



**MEETING MINUTES**  
**BLUE STAR MOTHERS OF AMERICA, INC.**  
**AUGUST 8, 2023**

**Call to order:** Meeting was called to order by National President Rebecca Stafford at 07:32 P.M. CST.

**Opening:**

PNP/Chaplain Stacy Anders opened with prayer. Newly elected Recording Secretary Amy Hutchinson conducted roll call.

The following were present:

- National President-Rebecca Stafford
- 1VP- Karen Stillwell
- 2VP-Karla Keller
- 3VP-Jacqueline Ransom
- 4VP-Brenda Ternullo
- Recording Secretary-Amy Jo Hutchinson
- Financial Secretary-Sonya Kay
- Treasurer-Alethea Tennill
- PNP/Chaplain-Stacy Anders
- PNP – Carla Brodacki
- PNP/VAVS REP – Anne Parker
- Dept. MI President – Jacqueline Ransom
- Dept. Ohio President – Dianna Lynn Feldman (Entered at 7:44 p.m. CST)
- Dept. MN President-Karla Keller
- Finance Chair – Julie Straw

**Minutes Approval:**

Minutes from Pre-Convention Meeting 07-30-2023 and Minutes from Post-Convention Meeting 08-05-2023 were sent to the NEB prior to this meeting from the National Secretary.

**MOTION to approve Pre-Convention Meeting Minutes from 07-30-2023 as submitted.**

**Seconded**

**Call for vote**

**1 Opposed, no abstentions.**

**PASSED**

**MOTION to approve Post-Convention Meeting Minutes from 08-05-2023 with the correction of order of the Departments listed. They should be listed in the order in which they were chartered. Michigan, Ohio, Minnesota.**

**Seconded**

**Call for vote**

**No opposed, no abstentions**

**PASSED**

**Finance Committee Report:**

Chair Julie Straw had no report at this time as they did not have their meeting.

**OLD BUSINESS:**

**Convention 2023 Overview:**

PNP/ Chaplain Stacy Anders – very pleased, thankful for the hard work and efforts

NFS gave preliminary report Silent Auction: \$2632.00. Store preliminary totals: \$10072.32

Suggested in future having silent auction as part of the vendor room or earlier in the week.

**NEW BUSINESS:**

**Newsletter:** NP is asking each of us to have Bio include a picture to 2VP

**Meeting Date/Time:** NEB Meetings will be second Tuesday of the month 7:30 p.m. CST/ 8:30 p.m. EST

**Appointed Positions:**

- VAVS REP – Anne Parker
- Parliamentarian – Patti Elliott
- D.C. REP – Teresa (T.J.) Sumners (she will work with a Deputy)
- Webmaster – Jeanne Ullmer
- Conflict Resolution Committee – Cheree Barrett (she will have a team of 3)
- Patriotic Instructor – Barb Cook
- Finance Chair – Julie Straw
- Historian – Deborah Waltz
- Mentor Chair – Denise Guerra
- By-Laws Chair – P.N.P. Pat Soler (Nancy Jorden, and one other TBA)
- Financial Assistant – Nancy Brecht
- Yearbook – 2<sup>vp</sup> Karla Keller
- Compliance – 4<sup>vp</sup> Brenda Ternullo
- Grievance Chair – TBA
- Grievance Committee – TBA
- Publicity – TBA (Team approach)
- Fundraiser Chair – TBA
- Sgt- at-Arms – TBA

Discussion regarding fundraising and continuing to use CFC or going with another. Finance Chair Julie Straw is going to get a cost -VS- actual donations brought in for the October meeting so we can make an informed decision. PNP Carla Brodacki suggested we check Associate Membership which is through McGuire & McGuire. No major charges and it is easier to manage. NP tabled this issue until October NEB meeting.

**Gold Star Mother Cards** – Working on this will have sample out in email soon.

**Donation from STAR:** Discussion regarding the donation received from STAR, it was given in the idea that money would be spent for our organization, not added to the general fund. Possibly used for Convention or DC? NP opened the floor for more discussion.

PNP Carla Brodacki suggested we use to benefit the entire body, not just Memorial Day event.

**MOTION was made to use the money for a grab -n- go breakfast at our next convention.**

**Friendly Amendment was made that we NOT limit it to a breakfast as some hotels provide breakfast. That we provide an extra meal for the body at the convention. Friendly amendment was accepted.**

**MOTION to use the money as a grab-n-go for breakfast or lunch at the next convention.**

**Call for the vote**

**No opposed, no abstentions**

**MOTION PASSED**

**Update of Annual Report:** Finance Chair Julie Straw noted that it is her understanding that the 4<sup>VP</sup> and Financial Officers are going to work to update the Annual Report for compliance and she would like to be a part of the process. She would like to assist in helping our reports reflect donor revenue -vs-program expenses -vs-fundraising expenses-vs-management expenses so that we are able to address questions at convention with a whole picture of our organization. This would enable us to get a rating with Charity Watch and Charity Navigator and other places so that we can be transparent in our efforts as a 501(C)3. NP agreed absolutely for her to participate. 4<sup>VP</sup> stated that she has some reports, and they will plan to meet soon. The Finance Chair left the meeting at 8:15 p.m. CST.

**Department Convention Dates:** NEB is welcome to attend DEB conventions at their own expense.

- Department of Minnesota September 30 – Oct 1, 2023, Crystal, Minnesota
- Department of Michigan October 13 – 15, 2023. Grand Rapids, Michigan.
- Department of Ohio October 27 -29, 2023. Columbus, Ohio.

**Mid- Year Meeting:** Tentative dates are February 23-26, 2024, Charleston, SC. Details to follow, mark your calendars.

**Leadership Handbook:** NP tasking each of us with working on the Leadership handbook to ensure that we make it user friendly and to remove the job descriptions and put them back in our governing documents. Our By Laws Committee has already suggested those items be put back into our Governing documents. We need to create a Leadership Handbook that is geared towards our Chapters. Make it simplified on simple tasks. IE: show a President how to run meetings, as a secretary how to write the minutes. So, we are clearer on expectations and how to do things properly within our organization.

- President Section how to run a meeting / make an agenda: PNP's/ DEB Presidents/ NP
- 1VP – Karen along with previous 1VP/ Stacy/ Ann/ DEB Presidents
- 2VP – Karla along with previous 2VP/Stacy/ DEB Presidents
- 3VP – Jacqueline with Karen Stillwell/Stacy/ DEB Presidents
- 4VP- Brenda with Ann/ DEB Presidents
- Recording Secretary – Amy with NP/DEB Presidents/PNP Carla Brodacki
- Financial Secretary – Sonya with PNP Carla Brodacki/Alethea/ DEB Presidents
- Treasurer – Alethea with PNP Carla Brodacki/ DEB Presidents

### **Reminders**

- Be respectful, it is ok to disagree in a respectful manner. All eyes are on you. Open door policy if anyone has questions, they can come to you regarding your position. Stay in your lane, allow new people the chance to learn and do their positions. Never attend a call or zoom without another NEB officer in attendance. Check email daily. Email responses, be sure to RESPOND TO ALL for emergency meetings or issues. RESPOND directly to the person for personal info.

**CLOSED EXECUTIVE SESSION**

NP took the NEB into Closed Executive Session at 8:26 p.m. CST and out at 9:08 CST.

**Additional business for the good of the organization**

Update and continued prayers for Charla Fletcher and Sandra from OK.  
Watch NEB charges for hotel room, may have been charged extra night.

Having no additional business, the meeting was adjourned with a closing prayer led by our National Chaplain Stacy Anders at 9:15 p.m. CST.

Respectfully submitted,  
Amy Jo Hutchinson  
National Recording Secretary

## National President Report

August 2023

- Attended Convention
- Assisted newly elected National 1VP with transition
- Set appointed positions
- Conducted President business
  - Set up meetings
  - Reviewed documents
  - Prepared for upcoming engagements
  - Met with Governing Documents Chair
  - Met with the Financial Chair
  - Met with the Mentor Chair
- Attended all NEB meetings

Respectfully submitted,

**Rebecca**

Rebecca Stafford  
National President  
573-220-0807



## National 1st Vice President August Report 2023

-Attended all NEB Calls

-Attended the National Convention

-Transitioned the newly elected 2<sup>nd</sup>VP

-Communicated through emails and phone calls with multiple members and those with Chapter questions

-Hit the ground running processing hundreds of renewals and new members

-Facilitated two zoom meetings with another NEB member to assist a struggling Chapter with closing; provided additional support with multiple emails

-Continue transitioning and learning the 1stVP duties as well as navigating the back side of the website

-Assisted the National President with Chapter issues

-Provided support and information to all Chapters sending basic questions to the National 1<sup>st</sup>VP

-Provided support to the DPOH President and an Ohio Chapter voting to close

-Working with the webmaster and Fin Sec to process dues, renewal questions and new members

-Handled multiple Chapter issues and questions about elections and closings

-Reviewed Governing Documents for needed changes

-Assisted Chapters with navigating the website, their profile, dues, renewals and new memberships

Respectfully Yours in Service,

Karen Stillwell

National 1<sup>st</sup> VP 2023-2024

[1vp@bluestarmothers.us](mailto:1vp@bluestarmothers.us)

[614-893-1180](tel:614-893-1180)



## National 2<sup>nd</sup> Vice President

### August Report

- Attended National Convention
- Attended NEB meeting
- Reviewed emails for August Newsletter
- Designed and edited pages for the August Newsletter
- Finalized August Newsletter
- Emailed National President and webmaster for approval and distribution of August Newsletter
- Worked with member and treering to resolve a yearbook order issue
- Reviewed Governing Documents for Bylaws committee
- Reviewed 2VP section of Leadership Handbook
- Responded to texts, emails and phone calls

Respectfully,  
Karla Keller  
National 2<sup>nd</sup> VP



## National 3VP Report

August 4 – August 31, 2023

- Attended NEB meeting
- Reviewed Bylaws and Leadership Handbook pertaining to 3VP
- Researched 22 Military deaths
- Reported 11 deaths
- Researched 2 Veteran deaths, added to list
- Sent Gold Star Mothers list to National Chaplain
- Worked with another NEB member and a chapter having issues
- Answered phone calls, emails and text messages

August 2023

4VP Monthly Report

In the month of August:

I attended all NEB meetings

Answered emails regarding where chapters are located and/or starting a new chapter

Sent emails to troubled chapters trying to stop them from folding, coming up with ideas on how to keep them going

Been in touch with several chapters having trouble seating a board.

Compliance has started and several chapters are nearly complete

Set up compliance training for Sept 17

I met with MA1 board for financial training.

Respectfully submitted,

Brenda Ternullo

N4VP, 2022-2023

## **National Financial Secretary Report – August 2023**

Attended NEB meeting(s) and Convention

Attended all Finance Committee Meetings

Emails - answered and filed as needed

Texts and Calls - responded as needed

### **National Financial Assistant**

She has worked on building spreadsheets with info needed to enter deposits into QB for July, August, and the start of September..

### **Financials:**

Completed entering July deposits in QB for all 3 accounts, reconciled, reports created and sent to FC.

Completed entering August deposits in QB for all 3 accounts, reconciled, reports created and sent to FC

Continued to work with NT to reconcile BSMA accounts

### **Convention**

Updated spreadsheet for all convention income to track that as it comes in, shared this spreadsheet with our President and our Convention Chair.

Finished entering all income related to Convention

### **Due to Chapter/Department Checks**

Worked with NT to resend any checks that were returned.

### **Incoming Mail:**

Retrieved all incoming mail from PO Box. Opened and sorted mail into appropriate batches. Processed all mail.

Added mail to spreadsheets (mail received with funds, mail received without funds, member renewals, Convention)

Contacted appropriate NEB member/committee chair with scan of mail relevant to their needs or mail needed items to them

Deposited all funds received and entered deposits into QB

Mailed anything received for Chapters on to their address on record.

### **Memberships**

Working with 1VP to research all emails received from members with questions.

### **Chapters**

Worked with Chapters on various financial related questions.

### **ByLaws**

Reviewed Governing Documents, created list of clarifications/updates to send to committee members.

Submitted by Sonya Kay, National Financial Secretary - September 10, 2023



## **NATIONAL TREASURER REPORT**

**August 2023**

Attended all NEB Meetings

Attended Convention

Worked/managed the Online Store

Attended Finance Committee Meeting

Made and received telephone calls, texts, and emails

Paid Convention expenses

Made hotel/flight arrangements for Gold Star Mothers Weekend, Dept

Conventions and Veterans Day weekend

Posted and matched expenses in QuickBooks

Completed Audit with CPA

Online Store is now OPEN

Reordered/Received white logo shirts

Filled and mailed Online Store Orders

Completed/mailed all checks to Finsec

Responded to chapters with questions

Yours in Service,

Alethea Tennill

National Treasurer



## National Chaplain

August 2023

- Attended NEB meeting.
- Reviewed Bylaws and Leadership Handbook sent to By Lawas chair.
- Worked on a design for a new Gold Star Mothers card.
- Updated the master spreadsheet for GSM.
- Received the postage Stamps.
- Ordered C=cards from Larry Jones.
- Received the cards and envelopes.
- Worked on the cards and they will be going out Tuesday 9/12.
- Worked with Rebecca on Bonfire.
- Answered phone calls, emails, and text messages.

PNP Stacy Anders

National Chaplain



Department of Michigan

August 1 - 31, 2023 Report

**Department of Michigan:**

- Created agenda for DEB meeting
- DEB meeting
- Reviewed minutes from DEB meeting
- Reviewed Dept Financials
- Submitted article for Dept MI newsletter
- Reviewed and approved Dept MI newsletter
- Attended National Convention
- Attended NEB meeting
- Worked with another NEB member and a chapter having issues
- Reviewed Bylaws and Leadership Handbook pertaining to Dept
- Worked on plans for Dept Convention
- Discussed chapter having issues with Dept 1VP
- Answered phone calls, emails and texts

Respectfully submitted  
Jacqueline Ransom  
Department of Michigan, President  
Blue Star Mothers of America, Inc.

## Department of Ohio

### August 2023 Report

1. Chaired August Department of Ohio monthly Zoom DEB meeting
2. Attended Department of Ohio Big Dipper monthly Zoom meeting.
3. Attended monthly NEB zoom call
4. Visited OH11 and OH15 Chapter meetings
5. Continued working with OH7 – Brunswick Chapter’s closing process.
  - Calls to OH7 officers regarding closing process
  - Met with OH7 Recording Secretary to pick up documents/written records.
  - Assisted Department 1VP on process to contact OH7 members to determine which Chapter they wish to transfer to.
6. Attended 2023 BSMA National Convention
7. Department of Ohio State Convention 2023
  - Send request for nominations
  - Wrote up Call to Convention and sent for distribution to Ohio Membership and National Executive Board.
  - Made calls for quotes for Saturday luncheon
8. Various emails and calls with Ohio Chapter Presidents, Department Officers, and the general public

Respectfully Submitted,

Lynn Feldman, President

Department of Ohio



## Department of Minnesota

### August 2023 Report



#### Department of Minnesota Report

- Attended National Convention
- Attended NEB meeting
- Worked on Dept. Convention details
- Worked with another NEB member regarding a chapter having issues
- Worked on email with another NEB member to finalize NEB involvement and sent email to Chapter President and chapter member involved
- Installed a MN7's newly elected officers
- Worked with Dept. Fall Convention hosting chapter planning convention
- Presided over DEB meeting
- Organized and attended State Fair Parade
- Responded to texts, emails and phone calls

Respectfully,  
Karla Keller  
Department of Minnesota President  
BSMoA