

**Blue Star Mothers of America, Inc.
National Executive Board
Minutes
Regular Board Meeting
Meeting Date: 1/21/2012**

Call to Order:

The 1/21/12 mid-year board meeting of the BSMA was held in Orlando, Fl. The meeting convened at 11:14am EST, President Robin McCarthy presiding and Charilyn Damigo, Recording Secretary. A quorum was present.

Attendees:

Members in attendance:

President Robin Barnes McCarthy	Dept of OH Pres Pat Pell
1 st Vice President Janet Broussard (arr: 11:43am)	Dept of OK Pres Cathy O'Shields
2 nd Vice President Rev. Lin McGee	Dept of MI Pres Kristine Wirgau
3 rd Vice President Teresa Bullock	Dept of MN Pres Jean Duane
4 th Vice President Rose Ann Elliott	PNP Susan Naill (arr: 1:12pm)
Recording Secretary Charilyn Damigo	PNP Karen Stevens
Financial Secretary Anne Parker	
Treasurer Julie Roberts (phone, left at 10:30pm)	

Also Attending:

Carla Brodacki, Grievance Committee Chair
Mike McCarthy

Absent:

none

Excused:

none

Roll Call of Officers -- (Charilyn Damigo)
Prayer -- (Jean Duane)
Pledge of Allegiance -- (Kristine Wirgau)
Blue Star Mothers Preamble -- (Rose Ann Elliott)

Business

Approval of Minutes

- MOTION: Correction needed to the Minutes from 10/25/2011 minutes (Question about procedures for a withdrawn motion needed to be removed). Motion is seconded and passes on vote.
- MOTION: Recommendation that the Minutes from the 12/20/2011 meeting be accepted and posted to the website. Motion is seconded and passes on vote.

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Officer and Committee Reports

Treasurer (Julie Roberts)

- Has all documents for the accountant for the audit.
- Memberships completed for all Departments and Chapters.
- All checks are completed except for current requests.
- Needs a report after this meeting of all chapters that are suspended/disbanding so she can hold checks for those chapters until compliance requirements are completed.
 - Recommendation to send out 2-week notice prior to suspension, then 2-week suspension warning (total of 4 weeks before suspension) as we did last year. Letter to be sent to entire chapter board, not just chapter presidents.
 - MOTION: Chapter reimbursement checks should be held until 2/15/12, so that any chapter still having compliance issues at that time will not receive reimbursement checks. Motion is seconded and passes on vote.

Financial Report (Anne Parker)

- MOTION: Recommendation that the financial reports be accepted and posted to the website. Discussion about the use of our logo and the receipt of royalties. 2012 Convention expense line is for Julie's travel expenses, to be used for Convention since Julie was unable to attend today's meeting. Motion is seconded and passes on vote.
- Candy bars – total sold approx. \$700, paid approx. \$1500. Recommendation to donate it or send it in care packages. MOTION: Donate remainder of the candy to a 501c3 organization (Sense for Soldiers) going to Bethesda. Motion is seconded and passes on vote. Anne will request a receipt for the donation.
- Donation from chapters (voted on at Convention) for Service Flags was never requested as part of compliance. MOTION: Suspend the \$25 Service Flag donation as part of each chapter's compliance until the 2012 Convention body has a chance to review the issue of a restricted fund. Motion is seconded and passes on vote.
- 990 Forms are coming in. Anne has to search for Chapter Numbers each time a form comes in. Does not have a current total, but approximately 50% of chapters have responded with one of these issues:
 - Chapter has lost 501c3
 - Chapter is new and cannot file
 - Chapters is too large, must file a full report, have sent an extension request
- Anne must have the original receipt
- Next year we need a better way to attach a receipt as a reply.
- Chapters need to know how to log in and do all submissions through the chapter log in, not under the personal log in.
- NC10, AZ1, IN1 have lost 501c3 status
- Clarification re: funds from disbanded chapters. Membership dues still go to departments if there is one, remaining funds are then distributed to a nearby chapter. If there is a department,

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the check goes to the department but is then re-issued to the nearby chapter.

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First VP (Janet Broussard)

- Needed clarification about the chapters that are not completely compliant. No chapters will be suspended until the reminder and warning letters have been sent.

Second VP (Lin McGee)

- Newsletter
 - Deadline for submissions is 15th of each month. Working copy will be submitted to President Robin by the 22nd for her to make recommendations for changes.
 - There are currently no set themes. Items have been placed in the most logical order as the submissions come in. Robin would like to encourage chapters to submit articles along a monthly theme (to be announced).
- Yearbook
 - Delays due to the website issues. Has lost 2 of the original members, but another member has been added. Current committee: Nancy Bently-Wennberg, Christine Boyd, Joretta Pickard, Robin Countryman-Volk
 - Submissions need to include name of person submitting it, picture information, release form.
 - Reminder that the request for a picture from the White House needs to be sent now.
 - \$5000 in ads needs to be sold. Ads can come from businesses, chapters, personal, etc. Receipts/acknowledgements need to be given when ads are received. NEB members were challenged to sell at least \$500 in ads. Chapters need to be encouraged to sell ads as well.
 - Lin has not been able to access the Entourage website; phone number for our representative was located during the meeting. She needs to find out what the submission deadlines are so she can send an email requesting pictures.

Third VP (Teresa Bullock)

- There have been 27 fallen since our last meeting, including 6 Marines from the helicopter crash two nights ago.
- Indiana National Guardsmen – one of the fallen included a 3-generation guard family and one banner ordered included 3 gold stars and 1 blue star
- Will get an update out soon to the chapters reminding chapters of the procedures for Blue-to-Gold presentations
- There are 2 Gold Star events upcoming in February for Gold Star Moms
 - San Francisco Marines Memorial – sponsored by CA101. All California mothers who have not received banners will receive them at the event.
 - Ft. Huachuca, AZ – several wives and mothers that have not received banners will receive their banners.

Fourth VP (Rose Ann Elliott)

- Has put together a booklet for the NEB with recommendations for best practices and copies of all documents that are given to newly chartered chapters.

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- AZ6 and NY10 are newly chartered.
- Still has 4 actively pursuing new chapters, with about 14 more that are interested and still looking for their original 5 members.

Department of Michigan (Kris Wirgau)

- Longtime BSM Goldi Darby passed away,
- School of Instruction Day April 14 and Fund Day June 23

Department of Minnesota (Jean Duane)

- The Department has to apply for state registration yearly that covers all the chapters.
- Has a chapter that needs to disband because and if a new chapter is re-started in the next 12 months they can receive the funds and materials from the former chapter, but they have to have a new EIN, name, chapter #, etc.

Department of Ohio (Pat Pell)

- \$10,000 grant is being distributed to chapters who submitted proposals.

Department of Oklahoma (Cathy O'Shields)

- March 13 – Washington, DC Army Field Band 8-10,000 people in attendance.

Finance Committee (Karen Stevens)

- No money has been received from chapters earmarked for Service Flags. Committee recommends that if any money is received it should be sent back to chapters in light of the earlier NEB vote, in order to avoid the need to create a restricted account.
- Recommendation: Pay travel expenses for NP Robin McCarthy to travel on Feb. 21 to Flint, MI for a 70th anniversary celebration of BSMA hosted by MI1. Motion passes.
- Recommendation: Pay travel expenses for NP Robin McCarthy to travel to Philadelphia (PA9) on Feb. 25 for the event hosted by Marian Moran. Motion passes.

Old Business

NM5

- MOTION: Julie Roberts will forward all properties (6 or 7 boxes) belonging to NM5 (chapter disbanded) to Robin McCarthy and postage will be paid by NEB. Motion is seconded and passes on vote.

CONVENTION:

- Dates - August 1-4
 - Pre-convention NEB meeting July 31 (3-5pm)
 - Post-convention NEB meeting Aug 4 (3-5pm)

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- Schedule of Activities (preliminary):
 - Tuesday – Registration, Presidential Reception
 - Wednesday – Open, memorial service, hotel cocktail hour, Riverboat Cruise
 - Thursday – Governing Documents
 - Friday – School of Instruction, Banquet
 - Saturday – Elections, Installation
- MOTION: Pay the balance of \$600 to Cincinnati Club for Convention expenses. Motion is seconded and passes on vote.

Bylaws Committee:

- Chair – Katherine Venerable
- Deadline for submissions is April 16. Committee would like to try to have submissions to the NEB by June 1 (45 days before convention). All submissions will be distributed to the membership by July 1 (30 days prior to convention).

Nominating Committee

- Chair - Jean Burlingame
- Will be presenting a form asking for the qualifications of anyone interested in a position on the NEB, along with their relationship in their home chapter, and a statement about their passion/dream for our organization

Executive Director Committee –

Recommendation to expand committee duties.

- Research a Board of Directors to oversee NEB activities once a year, with PNP on the board. Members to hold a 3-year office, with rotations every year.
- Also consider a paid executive assistant position rather than an executive director.

Closed Executive Session (5:33 pm – 9:57 pm)

SILLER FOUNDATION/T2T & SHADOW RUN

- Eight chapters participated last year & received a total of \$19K. Siller Family needs to know if BSMA is going to participate this year. They are willing to give us a bigger percentage this year. There are 3 chapters that are interested in participating. NEB still has many questions about what was involved and how it worked out for them. More information to be requested from Julie Roberts and the chapters who participated.

NYC PARADE

- Patrick Gualtieri (parade committee chairman) gave faulty information at the Convention regarding the NYC Veterans Day parade. He also contacted the Reno chapter president to pick him up at the airport and requested the list of their donors, which she provided. NEB has directed Robin to write a letter to the parade committee asking them to investigate the actions of their chairperson.

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- MOTION is made to reimburse Robin for the rental of the van (approx. \$560), based on the misinformation provided at Convention and the subsequent trip that Robin and her husband undertook personally with the quarter-century moms. Motion is seconded and passes on vote.

MOTHERS DAY

- One of the 83-yr old quarter-century mothers (Marge Bryan) is planning to do a parachute jump in Ohio (with an Army Ranger she met at the NYC parade) on Mothers Day as a fundraiser for the Convention. She has made Robin promise to jump with her. More details to come!

New Business

WEBSITE

- The current website is not user-friendly. Several chapters and other organizations have suggested that we use another format. It is recommended that we use WordPress software for the website and Civi-CRM software for donations. Each chapter would have a similar set of pages under the new web domain and could hyper-link to their own websites if they wanted. No loss of data or down-time.
- A formal proposal has been received for the new website from with tutorials provided on how to use the different components (approx. cost \$20K). NEB feels that a web team needs to oversee the process and other formal bids should be solicited. Current initial queries have come back with initial estimates over \$30K.

Closed Executive Session (1/22/12 12:28am)

Announcements

Next meeting – Feb. 28, 2012 8:00pm

Adjournment

The president adjourned the meeting at January 22, 2012 1:05am (EST)