.
 - I have answered financial questions for chapters.
 - The NP successfully purchased a new computer for under \$1,100. The FC approved the purchase as a Capital Budget item.
 - The hotel bill from the Garfield Suites has been taken care of; thanks to Anne's tenacity and the input of others, we received a refund from the hotel and sent notices to those who owe National for their rooms; the Financial Officers are monitoring that situation carefully.

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- The Financial Officers are in the process of implementing more efficient methods of conducting business and have gone back to the GD's to ensure that membership processing is done correctly.

First VP (Judy Dorsey)

- Since our last meeting on Aug. 14, the following have been added to our data base:
 - Roster Dues Submitted: 266
 - Dues Renewal Form Submitted: 106
 - Total: 372
 - New Memberships: 50
- Traveled to Myrtle Beach, SC (closest branch) to sign the signature card with the Bank of America
- Met with Rose Ann Elliot, Aug. 25th, for an instructional meeting.
- Getting request for membership cards and asking they wait until we get our new ones and letting them know we are working on getting them with NP Pat Soler's name.
- Have made reservations at the Crown Plaza Hotel in Rockville MD, to attend the World War II Commemoration of the 66Th Anniversary of V-J Day, on Labor Day weekend, for our National President, Pat Soler.

Second VP (Report submitted 8/14/2012)

Third VP (Report submitted 8/14/2012)

Fourth VP – (Newly appointed, no report tonight)

Department of Michigan (Report submitted 8/14/2012)

Department of Minnesota (Report submitted 8/14/2012)

Department of Ohio (Report submitted 8/14/2012)

Committee Chairs

- Grievance Committee – Carla Brodacki
- Compliance Committee – Rose Ann Elliott
 - Carolyn Silberman (CA4)
 - Teresa Driggers (AL)

The Board entered Closed Executive Session to discuss VAVS representation. (5:21pm – 5:44pm)

- VAVS Representative – PNP Robin Barnes McCarthy
 - Board has recommended and approved this appointment
 - PNP Robin will contact and appoint deputies to assist with this responsibility

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- 4th VP – Ginger Novak
 - NP Pat Soler officially installed Ginger Novak as 4th VP
- Discipline Chair – Judy Kwarta
 - NP Pat Soler has recommended Judy Kwarta (NY)
 - Previous NRS, By-laws committee, knows & understands our organization
 - Discipline Committee can collect information. Recommendation that NEB can work with committee chair to develop a standard form to collect information, refer complaints back to the lowest level possible.
 - NRS Charilyn Damigo will serve on the committee & help develop contact form.

The Board entered closed executive session to discuss pending lawsuit issues. (5:46pm – 5:50pm)

PR Efforts

- Linda Jewell is not currently a member. If there is a payment for articles written/published can she be paid for her efforts? Is it a conflict of interest? General consensus seems to be that if money is not coming out of BSMA, Inc. treasury then she should be able to receive payments for her work.
- She has given us a good action plan. NEB may be able to move forward on our own.
- Does this fall under the responsibility of 2VP Cyndi Ventura – part of communications efforts? (Already very busy with other assignments right now).
- We can also see if we can continue to tap the talents of our other members.
- NP Pat will contact Linda Jewell & propose a contract, and if appropriate, will proceed.

Yearbook

- Very close to publication – 3 past NEB members that are missing bio and/or photo

Website

- Conference call 8/25/2012 to discuss how to proceed with the website process.
- Pursuing 2 vendors & asking for additional information & simultaneously asking for draft contracts that can be reviewed prior to commitment.
- NP Pat has instructed the committee to put together a summary of the process that was followed, from the beginning to the point where the committee is ready to make a recommendation.
- NP Pat continues to have concerns about the security of our current website, so we need to move as quickly as possible to make the change. Another unauthorized mass email was sent out marked as approved by an “administrator” and Member Clicks cannot tell us who approved this. (No one on current NEB approved this).

OK Investigation (Cyndi Ventura)

- Committee is complete. Those who will be serving on the committee have been contacted.
- Needs contact information for past & present officers that may have been involved. Will work with Kris Wirgau to obtain necessary information.

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- Minutes and financial statements have not been received by NP Pat; will send a reminder for those documents.

AZ Investigation (Kathryn Venable)

- Needs copy of the closed executive session minutes (NRS to re-send)
- Committee of Rita Gibson (NM) & Sandy Seitz (NY) – ready to go to work.

New Business

NEB responsibilities

- NP Pat would like a one-page overview of each job description & interactions with other NEB members to define roles.
- NP Pat would like updated information for Blue-to-Gold guidelines. Different chapters have different policies about wearing uniforms & behavior at funerals. Sometimes the original chapter in the state was used to doing all the BTG presentations and are unwilling to allow newer chapters to take on this responsibility. No chapter should presume to have the “right” to make a presentation. The NEB should set out clear guidelines to address these issues.

Compliance

- Previously – hard copies of all documents received & reviewed from chapters
- Last year Rose Ann reviewed every document & prepared a spreadsheet with receipt dates.
- Email & Google Docs accounts have been established. All compliance documents will go to a single email address (compliance@bluestarmothers.org).
- NEB needs to assist chapters in awareness of best practices such as printing out or taking a screen shot of 990 submission prior to sending, etc. (990 instructions do include this).
- There should never be “checkmark in a box” without someone verifying it personally. Possible solution – officer who checked the document should put their initials in the box rather than just a checkmark.
- Affiliation Agreement – signature page is complete and ready to be posted to website.

Google for Non-Profits

- No new information

Announcements

- Judy Dorsey is attending VJ day events in Washington DC.
- Veterans Day – Received invitations to both Vietnam Memorial/Arlington but the times are in conflict with each other & NP Pat is hoping someone can attend each.
- MN/MI Conventions – NP Pat has made arrangements to attend both of these department conventions
- NP Pat is also attending SD gala.
- Gold Star Mothers weekend – NP Pat received an informal email, not a formal invitation. She will respond and get further information.

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- Wikipedia has an entry for BSMA, Inc., but it contains some incorrect information. NP Pat Soler would be the one to update this. This may be part of our PR effort.
- NEB members to send pictures & short bio to Cyndi Ventura for newsletter.

- Next meeting – 9/17/2012, 5:00pm PDT

Adjournment

The president adjourned the meeting at 7:36pm (PDT).