

**Blue Star Mothers of America, Inc.  
National Executive Board  
Minutes  
Regular Board Meeting  
Meeting Date: 2/26/2012**

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**Call to Order:**

The 2/26/2012 regular board meeting of the BSMA was held by electronic means (Go to Meeting) telephone and computer. The meeting convened at 5:10PM (EST), President Robin McCarthy presiding and Charilyn Damigo, Recording Secretary. A quorum was present.

**Attendees:**

**Members in attendance:**

President Robin Barnes-McCarthy

2<sup>nd</sup> Vice President Rev. Lin McGee

3<sup>rd</sup> Vice President Teresa Bullock

4<sup>th</sup> Vice President Rose Ann Elliott

Recording Secretary Charilyn Damigo

Financial Secretary Anne Parker

Dept of OH Pres Pat Pell

Dept of OK Pres Cathy O'Shields

Dept of MI Pres Kristine Wirgau

Dept of MN Pres Jean Duane

PNP Susan Naill

PNP Karen Stevens

**Absent:** none

**Excused:**

1<sup>st</sup> Vice President Janet Broussard

Treasurer Julie Roberts

Roll Call of Officers -- (Recording Secretary)

Prayer -- (PNP Karen Stevens)

Pledge of Allegiance -- (Teresa Bullock)

Blue Star Mothers Preamble -- (Rose Ann Elliott)

**Old Business**

**Approval of Minutes**

- MOTION: Recommendation that the Minutes from the 1/21/12 meeting be accepted and posted to the website. Motion is seconded and passes on vote.

**Convention**

- Informational flyer needs to be included in the next newsletter with Convention information
- MOTION: \$200 for park rental for Memorial Service in case we are not given the waiver by the city for non-profits and \$1500 (max) AV Rental in case we are unable to arrange a donation of equipment. Motion is seconded and passes on vote.
- Estimated cost for convention is approx. \$14,000 (based on 100 in attendance, but hoping for approx. 150) Cost of convention should be recouped by registration expenses.

**Bylaws Committee**

- April 16 Deadline still in effect

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- Email has already been distributed to the membership.
- Kathryn Venable is submitting an article for the newsletter so it will go out in the February newsletter.

**Website Committee**

- Statement of Work has been given to The Next Wave. Have requested current specs from MemberClicks and they will be given an option to submit a bid.
- Committee: Cathy O'Shields, Nancy & Dave Auble, Jennie Knockaert
- Criteria – should it be based on money? design? security? Discussion seems to suggest that the NEB's priorities are
  - Security
  - Design (user friendly)
  - Money
  - Also need to decide on using current domain name (bluestarmothers.org?)

**Officer and Committee Reports**

**Financial Report**

- (to be completed at 3/10/12 meeting)

**First VP**

- (to be completed at 3/10/12 meeting)

**Second VP**

- (to be completed at 3/10/12 meeting)

**Third VP**

- (to be completed at 3/10/12 meeting)

**Fourth VP (Report submitted via email prior to meeting by Rose Ann Elliott):**

**Chartering:**

- Actively working with six chapters (IN11, IN12, IL4, OK22, WA5 and OR2)
  - IN12 has had several meetings but Janice Kruger, the main representative, will be relocating due to her husbands' job. She will know within the next month if anyone else will take this over.
  - IL4 just requested number on 2/15/12
  - OR2 began chartering in fall 2011. Received all paperwork and money within the last two weeks. Awaiting their application form, affiliation agreement, EIN report form and state registration.
  - OK 22 is complete except for their state charity registration.
- Four Chapters (CA43, DC1, LA6 and MO3) have all requested to keep their files open

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although little or no paperwork has been forthcoming. These were all opened in 2011.

- 18 additional people have requested information about chartering. The Pacifica, CA and Newnan, GA ladies submitted “Request to Charter” forms last week. I have not requested chapter numbers for anyone until I have spoken with them several times and provided them with the “Chartering Procedures” document to review. If they locate five prospective members and then still have an interest I have asked them to contact me and we will issue a chapter number and online access. This has been done because many chapter numbers had been issued but never came to fruition.
- Rose Ann contacts through email each of these prospective chapters ever week to 10 days.
- Arizona is in the process of chartering a Department. This is being organized by Rebecca Leatherwood, AZ6. As of Saturday the following looks like their department board:
  - President – Rebecca Leatherwood, AZ6
  - 1<sup>st</sup> VP – Brenda Searle-Sung, AZ4
  - 2<sup>nd</sup> VP - Rachelle Hornby, AZ2
  - 3<sup>rd</sup> VP – Laura Sutton, AZ6
  - 4<sup>th</sup> VP – Theresa Koontz, AZ4
  - Financial Secretary – Lisa Collins, AZ3
  - Treasurer – (Lori Atwater AZ4) will let them know for sure on Monday
  - Recording Secretary – Jackie Gordon, AZ2

AZ 5 has not been too excited about this yet and may not participate.

The governing documents state that they need to file with a \$25 application fee. Where is the department to get these funds since they are not operational and everyone is already a member, they do not have any income from dues. Do they ask each chapter to pay a portion?

Spreadsheets provided with chartering documentation.

Compliance:

- Reminder letters were sent in September and two in February.
- 117 chapters have completed their compliance completely.
- 19 chapters have their 501.c.3 status revoked based on information provided on the IRS 990 website.

<http://apps.irs.gov/app/eos/revokeSearch.do?sessionId=2Y1RPLTBOy8nHhbmBvkByMxDSy7yWDPXPkCVkJvskglg0n5M1df1-711615432?indexOfFirstRow=25&exemptTypeCode=a1&isDescending=false&totalResults=36&postDateTo=&ein1=&state=All...&dispatchMethod=searchRevocation&postDateFrom=&country=US&city=&searchChoice=&indexOfFirstRow=0&sortColumn=ein&resultsPerPage=25&names=%22blue+star+mothers%22&zipCode=&deductibility=>

- Question on Grandfathered Chapters:

The governing documents state that they do not have to maintain the 5 members/officers. I could not locate anything that indicates that they do not have to file the rest of the forms,

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including 990 or pay the Chaplain Fund Fee. Where does this stand?

- Compliance for New Chapters – Questions
  - At one point the letters that went to new chapters told them they basically didn't have to do any compliance their first year. But the IRS needs a 990 filed if there is income even if they are only operational for a month. The state registration or charitable registrations are usually renewable yearly no matter when you have begun. I have changed the information to read:  
*The **fiscal year** for your chapter is September 1<sup>st</sup> to August 31<sup>st</sup>. This is a requirement of the IRS and cannot be changed. All annual reports, membership dues, chapter elections and tax reports are due in September of each year. The deadline for all of them is Jan 15<sup>th</sup>. These are waived on the year that you charter except for the 990N which is due to the IRS and the state registration if your state has annual renewal requirements.*
  - Where does this leave the Chaplain Fund? The governing documents states that it is payable annually, no exceptions listed for new chapters.
  - Shouldn't the new chapters still file the annual report with financials if they are filing a 990 because they need the financials in order to do that. Also, the Affiliation Agreement changes each August and should be completed new. The chapter may hold elections if they have been around for a while and would need to do a new officer roster. Just requesting clarification on this.
- Chapters Needing Required Officers
  - CA21 – Financial Secretary
  - IL2 – Officer roster only listed President, 5 officers on chapter profile
  - IN3 – Financial Secretary
  - NM6 – Financial Secretary and Treasurer the same – this chapter has many issues that I understanding are ongoing. They sent me a check and list of 12 names for members. Rose Ann submitted a membership roster and echeck for \$120. She requested applications or for the individuals to enter themselves online.
  - NM7 – 3 members only
  - NY4 – Financial Secretary
- Chapters Indicating they are Closing
  - CT2 – 3 members, indicated they have been inactive since Dec 2010, emailed 1/28 and 2/4 requesting records to be sent to Anne
  - IN168 – Indicated they have not been open for a while. Emailed 12/7/11 and 2/4/12 requesting records to be sent to Anne
  - LA4 – one member listed – Emailed on 2/4/12. EIN revoked 1/15/11.
  - MS1 – Lisa Seaburg emailed 2/17/12 that the chapter had closed and that they had notified national at some time. Emailed and requested her to send all goods to Anne.
  - NC11 – Emailed beginning of February because of low membership (3) they replied that they were disbanding. Emailed for records.

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- WA1 – Sent email due to low membership. Emailed back saying that they were closing. President having hard time getting financial records, but they were received Friday, 2/24/12. Requested they file 990-N and send all items to Anne.
- Department of OH indicated OH12 and OH36 are closed.
- Requested copies of charters from many chapters who did not have one in our books. Numerous ones received. Still outstanding: CA7, MI168, MI174, MI95, NM7, NY5, SC3,

When should I send the next letter to chapters and should it be a suspension letter?  
Please advise.

Department of Ohio (submitted prior to the meeting via email by Pat Pell):

- Dept. of Ohio Conference call was held 2/15/12 and 8 chapters were represented, which is the most this year!
- The CareSource grants were distributed to 8 chapters. A letter and check was sent to the chapter president, which included a contract that must be signed and returned to the Dept of Ohio. The 8 Chapters have until 8/1/12 to use the money as requested. CareSource along with all the Ohio Chapter presidents, were notified as to how this \$10,000 was distributed.
- Sally Botson will be the Dept. of Ohio pro-tem recording secretary. Barb Funk resigned due to too many outside and work commitments.
- The Dept. of Ohio has changed the date for its convention from September to November 2-4 and will be in Columbus, Ohio. This was necessary due to chapter and elected board conflicts in September and October.
- The working balance for the Dept of Ohio as of 2/15/12 is \$8568, which includes \$1,412 from a chapter that recently closed.
- We are currently working on the Dept of Ohio North/South education seminar that will be held 4/28/12 (Saturday) in Columbus. The elected board will meet in person on 3/31/12 to go over the presentation.
- The necklace fundraiser (enamel service flag) for the Dept. of Ohio will need to be replaced. The jeweler no longer wishes to make these necklaces unless we order at least 20 each time. This is not realistic for us to comply with so we will complete this last order and suspend the fundraiser.

Department of Oklahoma (submitted via email prior to meeting by Cathy O'Shields):

- At this time the state of Oklahoma is working on getting the last few items on the compliance list completed. The Pro-Tem Financial Secretary Kimberly Graham and Cathy have been working with chapters hand in hand and should have everything completed in a timely manner.
- March 13, 2012 on a Tuesday we have the honor of the Washington D.C Field Band and Chorus is putting on a free concert at the Mabee Center in Tulsa for all of the returning heroes and their families. We will have a short meet and greet before the event and then we will have the privilege of listening to this awesome band. This was provided by the efforts of a former member Glen Phibbs.

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- March 17, 2012 We will be supporting a State wide Parade to take place in Oklahoma City it will be called the St. Pattie's Day Parade but we are working with Americaforvets.org and they are going to set up a Support our Veterans Village at the end of the parade and they are doing this across America to bring information to our troops just returning from deployments. They are participating in the parades but also they are setting up and getting the much needed help for the returning troops.
- May 28, 2012 is Memorial Day and we plan on having the Department and as many chapters as possible attend the ceremony in Woodring, Oklahoma. They put on a very special event for all of the parents of the fallen heroes for the entire year and they pay honor to our troops. This is an outstanding event one if you have seen it will live forever in your mind.
- July 14, 2012 is the Next Department meeting and this will take place in Tahlequah, OK and we will be discussing the changes that will need to be voted on at Nationals for the Governing documents and also getting our delegates ready for the trip to the National meeting in Ohio. We will also be discussing our Department Convention.
- July 31, to August 4, 2012 is the National Convention in Ohio and we are getting the information out about this so they can start doing registration of rooms. When will we be able to do the registration for the event?
- September 29, 2012 is our Gold Star Family event in Oklahoma City and we had a gathering of 69 family members last year and are hoping to double this number this year.
- October 19-21, 2012 will be the Department of Oklahoma Convention. Our Theme is BSMA Oldies to Newbies forever moving forward. We will be staying at the Western Hills Guest Ranch in Hulse, Oklahoma. We will have a great night of fun on Friday with a Spooky Halloween party and then Saturday Morning will kick off with training and guest speakers. We will also be doing a Memorial service for the fallen heroes and also for our fall mothers and fathers and any associates. Saturday night will be a plated banquet dinner and then Sunday will back to business with elections of officers for the next year. We will also have computers, scanners and officers available to help all of the chapters get their reports filed for compliance for the year so we can get a jump on this.

### **New Business**

#### **Membership Request**

- Pattie Kelley, having resigned from the BSMA, has asked to re-join BSMA. (There are extenuating circumstances.)
- MOTION: To accept her request. Motion is seconded and passes on vote.

#### **Conference Call 2010-2011 NEB**

- Request for records from last year's NEB as many of the NP files were missing.
- NP Robin has found that many of the committees last year were comprised only of NEB members; she would like to move forward as we have this year with 1-2 NEB members on committees, but wider representation from membership.

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- NP feels that overall there remains a feeling of distrust. We are one organization and there should not be any division.

**Closed Executive Session 5:32 PM (EST)**

**Board Exits Closed Executive Session 6:30 PM (EST)**

**Announcements**

Next meeting –

Saturday, March 10, 2011 @2:00pm (EST) <purpose will be to complete 2/26/12 meeting>

Tuesday, March 27, 2011 @ 8:30pm (EST)

**Adjournment**

The president adjourned the meeting at 6:59pm (EST)

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**TREASURER REPORT FOR FEBRUARY 2012**

Starting Balance for January 2012: \$129,882.97

Ending Balance for January 2012: \$121,877.72

Number of checks written for January 2012:

Checks - 20

Bill Pay – 2

Debit Card – 2

Bank Charges – 3

Voided Checks - 1

Delta Airlines credit \$99.00 for NP

Continue to work with chapters that have issues pertaining to membership dues not received from national and vice versa.

Moved applicants into the membership group for the month of January that were not moved by either the Chapter Membership Chair and/or the Department Membership Chair.

Filed out a Grant application with Verizon Wireless for new computers for the NEB.

Prepared the Department Roster Dues checks.

Prepared all Reimbursement Forms submitted and approved by 3 or more members of the Finance Committee.

Preparing the 2<sup>nd</sup> Quarterly membership dues checks for Chapters and Departments.

Working with 4<sup>th</sup> VP on complying letters/emails to go to the chapters that are not in compliant with the Governing Documents.

Compared the Profit and Loss Report for September 1, 2010 to February 26, 2011 and September 1, 2011 to February 26, 2012. Gross Profit for 2012 is **-\$12,217.53** and Net Income for 2012 is **-\$14,415.50**. See attached 2 forms.



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Report: Profit & Loss

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September 1, 2011 - February 26, 2012

Compared to Sept. 1, 2010 - Feb. 26, 2011

	Total	
<b>Income</b>		
Big Dipper Income	5.00	
Chaplains Emergency Fund - Restricted Funds	5,190.16	(+ 740.16)
<b>Convention</b>		
2011 Convention		
Convention Fees	-75.00	
Fun Nite	-474.00	
Silent Auction	90.00	
<b>Total 2011 Convention</b>	<b>-459.00</b>	
<b>Total Convention</b>	<b>-459.00</b>	
<b>Fundraiser</b>	116.00	
<b>Online Store</b>		
2011 Yearbooks	400.00	
BSM Flags	300.00	
<b>BSM Patches</b>		
Associate Patch	4.00	
BSM Patch 12 inch	64.00	
BSM Patch 2 1/2 inch	84.00	
BSM Patch 6 inch	40.00	
<b>Total BSM Patches</b>	<b>192.00</b>	(- 559.00)
<b>BSM Pins</b>		
Blue Star Dad Pin	290.00	
BSM Associate Pin	260.00	
GBTWS Pin	30.00	
Large BSM Pin	1,910.00	
Past Chapter President Pin	70.00	
Small BSM Pin	440.00	
<b>Total BSM Pins</b>	<b>3,000.00</b>	(- 2,300.00)
<b>BSM Tee Shirts</b>		
BSM Tee Shirt 2XLarge	50.00	
BSM Tee Shirt 3XLarge	60.00	
BSM Tee Shirt Large	90.00	
BSM Tee Shirt Medium	20.00	
BSM Tee Shirt Small	40.00	
BSM Tee Shirt XLarge	60.00	
<b>Total BSM Tee Shirts</b>	<b>320.00</b>	(- 130.00)
Candy Bars	260.00	
Coins	1,275.00	
Hats	1,272.00	
Tote Bags	312.00	
<b>Yearbooks</b>		
2010 yearbooks	15.00	
<b>Total Yearbooks</b>	<b>15.00</b>	(- 830.00)

<https://qbo.intuit.com/qbo30/reports/195584518/execute?rptid=195584518-PANDL-view-...> 2/26/2012

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	Total	
Total Online Store	7,346.00	(- 6,141.00)
Online Store - convention bags	170.00	
Total Fundraiser	7,632.00	(- 5,855.00)
Funds from closed chapters	113.43	
General donations	906.12	(- 5,690.39)
Google Donations	275.00	(- 5,307.99)
Membership	100.00	(+ 60.00)
Chapter Membership Dues	18,016.50	
Charter Fee	100.00	
Department membership	835.00	
dues direct to NEB	25,035.00	
Total Membership	44,086.50	(- 1,431.50)
Royalties	50.73	
Shipping Income	956.05	
Uncategorized Income	2,041.06	
Total Income	\$60,797.05	
Gross Profit	\$60,797.05	(- 12,217.53) *
Expenses		
2011 Convention Expenses	2,028.92	
2012 Convention Expenses	2,155.70	
Bad Debts	0.00	
Bank Charges	28.00	
On Line Business Suite	60.00	
Total Bank Charges	88.00	
Conference Call	468.00	
Conventions		
2011 Convention Expenses		
Hotel Charges	-2,863.17	
Shipping	28.71	
Total 2011 Convention Expenses	-2,834.46	
Total Conventions	-2,834.46	
DC REP	176.87	
First American Payment Systems	820.58	
Fundraising		
On Line Store		
BSM Flags	1,064.00	
BSM Pins	2,948.76	
coins	1,985.00	
Hats	2,544.00	
Patches	188.56	
Shipping	814.25	
Total On Line Store	9,544.57	
Total Fundraising	9,544.57	
Legal & Professional Fees		
CPA	8,540.00	
Parlamentarian	2,027.50	

<https://qbo.intuit.com/qbo30/reports/195584518/execute?rptid=195584518-PANDL-view-...> 2/26/2012

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	Total
Total Legal & Professional Fees	10,567.50
Management Expenses	
National Treasurer	
General Office Expenses	93.23
Postage	215.04
Travel	30.00
Total National Treasurer	338.27
Total Management Expenses	338.27
Membership Cards	176.25
Merchant card processing	1,105.03
Misc Expense	556.48
Program Expenses	
Flowers & Wreaths	522.50
National Appointed Offices	
National Chaplain	
General Office Supplies	1,828.08
Travel	25.00
Total National Chaplain	1,853.08
National Historian	
Travel	187.40
Total National Historian	187.40
National Patriotic Instructor	
Travel	866.66
Total National Patriotic Instructor	866.66
Total National Appointed Offices	2,907.14
National Financial Secretary	
Travel	-318.35
Total National Financial Secretary	-318.35
National First VP	
Postage	190.61
Travel	687.06
Total National First VP	877.67
National President	
General Office Supplies	71.51
Postage	99.70
Travel	1,626.16
Total National President	1,797.37 (+ 2,157.24)
National Recording secretary	
General Office Supplies	129.99
Total National Recording secretary	129.99
National Second VP	
Newsletter	117.54
Total National Second VP	117.54
National Third VP	
Travel	119.00

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	Total
Total National Third VP	119.00
Total Program Expenses	6,152.86
Quick Books on line	232.80
Stationery & Printing	335.96
Travel	
Executive Board Meeting	2,558.98
Total Travel	2,558.98
Tunnel to Tower NY Run	847.68
Veterans Day Committee Dues	125.00
VOIDED CHECK	0.00
Website and Database	5,829.00
Yearbooks	
Printing	1,540.00
Total Yearbooks	1,540.00
Total Expenses	\$42,813.99
Net Operating Income	\$17,983.06
Net Income	\$17,983.06 (-14415.05) <del>44</del>

Sunday, Feb 26, 2012 08:36:13 AM GMT-7 - Cash Basis

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