

Western NC Chapter MOAA
Board of Directors Meeting Minutes
Saturday – 20 Jan 2024
Meeting: 11:00 AM– 1:00 PM
Guidon Brewing – Meeting Room

Elected:

Steve Watkins	President
Stacie Litsenberger - Absent	1 st VP/Programs Chair
Kevin Ritter	2 nd VP/Membership Chair
Doug Abbotts	Treasurer
Joe Neubert - acting	Secretary

Directors:

Rod Honeycutt	US Army Rep
Herb Mensch	US Navy Rep
Vacant	USMC Rep
Jeff Snyder - Absent	USAF Rep
Jim Steinbaugh	At Large Rep
Kevin Ritter	Black Mountain Satellite Chair
Rod Honeycutt	Woodfin Satellite Chair
John O'Donnell	Smokey Mountain Satellite Chair
Donna Culp	Immediate Past President

Appointed Positions:

Vacant	Chaplain
Rick Deveraux - Absent	Senior Advisor
Donna Culp/Steve Watkins	Newsletter Editors
Dr. Vivian Wersel - Absent	Legislative Affairs, Federal
Tricia Vinson	Legislative Affairs, State
Jeff Snyder - <i>Absent</i>	JROTC Liaison
Ed Crouser/Dr. Wersel - Absent	VA Liaison
Vacant	Spouses Activity Group
Sharon Woodcock/Donna Culp	Surviving Spouse Liaison

Steve Watkins called to order the regular meeting of the WNC-MOAA Board of Directors at 11:00 AM followed by Roll Call of attendees. Then an Invocation, Pledge of Allegiance, and Introductions of all present was conducted. This was followed by a motion to approve the October 2023 meeting minutes with two changes. The motion was approved.

Steve Watkins gave his opening remarks including his vision and expectations for the Board.

President's remarks

I value you, your time, your experiences, and your knowledge. You have agreed to serve on the Board and made a commitment to WNC-MOAA Chapter that is important to me. You can expect me to empower you in your positions.

Expectations – some are obvious / some might not be

1. Maintain MOAA & WNC-MOAA active membership
2. Give your best effort – hit the ground running
3. Learn Chapter purpose (& I threw a vision down on the agenda) – be able to describe them – support them
4. Understand the Board meets 4 times a year – I understand we are volunteers but you each have an important role in the chapter so your attendance is important
5. Understand the Chapter meets 4 times a year – as a Board member you interacting with the members is very important
6. You will oversee the financial health and integrity of the chapter
7. We will treat each other and our members with respect and professionally – we might not always agree on issues, that is fine – we will discuss them and then make a decision
8. We each will serve as an ambassador to the community to inform others about WNC-MOAA & promote our work
9. Commit to actively help recruit new members and retain current members
10. Support the chapter by attending satellite meetings, social activities and chapter activities

Goals – met with Stacie, Kevin & Doug last month and we brainstormed these

1. *See attachment*
2. Please go through them and provide the board some feedback. This is no way all inclusive, but some things we thought of.
3. I would like to foster discussion amongst board members more than 4x/year at board meetings or one-way dissemination of emails.

Google Group / Google Drive

1. I have set up a WNC-MOAA BOARD Google Group – it is a way for me/us to communicate and send messages back and forth within the group. Only members of the group can send messages to group members. It gets away from trying to remembering everyone's email address if you want to send a message to the board. Plus, it is historical – messages are retained.
2. I have set up a Google Drive for Board members – it has folders and files in it. Example: a current "Alpha Roster" – who is in the chapter and their dues status; Bylaws; other historical & pertinent chapter documents. It is locked down on who can view, and who can edit.

Officer Reports:

Secretary: As the new Secretary, Joe set his goal to have draft notes to the meeting attendees within 1 week of the meeting. With prompt review and reply of any corrections or edits, the final meeting notes to be submitted within 2 weeks of the Board meeting.

1st VP: Not able to attend

2nd VP: Discussed current situation of poor/no visibility to member dues status. Steve & Doug briefly discussed their efforts to provide full access to member status. See discussion notes later in meeting. Working on a recruitment roster for each locality of eligible for membership in MOAA to enable sending membership information out. Suggested development of a WNC-MOAA specific “business card” to provide to potential recruits.

Treasurer: Doug reviewed the 2023 final cash flow statement.

Service Representatives & Satellite Reports:

Army & Woodfin Rep: Next Woodfin Satellite meeting is planned for Feb10. The scheduled talk for the meeting is regarding changes in the Chaplain’s Corp from Vietnam to today.

Navy Rep: No new updates

Marine Corps Rep: Vacant (Donna indicated there is a potential new member that may want to be the rep)

Air Force Rep: No new updates

At Large Rep: No new updates

Smoky Mountain Satellite: Targeting March for next Satellite meeting

Black Mountain Satellite: No new updates

Woodfin Satellite: No new updates

Appointed Positions Reports:

Chaplain: Vacant

Federal Legislative Affairs: Vivianne Wersel unable to attend but provided this update:

1. Advocacy in Action (AiA):
As of this date, MOAA still needs to release formal information. I have contacted

COL Dana Tucker, USA, who leads Federal Legislation for the NC Council. He knows I am a dependent variable for participating in MOAA's AiA because of my position with the Surviving Spouse Advocacy Council. MOAA Surviving Spouse Advisory Council Lead, Colonel Suzanne Walker, provided me with the following information:

MOAA Advocacy in Action:

April 14/15 Arrival,

April 16: Tuesday, the MOAA Legislative team presents top legislative priorities.

April 17: Wednesday, Hill Visits

April 18: Thursday Hog Wash

So that you know, the National MOAA AIA Government Relations/Legislation Team must still provide this information. It is too early, I believe.

2. Yesterday, at the Veterans Luncheon at the Man Cave (Woodfin), I spoke with Lisa Wiggins, Veteran Service Specialist, for Rep. Check Edwards. We discussed the upcoming AiA April Hill event. Even though we would not see her on the Hill, I promised to cc her on any correspondence with the Hill staffer.

State Legislative Affairs: Working to update the annual plan and will provide to the board for review and approval when complete. Goal will be to enable chapter members to provide state veteran issues to be added to issues received from state MOAA, DOD's regional state list and the NCVS's list of state veteran issues.

VA Liaisons: Submitted notes below:

1. 23 Jan 2024 – ASHVAMC Town Hall 5pm – Hospital Atrium
2. Here are our current needs:
 - **Companion (Robotic) Pet Project** – Monetary donations needed to support - The companion pets are a form of pet therapy for our memory loss Veterans. The pets help us continue to promote our memory care philosophy, designed to provide a safe and nurturing environment.
 - **Specialty Meal Program** – Monetary donations needed to support - Organization Sponsors needed. Donations to this program help fund nearly 220 meals! Sponsoring organizations are acknowledged by listing their organization logo on a card on each Veterans' tray.
 - Chapstick
 - Readers – variety of strengths
 - Stress balls
 - Eye Masks
 - Toenail clippers
 - \$25 Walmart Gift cards
 - Belvita Cookies – for Coffee Cart
 - Hot Cocoa – Individual Packets
 - Spiced Cider – Individual Packets
 - Travel Deodorant

JROTC: Jeff was unable to attend but submitted this update:

The chapter continues to support the 18 JROTC units in western NC by annually presenting the MOAA leadership award to a rising senior cadet in each unit. We then endeavor to have a chapter representative at each unit's spring award ceremony to present the award (certificate, medal, ribbon). If no chapter member is available, the unit's senior officer presents the award on our behalf. This month, I will be requesting 18 award packages from national MOAA and will then mail them to each unit in March. The chapter also considers funding requests from units that have encountered un-forecasted funding needs (selection to national competitions, etc). I have been the chapter JROTC liaison since 2015 but the chapter's support of local JROTC units has been underway for a number of years prior to that.

Surviving Spouse Liaison:

1. Sharon provided assistance to a surviving spouse who was having difficulties accessing the services she was entitled to.
2. 2024 goal is to attend some satellite meetings to introduce herself and Donna and what they can assist with.
3. As time and events permit Sharon and Donna hope to visit many of the retirement communities in the region. They will introduce themselves and meet with surviving spouses and spouses of military members. These meetings will be informative regarding possible assistance and encourage participation in WNC-MOAA.

Senior Advisor: Rick was unable to attend but submitted the following:

The next Blue Ridge Honor flight will be Saturday, April 27 from the Asheville airport. As always, we're inviting any and all WWII, Korean War, and/or Vietnam **War** veterans to apply. These veterans fly for free of course. Right now we're only about half full so we got plenty of room. We're also soliciting guardians (escorts) for the flight. There is a \$500 guardian fee. Veteran or guardian applicants can apply on the [Blue Ridge Honor Flight website](#). As always, we'll also be encouraging everyone to attend the flight's "Welcome Home Celebration" at the Asheville Airport on the evening of April 27.

Past President: Donna expressed her appreciation to all the board members and the membership in general for all the support to enable traversing the Pandemic Years.

Newsletter/Website: 2024 goal is to publish the newsletter 6 weeks in advance of chapter meetings. An area of emphasis will be to include all new members, members departing the area and the last roll call for members who have passed away.

Chapter involvement partnership updates:

Veterans Restoration Quarters (VRQ): Jeff Snyder

The chapter continues to support the VRQ with volunteers to prep/serve lunch on the 4th Wed, 5th Tues, and 5th Wed. In 2023, chapter volunteers supported 17 shifts at the VRQ. In 2024, volunteers are scheduled to support 22 shifts. The chapter has supported the VRQ in this effort since 2015.

Old Business:

Steve commented that membership rolls will be maintained IAW the WNC Bylaws as previously discussed during multiple 2023 BOD meetings.

ARTICLE VI — DUES

Section 2. The annual dues for a calendar year shall become due on Jan. 1 of that year.

Section 3. Any member who falls to pay dues within 60 days from the time they become due, shall be notified of the delinquency by the Secretary. If the member falls to make payment within the next 60 days, the Board of Directors will, without further notice and further hearing, drop any such member from the rolls. The member shall there upon forfeit all rights and privileges of membership.

New Business:

- Formal vote to approve Joe Neubert as the 2024 Secretary (approved)
- Discussed 2024 dues amount was discussed. Motion to keep at \$30 (members) and \$10 (surviving spouse) was voted on and approved. Doug will modify line item categories as needed to improve visibility and ease of communication.
- 2024 Budget discussion:
 1. New 2024 Cash Flow format reviewed along with the budget proposal. Due to low level of monthly spend and receipts, will move to a quarterly close format.
 2. Discussed funding requirements for satellites. A review of the signed satellite MOU/SOP after the Board meeting identified that there was incorrect information told to the board members during the meeting regarding the funding requirements for the satellites. Additional information must be provided to the board to be able determine the proper amount to allocate to the budget item.
 3. Chapter has been supplementing the Formal Chapter lunch meetings for \$300 to \$500 each meeting partially due to items such as support services in addition to the lunch costs. Also discussed ideas to increase participation. Noted that the Bylaws require a formal meeting in November.
 4. Approved a motion to budget \$1000. in support of recruiting & retention.
 5. Approved a motion to budget \$2000 in support of Chapter meetings and event support.
 6. Discussion of a change from 4/year formal lunch meetings to a spring and fall formal lunch meeting with an informal summer picnic and other informal activities during the year. Agreed to table this for further discussion to the next meeting.
- 2024 Donation disbursement discussion tabled to next BOD meeting
- Update regarding upcoming 2024 events/activities

1. Noted that the Veterans Healing Farm is having to find a new location due to loss of the current lease.
2. Donna suggested that we attempt to include the JROTC in more activities.
3. Agreed that Veterans Day is to be added to the list.
4. Discussed the desire to include spouses and surviving spouses in all chapter activities. Also recognized there is a serious lack of contact information for spouses.
5. Noted that at this past years wreath laying only 25% of the Veteran graves at Black Mountain were able to have a wreath due to low supply. Need to increase communication and early support to the program with goal to have a wreath for every veteran grave.
6. Further discussion at next BOD meeting

Steve Watkins adjourned the meeting at 1:15pm.

Attachments:

1. Meeting Agenda
2. President's BOD Goals
3. 2023 Closing Cash Flow Statement

Minutes submitted by: Joe Neubert – acting Secretary

Minutes approved by: Steve Watkins – President

WNC-MOAA BOD Meeting
Saturday - 20 January 2024
Meeting: 11:00 am – 1:00 pm
Guidon Brewing Co, 415 Eighth Ave E, H'ville

Vision: To be a source of information, support, and social engagements for our membership; to provide programs and services for the common good of our communities; and to be a powerful voice supporting MOAA & veterans at the local, state, and national levels.

Purpose: To brief/update the Board on the status of the organization; to obtain 'approval' for continuing operations; to gain oversight and guidance from Board members and approve budget.

Welcome

- a) Roll Call – *Quorum*
- b) Invocation
- c) Pledge of Allegiance
- d) Introductions

11:10am **Approval of October Minutes**

11:12am **President's remarks** – Steve Watkins

- a) Expectations
- b) Goals

11:17am **Officer Reports** (5 minutes each)

- a) Secretary -
- b) 1st VP – Stacie Litsenberger
- c) 2nd VP – Kevin Ritter
- d) Treasurer – Doug Abbotts
 - 1) 2023 Donation collected to be disbursed in 2024

11:37am **Service Representatives & Satellite Reports** (2 minutes each)

- a) Army Rep – Rod Honeycutt
- b) Navy Rep – Herb Mensch
- c) Marine Corps Rep – vacant
- d) Air Force Rep – Jeff Snyder
- e) At Large Rep – Jim Steinbaugh
- f) Smoky Mtn Chair – John O'Donnell
- g) Woodfin Chair – Rod Honeycutt
- h) Black Mtn – Kevin Ritter

11:55am **Appointed Positions Reports** (2 minutes each)

- a) Chaplain – vacant
- b) Federal Legislation – Dr. Vivianne Wersel
- c) State Legislation – Tricia Vinson
- d) VA Liaisons – Ed Couser / Dr. Vivianne Wersel
- e) JROTC – Jeff Snyder
- f) Surviving Spouse Liaison – Sharon Woodcock
- g) Senior Advisor – Rick Deveraux
- h) Past President – Donna Culp
- i) Newsletter/Website

12:10pm

Old Business

- a) Membership will be IAW Bylaws discussed during 2023

12:15pm

New Business

- a) Vacant Board Positions
 - 1) Secretary – Joe Neubert – *Vote to approve*
 - 2) USMC Rep / Chaplain / Black Mtn / SAG
- b) Finances
 - 1) 2023 IRS Form 990 Submitted
 - 2) 2024 Dues – catching up- *formal vote to keep dues at \$30-Mbr & \$10-SS*
 - 3) 2024 Budget *Review / Discussion / Vote to approve*
 - 4) ~~Online Accounting software – QuickBooks Nonprofit – Max \$360/yr – *Vote?*~~
 - 5) *Recruiting Budget? How broken up*
 - 6) *Budgets for Satellites? How much of annual dues to satellite chairs*
 - 7) *Luncheons – other locations supplement costs*
- c) How to disperse the donations collected in 2023
- d) Scheduled/scheduling activities/events
 - 1) Madison County Veterans Fair – 1 April 2024
 - 2) Blue Ridge Honor Flight – 27 April 2024
 - 3) Wreaths Across America – 14 December 2024
 - 4) Satellites
- e) Open

1:00pm

Adjourn

- a) Next General Membership meeting 24 Feb 2024 – Kenmure
- b) Next Board meeting 20 April 2024 – Location: TBD

2024 Board Goals:

- Member Engagement
 - Meetings - what do the members want for topics/speakers at the events?
 - Have informal events (examples: WNC-MOAA Day at Veteran's History Museum / Brevard Music Center / Biltmore / Grove Park in Gingerbread Houses / Flat Rock Playhouse; Cribbage tournament - fun fundraising event; etc)
 - Events - hold them in various parts around our Chapter area - get out of Kenmure - go to the members/do not make them come to Kenmure

- Member Roster - clean up/purge the chapter member roster (IAW the Bylaws) annually - don't drag out carrying members who have not paid their dues

- Finances
 - Budget - the Board needs to review and vote on Budget.
 - Charity Donation Support - who and how are we going to determine the donation \$ are going to go to
 - Can we do online payments for luncheons/events other than MOAA website?

- Communications
 - (Media) director/POC - we need to get the word out about WNC-MOAA, a way to assist us is through the media
 - Improving communications between Board members / Surviving Spouses / Spouses
 - Board Minutes published within timely manner of the meeting and posted on the website available to the members
 - I'd like to get feedback on our Chapter communications

- Recruiting
 - Website - improve (examples: Big buttons - How to pay dues; How to Join; Luncheon/Events) / Make it current - get rid or archive old stuff
 - Booth/Table/Trade Show set-up - we need to have the needed items to be able to set up a professional tent/booth to represent WNC-MOAA - with that we need to have some promo giveaways. Tri-folds/promo literature/pens/little things to give-away
 - Events - hold them in various parts around our Chapter area

WNC-MOAA BOD Meeting Minutes
January 20, 2024

	WNC MOAA CASH FLOW												YTD
	YTD 12/26/2023												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YTD
INCOME													
Membership Dues	\$ 680	\$ 1,350	\$ 505	\$ 300	\$ 420	\$ 90	\$ 655	\$ 140	\$ 100	\$ 325	\$ 245	\$ 120	\$ 4,930
Miscellaneous Income /Donations		\$ 850	\$ 72		\$ 90	\$ 100		\$ 113	\$ 15		68		\$ 1,308
VA Donations											108		\$ 108
Satellite Donation NC Council												100	\$ 100
Feb. 18, Chapter Meeting		\$ 750	\$ 300										\$ 1,050
May 13, Chapter Meeting			\$ 30	\$ 690	\$ 690	\$ 120	\$ 210						\$ 1,740
Aug. 19 Chapter Meeting								\$ 880	\$ 360				\$ 1,240
Nov. 18 Chapter Meeting										60	1000	\$ 465	\$ 1,525
Badges		\$ 50		\$ 15		\$ 25	\$ 15	\$ 25	\$ 45		\$ 90		\$ 265
Total Income	\$ 680	\$ 3,000	\$ 907	\$ 1,005	\$ 1,200	\$ 335	\$ 880	\$ 1,158	\$ 520	\$ 385	\$ 1,511	\$ 685	\$ 12,266
EXPENSES													
NCCOC													
NCCOC MOAA Dues		\$ 231											\$ 231
BCVC		\$ 50											\$ 50
Recruiting & Retention						\$ 161	\$ 315						\$ 830
Liability Insurance						\$ 323							\$ 323
Aprons													\$ 81
Post Office Box & Postage	\$ 182			\$ 92	\$ 17		\$ 4						\$ 295
Web Hosting			\$ 160										\$ 160
ROTC Awards	\$ 130												\$ 130
Speaker Gifts							\$ 88				79		\$ 167
Chapter Banner & Flag													\$ 286
ZOOM		\$ 150											\$ 150
IRS Form 990				\$ 40									\$ 40
Badges		\$ 64			\$ 77	\$ 26		\$ 89			\$ 77		\$ 333
Refund								\$ 30					\$ 30
Donations				\$ 100									\$ 100
Chapter Meetings													
February 18th Chapter Meeting	\$ 100	\$ 1,174		\$ 100	\$ 1,900								\$ 1,274
May 13th Chapter Meeting													\$ 2,000
August 19th Chapter Meeting													\$ 3,639
Total Expenses	\$ 412	1675	\$ 160	\$ 332	\$ 1,994	\$ 510	\$ 507	\$ 1,749	0	\$ 146	\$ 2,205	\$ 435	\$ 10,125
Total Income (Loss)	\$ 268	\$ 1,325	\$ 747	\$ 673	\$ (794)	\$ (175)	\$ 373	\$ (591)	\$ 520	\$ 239	\$ (694)	\$ 250	\$ 2,141
Bank Balance	\$ 9,653	\$ 10,987	\$ 11,734	\$ 12,407	\$ 11,613	\$ 11,438	\$ 11,811	\$ 11,220	\$ 11,740	\$ 11,979	\$ 11,285	\$ 11,535	