

Blue Star Mothers of America, Inc.
National Executive Board
Minutes
Regular Board Meeting
Meeting Date: Mid-Year NEB meeting 2/15/13 – 2/17/13

Call to Order:

The Mid-Year NEB meeting of the BSMA was held 2/15/13 – 2/17/13 in person at the Los Angeles (LAX) Embassy Suites South. The meeting convened at 6:05pm, President Pat Soler presiding and Charilyn Damigo, Recording Secretary. A quorum was present.

Meeting times:

2/15/2013 6:05 - 10:30pm (Closed Session)

2/16/2013 9:15am – 2:37pm (Closed Session) (Kristine Wirgau now in attendance).

2/16/2013 3:00pm – 5:07pm

2/17/2013 9:15am – 3:39pm

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 Kris Dervin

Dept of MI Pres Kristine Wirgau (arr. 2/16/13)

PNP Robin Barnes McCarthy

PNP Karen Stevens

Absent: none

Excused: DP Mary Johnson

Roll Call of Officers -- (NRS Charilyn Damigo)

Pledge of Allegiance -- (PNP Robin Barnes McCarthy)

Business

Approval of Minutes

- MOTION: Recommendation that the Minutes from the 1/14/2013 meeting be accepted and posted to the website. Motion is seconded and passes on vote.

Closed Executive Session to discuss the following issues:

1. Department of Oklahoma
2. Department of Arizona
3. Current Lawsuit
4. CA30
5. Membership Suspension

2/17/13 MOTION: That the NEB ratify the decisions made in closed executive session which occurred on 2/15/2013 and 2/16/2013. Motion is seconded and passes on vote.

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Officer and Committee Reports

Finance Committee (PNP Karen Stevens)

- Currently investigating a concern about a financial concern raised regarding a California chapter. They have been cooperative in this matter.
- There is a confusion/concern about the mileage rate that we can reimburse members. Finance Committee is working toward a resolution.
- Reading Financial Reports
 - (NP Pat Soler) explained how to read each report and the financial officers answered questions about the current financial statements.
- Parking at the hotel for this meeting has been very limited. NFC recommends chapters carpool. BART is an option, but the nearest station is about 3 blocks from the hotel.

Audit

- Copies were distributed to the NEB for review.
- NFC has reviewed the Financial Statements prepared by the CPA. Other than a few minor spelling corrections, the NFC recommends approval of these documents.
- Form 990EZ was also prepared so that it could be submitted for the CFC (Combined Federal Campaign).
- MOTION: That the NEB approve IRS 990, IRS 990EZ and Financial Statements (including the audit) provided by CPA Joe Castellano as amended. Motion is seconded and passes on vote.

Treasurer (Anne Parker, via Email)

- I have paid either by check or bill pay all bills presented and approved by the Finance Committee.
- I have worked with Karen and Pat on a CFC application as well as working with Joe Castellano, CPA, and his assistant, Nancy Hune, on completion of the 2011-12 audit. It is complete as is the tax return and is in the final stages of review.
- I have worked with Kathryn regarding coding of all checks and finding correct addresses for the VA facilities and chapters who checks were returned.
- I have worked with Ginger and RoseAnne in assisting with various compliance issues including SC124 who had never registered with the Secretary of State of South Carolina.
- I made the arrangements for all NEB members who requested my assistance to get to the midyear meeting and arranged for 4 hotel suites to house the NEB during the time.

National Financial Secretary (Kathryn Venable)

- Entered all deposit detail for 51 deposits made in January
- Reconciled the checking account
- Created and printed all financial reports for NEB

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- Completed examination of all annual report financials for compliance submitted through January 30th. This was approximately 200 chapter and department reviews.
- Filled and shipped all online store orders received through January 31, 2013.

Convention

- Theme is “United We Stand”
- Several hotels and options were explored. All were somewhat expensive due to the location.
- The time frame was limited because of other conventions being held in the city that are scheduled several years in advance.
- Current rough budget proposal is \$16,832 with registration fee of \$125
- A preliminary schedule was presented and discussed.

Grievance Committee

Closed Executive Session (3:51pm – 4:06pm) to address a letter received by NP Pat Soler with a concern about a chapter.

Website Committee

- Overview of the sitemap presented
- Dave & Nancy Aubel were available by speaker phone to explain some of the findings of the web design team (Ripple Effects Interactive)
 - REI did not understand the full scope of the CRMS and integration with the CMS
- Questions from the NEB
 - New database should come with brand new (random) passwords
 - Permission for full database access to Ripple is appropriate

Compliance Committee (Ginger Novak)

- Chapter Compliance Spreadsheet is being updated on a regular basis.
- RoseAnn Elliott (Compliance Chair) has begun trying to contact chapters who are missing compliance documents. There are some chapters who are not responding to our requests for information, even with help from NEB members.
- MOTION: For compliance purposes, all chapters who have no compliance documents filed (required by our governing documents) are to be suspended, with notification going out to all chapter members that they are not in compliance and the chapter will be suspended pending paperwork due no later than March 15, at which time those chapters not responding will have their charters revoked. Motion Seconded. Amendment (accepted): Certified letter to be sent to the chapter president. Amendment (accepted): Chapters who have not submitted either the 990 or Affiliation Agreement (our legal agreement with the chapter) should also be included in this non-compliance group. Motion passes on vote.

VAVS (PNP Robin McCarthy)

- When a chapter wants to support a VA Hospital they submit a request to the volunteer office and submit the new rep/deputy. When PNP Robin receives the request, she begins the process of certifying them by checking the existing records for that VA, then verifying that the BSMA candidate is a member in good standing.

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- Robin has certified 8 reps for VA facilities and has started getting requests back with confusion about the names registered. [Many] Several of the registered representatives are [no longer members] not currently members of BSMA (either their memberships have lapsed, or they are now listed as Associates). Of the 8 she has certified, 4 have already changed, so the process has been very complicated. She has begun contacting every facility and has started a spread sheet in order to track the registered rep/deputies. She hopes to have the spreadsheet completed by March.
- VAVS conference in Raleigh/Durham next month. Robin is planning to attend.

Yearbook

- Would like to announce the theme: “United We Stand.”
- NP Pat Soler gave the NEB an overview of her vision for the main parts of the yearbook as she envisions it.
- Cyndi Ventura has a member of her chapter who is a graphic artist and is willing to serve on her committee.

National President

- NP Pat Soler has received an invitation from AIEF to visit Israel (all expenses paid) as a representative of BSMA. Discussion whether this event falls within the mission of BSMA. The event conflicts with Memorial Day events and NP Pat will decline the invitation.
- Convention Chair Tami Jenkins has been invited to attend the Memorial Day events as NP Pat Soler’s guest (travel expenses would be on her own).
- President’s Project has been decided - USO

First VP (Judy Dorsey, via email)

- Since our last meeting, I have been working with getting all member profiles updated. After the cutoff date and members were moved into the lapsed file, Nancy has made a spreadsheet with those names only. This will make it easier to check when chapters are sending in delegate names for convention. Roster Dues reports and Officers Roster Reports are still being sent in.
- New member applications are still coming in and I am sending questions that come to me on starting new chapters to Ginger.
- I ran out of membership cards and Anne has ordered more and will be bringing them to our meeting. I have 5 requests for cards that will need to be filled and sent to the chapters.

Second VP (Cyndi Ventura)

- The January Newsletter has been posted.
- Discussion and Conclusion into the investigation of the Department of Oklahoma was done in Closed Executive session.
- Discussion about yearbook. (see Committee Reports)

Third VP (Teresa Bullock, via email)

- January 14, 2013 – February 14, 2013 The Department of Defense announced 2 casualties. There are a total of 103 casualties since August 1, 2012.

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- Since January 14, 2013 Forty-seven banners have been ordered from Service Flags to honor the families of 31 fallen heroes. Bringing the total to 245 banners ordered and 147 families honored since August 1, 2012.

Fourth VP (Ginger Novak, via email)

- I responded to inquiries concerning beginning BSMA chapters:
 - AZ, Ft. Defiance
 - KS, Topeka Veterans' Day Parade 2013
 - WI, "StateLine" between IL and WI
 - NC, New Bern
 - WI, Beloit
 - TX, Lake Dallas
 - NC, Charlotte
 - FL, Volusia County
 - CA, Antioch
- My first new charter, OH21 (Lake Erie Shores BSM) chartered on January 21. Pat Pell performed the installation.
- LA6 (BSM of Northeast Louisiana) lacks just a couple items to charter, so I had Pat sign the charter while we were at the mid-year meeting.
- Compliance season is winding down, and we are hopeful that more chapters are growing used to the reporting process. I am hopeful that, within two years, we will have a general acceptance of our need for the information in order to maintain our tax-exempt status. Once again, I want to thank Rose Ann Elliott for her attention to detail, and her commitment to our organization. Without her very excellent recording and organization of the records sent from the chapters, we would never have achieved our current level of records excellence.

Department of Michigan (none)

Department of Minnesota (Mary Johnson, via email)

- Thank you to Rose Ann for all of her hard work helping the Minnesota Chapters to complete all their compliance documents. We're close.
- Today, I was invited to attend the National Salute to Patients in VA Hospitals and hand out Valentine's from area students, hats and pins at the Minneapolis VA as the Department President. It was a very nice event.
- I have finally gotten dates set for our Spring Meeting, to be hosted by MN Chapter 18 in April and our Fall Convention, hosted by MN Chapter 7 in October.

Department of Ohio (Kris Dervin, via email)

- We have still been concentrating on compliance with the chapters. All have completed their items except for 2 chapters. One will be closing and I'm not sure yet about the other one. OH41, Grandfathered chapter, will be closing her checking account and signing an Affiliation Agreement.

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- We have been planning our North/South Conference for Saturday, April 20th where we plan to have speakers from various agencies. We have also set a date and signed a contract for our Ohio Convention for November 2nd & 3rd.

New Business

- By-laws Chair – Pat Pell has accepted the position of By-laws Chair for the 2013 Convention.
- Nominations Chair – Kris Dervin has accepted the position of Nominations Chair for the 2013 Convention.

Announcements

Next meeting – A date and time has not been finalized. Proposed Date is March 18, 2013.

Adjournment

The president adjourned the meeting on 2/17/13 at 3:35pm.