



## MEETING MINUTES

### BLUE STAR MOTHERS OF AMERICA, INC.

April 9, 2024

**Call to order:** Our National Executive Board Meeting was called to order by National President Rebecca Stafford at 07:34 P.M. CST.

#### **Opening:**

PNP/Chaplain Stacy Anders opened with prayer. PNP Carla Brodacki led our Pledge of Allegiance. 1VP Karen Stillwell led the Blue Star Mother Preamble. 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 (Excused)
- PNP/Chaplain-Stacy Anders
- PNP-Carla Brodacki
- PNP/VAVS REP-Anne Parker
- Dept. MI President-Trudy Wysocki
- Dept. Ohio President-Dianna Lynn Feldman
- Dept. MN President-Jen Pecarina
- Parliamentarian-Patti Elliott (Excused)
- Finance Chair-Julie Straw

**Minutes Approval:**

Minutes from NEB March 12, 2024, were sent to the NEB prior to this meeting from the National Secretary. The floor was open for discussion or corrections. Noted no corrections needed. A motion was called to accept the minutes as presented.

**MOTION to approve Minutes from March 12,2024 as presented.**

**Seconded**

**Call for a vote.**

**No opposition, no abstentions**

**PASSED**

**Finance Committee Report to NEB April 7, 2024 – Presented by Julie Straw  
- Finance Chair**

1. FC meeting held on Sunday, April 7<sup>th</sup> to discuss financial matters:

The March financial statements were presented and have been forwarded to the NEB for review. If there are no questions concerning these statements, this is a motion coming from Committee to present the March 2024 financial statements as an accurate representation of the operations of this organization pending audit.

**MOTION to approve March 2024 financials as presented and set aside pending audit. No second needed coming from committee.**

**CALL for a vote.**

**No opposition, no abstentions.**

**MOTION PASSED**

2. Progress of Audit and Tax Return.

A. Draft from Independent Auditor, Joseph R. Castellano, CPA was received back in February and discussed at the February FC & NEB meetings - no questions or concerns. The Engagement letter and Management letter still need to be produced, signed, and submitted to the CPA so that we can receive the finalized audit.

B. Form 990 & 990EZ are on extension.

3. Convention update: Additional payment to the hotel was made last week. With \$3,000 daily debit card limit still in place, some payments may be split for processing. Bonfire convention shirts have generated over \$4,100 so far.

4. Maguire/Maguire, Inc.: Ohio campaign is in progress. Several other states' deadlines and timing prevented participation at this time.

5. Discussion of NC/Wilmington Tray Raffle –

A. Background: Chapter was advised that they cannot promote their raffle on our national Facebook (FB) page (or any other national platform) unless they are registered in all states to do so.

B. FC believes there is a definite need to consult a non-profit attorney for a clear and accurate statement that can be presented to the membership so that they understand the dangers of both, conducting raffles/games of chance across state lines or soliciting donations across state lines (via the internet.)

C. C. McCracken will reach out to Maguire/Maguire Inc for guidance or legal referral.

6. 2023 Compliance - NFS reported 9 chapters/auxiliaries still lacking annual report.

7. VAVS

A. Checks have been cut and sent to the list of non-represented VA facilities.

B. As a matter of record, we approved the purchase of 600 - 2-gallon Ziploc bags and "Thank you for your service" cards for the Convention Sweatpants project, not to exceed \$250.

8. NFS and NT Reports:

A. NFS - Report was provided prior to meeting, no discussion.

B. NT

1. No update on the Missouri sales tax exemption - will call this week.

2. Normal store restocking discussed (Garrison hats, challenge coins, etc.)
3. An alternate vendor has expressed a desire to provide us with a quote on our BSM logo pins.
4. Upcoming Bundles:
  - a. Mothers' Day bundle already established.
  - b. Motion coming from committee to run the following Special: "With the purchase of \$30 or more of Online Store merchandise (excluding shipping costs), members will receive one R.E.D. Flag patch" to run from May 15<sup>th</sup> to July 10<sup>th</sup>.

**MOTION** coming from Committee to run a special "with purchase of \$30 or more of the online Store merchandise (excluding shipping costs). Members will receive one R.E.D. Flag patch" to run from May 15<sup>th</sup> – to July 10<sup>th</sup>, 2024.

No second needed coming from committee.

**CALL** for a vote.

**No opposition, no abstentions.**

**MOTION PASSED**

#### 5. Online store conversion to Convention store

- a. Motion coming from committee to close the Online store on July 12<sup>th</sup>, 2024, to prepare for shipping to National Convention.

**MOTION** coming from committee to close the online store on July 12<sup>th</sup>, 2024, to prepare for shipping to National Convention. No second needed coming from committee.

**CALL** for a vote.

**No opposition, no abstentions,**

**MOTION PASSED.**

- b. Motion coming from committee to accept pre-paid Online store orders between July 13<sup>th</sup> and July 26<sup>th</sup>, no charge for shipping, for in-person pickup at National Convention.

**MOTION** coming from committee to accept pre-paid Online store orders between July 13<sup>th</sup> and July 26<sup>th</sup>, no charge for shipping, for in-person pickup at National Convention.

No second needed coming from committee.

**CALL** for a vote.

**No opposition, no abstentions,  
MOTION PASSED.**

C. Discussion of needed changes in the financial review process during annual compliance with the goal of removing this task off the NFS, FA, and NT. The addition of reporting over the past few years, particularly the addition of the Balance Sheet, has placed an undue burden on these officers and interfered with their ability to carry out their normal duties.

9. Chapter Grant Applications - Motion coming from committee for the NEB to approve a chapter grant to four existing chapters (all in compliance): NC4, FL10, NM6 and TX18.

**MOTION** coming from committee to approve a chapter grant to four existing chapters (all in compliance): NC4, FL10, NM6 and TX18

No second needed coming from committee.

**CALL** for a vote.

**No opposition, 1 abstention,  
MOTION PASSED.**

10. Proposed Policies and Budget for year ending 08-31-2025:

A. Policies: Review of proposed draft. NEB suggestions and comments will be sent to NP by April 24, 2024.

B. Budget: Review of proposed draft. FC moved to present this draft to the NEB in April for review and comment with the goal of approval at the May 2024 NEB regular executive board meeting.

11. Zoom call May 4, 2024, for any person who has questions or has inquiring interest in being a Financial Secretary or Treasurer with BSMA. All are encouraged to attend.

Next FC monthly meeting will be on Sunday, May 5<sup>th</sup>, 2024.

## **Officer Reports**

**1VP** –Nothing to add to her report.

**2VP- reminder** that June 10, 2024, deadline for National Newsletter items.

**3VP-** Nothing to add to her report.

**4VP-** Nothing to add to her report.

**FS** – Nothing to add to her report.

**Treas-** Nothing to add to her report.

**Dept MI-** Nothing to add to her report.

**Dept OH-** Nothing to add to her report.

**Dept MN-** Nothing to add to her report.

**PNP/ Chaplain Stacy-** Noted her appreciation for support and continued prayers.

**PNP/ Carla** - Nothing to add to her report.

**PNP/ VAVS Rep Anne-** Nothing to add to her report.

## **OLD BUSINESS**

**Leadership Handbook** all board members are working to edit this handbook for ease of use. NP is putting together what the NEB sent to her and she will have it for the NEB to review soon.

**Memorandum of Understanding**-PNP/VAVS Anne Parker stated that The American Legion Auxiliary is working on this we should have it in a month or so. The MOU will be presented to the board for review before it is approved. No further update currently.

## **National Past President and Past Department President Pins:**

**25 Year Pins:** Nothing to update regarding this currently. NT will also work on this along with the NP on a design. The company that makes our Blue Star Mother Pin is interested in making the National Past President and Past Department President pins as well as the 25-year pin. We are just working to get them the designs and graphics needed.

Discussion regarding possibly recognizing members prior to 25-year mark. Possibly having chapters buy them for their members. Opened the floor to discussion. It was suggested that we use a special document that we can print

and frame for our members. It was suggested that National purchase them and provide to the chapters. Thought at starting at year 10. Discussion regarding possibly using a rocker to go with the pin for people who exceed 10,15, 20, 25 years.

**Convention Update:** We have made second payment to hotel. We will be able to keep the registration fee at \$165. We will be using the Tonya Moore Donation to purchase breakfast on Tues/ Wed/Thurs. light breakfast. Gluten free and protein options will be available. Coffee is provided and there is a Starbucks inside the hotel. We will have two speakers Friday night.

Silent Auction Tuesday, Wednesday, and Thursday. This way our financial officers will be able to participate on Friday night. Call to Convention emails coming out in May.

## **NEW BUSINESS**

**NEW Chapters:** OH65 and TX20

NP to NEB into CES at 8:14 P.M. CST.

NP to NEB out of CES at 9:07 P.M. CST.

**Reminder:** The National Newsletter is going out on April 10, 2024

**Reminder:** Check emails daily.

**Additional Business for the Good of the Organization.** Seeing none, NP asked to close the meeting.

PNP Carla Brodacki closed our meeting in prayer at 9:12 P.M. CST.

Respectfully submitted,

Amy Jo Hutchinson, National Recording Secretary



## National 1st Vice President April Report 2024

-Attended all NEB Calls

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

-Processed Renewals, New Memberships and Transfers

-Assisted the National President when needed

-Provided support and information to all Chapters sending basic questions to the National 1<sup>st</sup>VP and forwarding to other officers if it was appropriate

- Working with the Webmaster, Fin Sec and Treasurer to process dues renewal questions and new members
- Working with the 4<sup>th</sup>VP on compliance issues regarding rosters and affiliation agreements
- Assisted in some Chapter issues and questions about elections, pro tem positions and closings
- Assisted Chapters with navigating the website, their profile, dues, renewals and new memberships
- Approved Officer Rosters and Affiliation Agreements for 2023-2024 including updated rosters and affiliation agreements
- Assisting new Chapters with profiles and website information
- Working with Chapters on correcting officer rosters, affiliation agreements and basic questions for compliance
- Continued to review revised Governing Documents for 2024
- Designed and composed message for National newsletter

-Working with old and new Chapters regarding chartering and transferring their membership

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 April 2024 Report

- Attended NEB Zoom meeting
- Attended Memorial Day Zoom meeting
- Reviewed emails for April Newsletter and verified receipt of each email
- Reviewed list from 3VP of March Fallen Heroes
- Designed and edited pages for the April Newsletter
- Finalized April Newsletter
- Emailed National President and webmaster for approval and distribution of Newsletter
- Finalized design with National President for National Convention t-shirt
- Worked on yearbook pages
- Responded to emails received for yearbook
- Worked with yearbook team editing photos
- Designed yearbook cover
- Prepared email for yearbook photo request, ordering process
- Responded to texts, emails and phone calls

Respectfully submitted by  
Karla Keller

April 2024 4vp report

5/10/24

As of 5/10/24 we have only a handful of chapters that are still not in compliance.

New Chapter is trained, installed and I sent the Charter to CP

I have sent out a few new chapter requests, one sounds very promising in NC, I sent the NEB the service area requested.

I have answered many emails with questions regarding resetting email passwords, obtaining chapter emails, and membership questions.

## National Financial Secretary Report – April 2024

Attended NEB Meetings  
Attended all Finance Committee Meetings  
Emails, texts, calls - answered, responded, and filed as needed  
Attended Ohio Department Spring Meeting

### National Financial Assistant

She has worked on building spreadsheets with info needed to enter deposits into QB for April and has started May. She is reviewing Annual Report Financial Documents and following up with Chapters for Compliance.

### Compliance Annual Report Financial Document Reviews by NFS, NFA, and PNP AP

178 annual report financial document reviews complete and approved, 7 in follow up process, 0 submitted and in queue to review as of 5-3-24.

7 chapters have not submitted annual reports as of 5-3-24.

### Financials:

Completed entering April deposits in QB for all 4 accounts, reconciled, reports created and sent to FC.

New Flourish account earned \$604.67 interest in the first full month..

### Due to Chapter/Department Checks

Follow up on checks returned for incorrect addresses and for those being held for non-compliance. 15 first quarter checks are still being held, along with 1 chapter grant check. 7 second quarter checks are still being held.

### 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

### Memberships

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

### Departments/Chapters

Worked with Departments/Chapters on various financial related questions.

### Rolling to Remember

Attended Rolling to Remember meeting.

Working to track all info, working with R2R Liaison to arrange escorts for all, working with NP on details

### Transition Documents

Preparing documents for the next NFS.

Submitted by Sonya Kay, National Financial Secretary - May 3, 2024



## **NATIONAL TREASURER REPORT**

**April 2024**

Made and received telephone calls, texts, and emails

Worked with other NEB members to resolve issues

Paid bills due April, wrote and signed checks

Posted and matched expenses in QuickBooks

Filled and mailed Online Store Orders –

    Received 15 Online Store Orders in April

Completed/mailed all checks to Finsec

Re-ordered items for online store

Attended NEB and Finance Committee Meetings

Worked on budget for 2024-2025

Worked on transition documents for next Treasurer

Attended all 3 Department Spring meetings at my expense

Responded to chapters with questions

Yours in Service,

Alethea Tennill

National Treasurer



Department of Michigan Presidents Report  
April 2024

- Attended the NEB meeting.
- Held Michigan DEB meeting.
- Attended/Participated in Big Dipper Board meetings.
- Attended/Participated in Sisters in Action planning meetings.
- Michigan SIA Complete
- Answered phone calls, emails, and text messages regarding Department business.

Trudy Wysocki  
President Department of Michigan

## **Department of Ohio**

### **April 2024 Report**

1. Facilitated 2024 North South Conference
2. Worked with 2VP on page for National newsletter and Department of Ohio newsletter
3. Began sending requests for venue proposals for 2024 Ohio convention
4. Various emails and calls with Ohio Chapter Presidents, Department Officers, and the general public.

Respectfully Submitted,  
Lynn Feldman, President  
Department of Ohio

## APRIL 2024 REPORT DEPARTMENT OF MINNESOTA

- Attended NEB meeting.
- Held DEB meeting.
- Attended North/South Conference in Ohio.
- Attended/hosted Department of Minnesota Spring Meeting.
- Attended Sisters in Action in Michigan.
- Attended MACV volunteer appreciation event
- Various communication pertaining to business between chapters/members
- Sent out invitation for members to participate in bouquet laying at Fort Snelling Cemetery in May

Jen Pecarina

Department of Minnesota President