

Coronado Chapter
Military Officer Association of America (MOAA)
BOARD OF DIRECTORS MEETING
Minutes of 17 March 2021



CALL TO ORDER: Pres Tom Day called the meeting to order at 1205 hours at the Landmark Café and via Zoom. Dir Merle K. led the Pledge of Allegiance. Chap George Kirmse gave the invocation.

Members Present (Z = present via Zoom)

President: Tom Day First Vice-President: Jim Clenney (Z) Second Vice-President: Tom Hessler Secretary: Joe Puett (Z) Treasurer: Bob Kellock (Z) Director: Harry Bowen – Transition/ESGR Director: Susan Atchison-Day – Scholarships Director: Lori Wysong – JROTC (Z) Director: Jennifer Venola – Surviving Spouses Director: Merle Kilpatrick – Legislation Dep Dir: Susan Atchison-Day – Historian Accountant: Samantha Carlson (Z) Chaplain: George Kirmse Dep Dir: Harry Mallory – Publications
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Members Absent

Past President: Bob Covalucci Director: Norm Patten – Public Relations Director: Vacant – Membership Director: Vacant – Personal Affairs Dep Dir: Kathryn Covalucci – Webmaster Dep Dir: Earl Devine – Cmty Liaison
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Others attending: None

AGENDA APPROVAL: Harry B./Tom H. made the motion (and seconded the motion) to approve the agenda. The motion passed.

MINUTES APPROVAL: Tom H. /Harry B. moved that the minutes of February 2021 be approved; the motion passed.

PRESIDENT’S REPORT: Pres Tom D. covered these items:

- Pres Tom learned that Surviving Spouse Violet Powers had passed away.
- We got a new member, Allen Goodman; he will join us when we start meeting again.
- At the last meeting we talked about the potential of collecting our Chapter’s dues through the National MOAA website. Unfortunately, after investigation, the website can handle collection regular dues and Surviving Spouse dues, but it cannot handle the tiers of dues that we have enacted (e.g. “Life Regular Member dues”). So, we will keep our current scheme of dues and collection and NOT use the National website.
- Pres Tom thanked those that helped on the Scholarship Committee as well as Jim Clenney for all his work in various areas. Pres Tom expressed his appreciation for everything everyone is doing in support of the Chapter.
- Regarding web/facebook banners (removal of Service Crests from our old banner), until we get any better proposals, we’ll keep what we approved last month.

TREASURERS REPORT: Treasurer B. Kellock reported:

- Treasurer Bob K. provided a copy of the month’s financial report; he reported that the Total Unencumbered Net Worth of the Chapter was \$58,337.94.
- Treasurer’s report is attached to the minutes.
- George K/Merle K. moved that the Treasurer’s report be accepted, subject to audit; the motion passed.

SECRETARY’S REPORT: Secretary J. Puett reported:

- No Report.

OLD BUSINESS: Pres Tom D led this discussion:

- None.

NEW BUSINESS: Pres Tom D. led the discussion on these items:

- Pres Tom requested a vote to accept the financial audit of the Chapter's accounts (see audit results in February Minutes). Jennifer V./George K. motioned to accept the audit and the Treasurer's response to the audit (the Treasurer's response is attached to these minutes), motion passed.
- Pres Tom discussed the auditor's notes and recommendations, specifically:
 - a) Recommend Board evaluate and determine whether \$60,206.48 (of which \$33,395.28 is in the trust account) is an excessive amount to hold in Reserve as a non-profit Chapter. After discussion we agreed that the current total is probably a bit excessive and that we should hold less of an operating/scholarship reserve. To determine what amount of reserve is appropriate, the Treasurer will gather some generalized 5-year annual averages for Chapter incomes (Operating & Scholarship) and annual average expenses (Operating & Scholarship); based on that information at the next the BOD will agree to a target operating reserve and decide how and when to expend excess reserves in support of MOAA initiatives. This issue was tabled for discussion at next month's meeting.
 - b) Annual Dues of \$15 are due at beginning of each year for Joint Service Clubs of Greater Sierra Vista. 2nd VP Tom H. paid this (without reimbursement). In the future we'll use cancelled checks as evidence of receipt for these expenses.
 - c) The advertising expense appears to be a duplication of effort. After discussion, it was agreed that the Treasurer will delete this tab.

BOARD/COMMITTEE REPORTS: Pres Tom D. led discussions:

PAST PRES: B. Covalucci reported:

- No Report.

1ST VP: J. Clenney reported:

- The Financial Audit was completed and sent to the President/Treasurer on 1 March 2021. 1st VP thanked Nancy Breen for sharing her time, experience, and recommendations. Jim C. will get a coin to her in appreciation.
- 109 letters regarding membership dues were sent out on 23 February 2021.
 - a. 42 members have forwarded their payments since then (Pres Tom D has approx. 20 additional payments).
 - b. If Board determines these (approximately 67) are in arrears as of March, the 1st VP will send a follow-up letter.
- AZ Council of Chapters Round Table:
 - a. Recruiting Incentives have changed.
 - i. 1st qtr: \$50 bonus for quarter if Chapter subscribes to MOAA Online Dues program and it starts in practice. We won't be able to take advantage of this since the online dues' scheme does not support our Coronado Chapter dues scheme (see President's report above).
 - ii. 2nd qtr: active website or web presence
 - iii. 3rd qtr: New association Management System implementation to be published.
 - iv. 4th qtr chapter event (virtual/live) supporting the goals of MOAA.
 - b. 1 May deadline for LOE submission.
 - c. "Advocacy In Action" (formerly "Storming the Hill") May 2021, priorities are:
 - i. Toxic Exposure
 - ii. Tricare for Young Adults
 - iii. Basic Needs Allowances
 - d. Importance of Grass Root individuals in SB 1331
 - e. Leadership Training is currently scheduled for 19/20 Nov 2021 in SoCal.

2ND VP: T. Hessler reported:

- Programs

- Zoom Dinner meeting tomorrow. PDS is not ready to take us back yet for Dinner meetings so the 2nd VP is going to check with Tandem Fine Dining to see if that might be an alternative Dinner meeting location for the Chapter.
- Three future programs are lined up:
 - 18 March is Dir Merle Kilpatrick “Fairbank and Silver Stamp Mills of the San Pedro River.
 - 15 April is Dir Susan Atchison-Day “Scholarships”
 - 20 May is 1st VP Jim Clenney “MOAA: Obligations and Benefits”

SURVIVING SPOUSE LIAISON: Dir J. Venola reported:

- No Report.

JROTC Affairs: Dir L. Wysong reported:

- We do have Buena and JROTC award ceremonies in April (20 April Tombstone HS, 21 April Buena HS). National MOAA is no longer providing medals or certificates, Pres Tom D will be paying for the Certificates and coins (cost is very low, no reimbursement needed).

LEGISLATIVE AFFAIRS: Dir M. Kilpatrick reported:

- On Feb 17 AZ State Senate Bill 1331 (Military retirement pay tax exemption) left committee and went to the House on 1 March (for 1st reading), it was assigned to the House’ Ways & Means Committee which has not yet taken action on it.

MEMBERSHIP: Vacant, but 1VP Jim C. reported:

- Our Chapter’s National Committee Module Membership Status is **202** Members as of 14 March 2021:
 - **94** Regular Life Members (minus one);
 - **61** Regular Annual Members (add one);
 - **17** Regular Basic Members (minus one);
 - **29** Surviving Spouses (including SS Annual; SS Basic; SS Deceased Life; SS Deceased; and SS Life) (no change);
 - **1** Auxiliary.
- The Chapter added three new members in February.
- Three recruiting prospects were received from MOAA National (address changes).

PERSONAL AFFAIRS: Vacant (Jim C. will cover this area if needed) reported:

- No report.

PUBLIC RELATIONS: Dir N. Patten reported:

- No Report.

SCHOLARSHIP: Dir S. Atchison-Day reported:

- The Scholarship Committee met on 12 March 2021. \$8,600, plus the \$1000 Grombacher Scholarship was awarded by the Scholarship Committee. Thus, a total of \$9600 of the \$11,000 available, was awarded. The amount of each award was determined in discussion among committee members. The Scholarship report is attached to the minutes.

AZ TRANSITION LIAISON/ESGR: Dir H. Bowen reported:

- **Transition Liaison:** Three Job links (2 for Delaware and 1 for Texas) were posted during this report period. One Transition Liaison Interested Party posted (Darren Ventures) posted as an interested Transition Liaison party during this report period.
- **Employer Support to the Guard and Reserves (ESGR):** No Report this month.
- **Cochise Serving Veterans (CSV):**
 - The CSV Board met last night to discuss changes to the by-laws, fund raising, and audits. The board is still conducting meetings virtually. Anyone interested in attending as a representative or interested party for MOAA chapter is encouraged to attend.

- The Veterans Resource Fair Committee started their planning for the upcoming Stand Down and Resource Fair tentatively scheduled for 20 August 2021.
- No Veterans needed financial assistance this report period. Not sure why no assistance was required.
- Planning continues for a fund raiser with the Combat Veterans Association and the American Legion 52 for 29 May 2021. The event is tentatively scheduled for 1500-2000 hours at the American Legion 52 facility and park (across the street from the main building). If everything goes according to plan, this event should aid the CSV until we can start participating in upcoming Grants for service.

CMTY LIAISON: In Dep Dir E. Devine absence, 2nd VP Tom H. reported the following:

- Harry B. will send some information regarding Veteran's percentage of disability applications out to BOD members for consideration.

HELIOGRAM: Dep Dir H. Mallory reported:

- Input for the Heliogram is due 20 March '21 sent to editor19MOAA@gmail.com .

HISTORIAN: Dep Dir Susan Atchison-Day:

- Susan A-D needs more BOD member bios (see previous minutes for details).
 - April will be Susan A-D.
- We each hope to be remembered down through time after we are gone and sometimes take steps to ensure we will be remembered in some way. The official name of our Scholarship Program is the Colonel Eric R. Osborne Memorial Scholarship Program. COL Osborne was born on October 23, 1908 and Died August 6, 1978, at the Age of 69. He was a veteran of both World War II and Korea. Today he lies buried in the Fort Huachuca Cemetery and has a scholarship program named after him. Does anyone else have personal knowledge of Colonel Osborne? Let us find out again who this man was.

WEBMASTER: Dep Dir K. Covalucci reported:

- No report.

CHAPLAIN: Chap G. Kirmse reported:

- Chap George thanked everyone for well-wishes expressed to him.

ANNOUNCEMENTS:

- None.

NEXT MEETING: 14 April 2021, [via Zoom]

DEPARTING PRAYER: Pres Tom D. provided the closing prayer.

ADJOURNMENT: Pres Tom D. adjourned the meeting at 1312 hours.

Respectfully Submitted:

Joe Puett, COL (R)
Secretary

Coronado Chapter MOAA
Accounts Status
As of March 17, 2021

Assets

Wells Fargo Savings Account (Scholarships)	\$	28,827.66
Wells Fargo Checking Account	\$	6,575.00
Wells Fargo Investment Trust	\$	33,935.28

Total Assets

\$69,337.94

Liabilities

Scholarships (\$11,000.00 total) - Zero Paid to Date		<u>11,000.00</u>
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Total Liabilities

\$11,000.00

Total Unencumbered Net Worth

\$58,337.94

Net Worth February, 2021

\$53,197.48

Net Worth March, 2021

\$58,337.94

Net Gain / Loss For the Period

\$5,140.46

**Coronado Chapter MOAA
INCOME AND EXPENSES
February 11, 2021 through March 17, 2021**

Income

Meal Receipts	\$0.00
Scholarship Donations	\$3,060.00
Operations Donations	\$0.00
Dues Collections	\$2,080.00
Raffle	\$0.00
Badge Purchases	\$0.00
Advertising	\$0.00
Interest	\$0.46

Total Income **\$5,140.46**

Expenses

Total Expenses **\$0.00**

Net Gain / Loss For the Period **\$5,140.46**

Notes:

3-1-2021 Audit Completed - minimal change to file (notes suffice) and no significant mathematical errors found.

March 10, 2021

Tom Day
President Coronado Chapter of MOAA

Regarding the 2021 Audit:

1) I have addressed each of the Auditor's concerns as indicated in the attached Excel File - 3-3-2021 Audit Corrections and indicated, with a gold color, three areas that should be addressed by the Board.

- a) Dues for the Joint Service Clubs of Greater Sierra Vista.
- b) Advertising Tab - duplication (?) of efforts.
- c) MOAA bank accounts being excessive for a non-profit.

2) In the Word document - 2021-03-05 Audit Concerns Reply, I have indicated four (4) specific areas of concern or note by either the auditor or myself.

- a) Notes Section at the Bottom of the Balance Sheet.
- b) Agreement not to change previous Treasurers' data but to insert notes regarding issues.
- c) Requirement of having an Advertising Tab in the Treasurers' file.
- d) There were no significant mathematical errors.

Sincerely,
Samantha Carlson

Attachment 1

AREAS OF GENERAL CONCERN

NOTES SECTION AT THE BOTTOM OF THE BALANCE SHEET:

Historically, the Coronado Chapter of MOAA has done monthly balance sheets. At the end of our [balance sheet](#) are Notes which help to explain assets or liabilities which are in the balance sheet and some items that, although may not be accounting items per se, may be of some interested to the Board or general membership.

Our Balance Sheet is a clear and concise "snapshot" of our Chapter's monthly financial health and in line with acceptable accounting practices. I am reluctant to change our current Note "Section" procedures which would obfuscate that clear view per the recommendations of our 2021 Audit Re: IE 8702.

CHANGES TO PREVIOUS TREASURER'S ENTRIES:

After speaking with President Tom Day, who agreed that rather than making changes to the previous Treasurer's entries, Excel notes* would be inserted regarding the 2021 Audit and what, if any, changes have been made in accordance with the Audit's recommendations. Also, a detailed Excel file has been created documenting each line referenced in the Audit. (see attached file)

*In Excel, a red triangle in the upper right hand corner of a cell indicates if a Excel note has been inserted.

ADVERTISING TAB:

I believe this Tab is an unnecessary duplication of effort by Treasurer and the person charged with Advertising responsibilities. The Treasurer notes the advertisers on the Balance Sheet Tab and records amount, check number and date in the Deposits Tab making a separate and Advertising Tab with address, phone numbers and addresses a duplication of effort to those of the person charged with Advertising. It appears that the current Advertising Tab has not been regularly updated since 2017.

COMMENTS:

There were no significant mathematical errors.

AUDIT NOTES AND CORRECTIONS			
LINE NO.	AUDIT COMMENTS	NOTES AND CORRECTIONS	REMARKS
2	End date of report indicates 7/4/2019	Wells Fargo Checking Account 5/17/2006 THROUGH	Changed as recommended
2202	No Note	Note present: "Robert: Total \$165.00. Won by Tamara Oster. Oster donated her half \$82.50 to the Scholarship Fund. Other half to OPS Fund."	No Correction required.
2216	Note without note present	Removed "See note"; deleted comment indicator (Red triangle in upper right hand corner.)	Changed.
2236	Note without note present	Removed "See note"; deleted comment indicator (Red triangle in upper right hand corner.)	Changed.
2265	Note without note present	Removed "See note"; deleted comment indicator (Red triangle in upper right hand corner.)	Changed.
2324, 2330, 2242	Series of transfers from C-S, C-S, and S-C are recorded in the identified line #s. Money was added, removed and then returned. Recommend add a "Note" to line 2242 to explain this series of transfers C-S, C-S and S-C.	Line 2324 added Note: "On 5-Dec-2020 I made a Scholarship deposit I believed to be an underpayment.	Note added.
2330	See above comment	Line 2330 added Note: \$26.00 correction to Scholarship deposit of 5-Dec-2020 (underpayment)	Note added.
2242	See above comment	Line 2242 added Note: "There was NO error on 5-Dec-2020. On 26-Jan-2021, I returned \$26.00 to Checking Account."	Note added.
2166-2172	Deposit split error. Deposit Record (Line # 8328) did not include \$180 from the Raffle in the total. Also note a \$.01 transcribe error. Recommend the entry be corrected to record Scholarship = \$2564.00 and Operations = \$181.15.	Note present on Line 8326: Line 8328 includes the \$180.00 Raffle cash - see line 8326 which has a note: "Raffle (\$180.00) won by Tom Hessler. Hessler donated his half to the Scholarship Fund. Other half deposited in OPS." On the same line: \$90.00 under Scholarship Fund and \$90.00 under OPS. Added Note (line 8328E): "Addition error, should be \$2564.00". Added Note (line 8328F: "Addition error, should be \$181.15." Also added Note (line 8328L : "Math error: should read \$4314.15 (line 2326 missing - \$180)."	Notes added. For trascription error added note: "Per 2021 Audit: Typo should read 91.15, does not change Jan Dinner Dues amount." Totals on accounts remain correct.
2200	Raffle total of \$165 was split per note (\$82.50/\$82.50) Operations deposit should be \$217.50. (as per 2008-2021 Deposits Line # 8429)	Note present: Line 8427 includes the \$165.00 Raffle cash with the Note: "Total \$165.00 Won by Tamara Oster. Oster donated her half to the Scholarship Fund. Other half deposited in OPS." Operations shows \$217.50.	No change required.
2258	Labeled as a 2017 Scholarship Expense. Should be a "2020 Scholarship Expense"	Changed to: 2020 Scholarship Expense	Changed as recommended.
1872	Annual Dues of \$15 are due at beginning of each year for Joint Service Clubs of Greater Sierra Vista. It appears that no dues have been recorded since 2018.	Spoke to T. Day about this matter.	Follow-up discussion by Board required
Check Register 2195 & IncomeExpense 8676	Income of \$100 for Advertising entered for 10 February 2020 (Xantus). "Advertising" Tab shows no matching entry. "Check Register" Tab shows no Advertising entry since 10 February 2020. "2008-2021 Deposits" Tab shows Advertising by Nancy Rea on Line 8676 on 21 December 2020.Recommend update "Advertising" Tab. Recommend update "2008-2021 Deposits" Tab	Inserted Xantus Business Systems (Toner West) entry. Added Note: "Inserted per 2021 Audit". Inserted Nancy Rea entry into Advertising tab. Inserted Monty's Motors entry into Advertising tab.	Changed as recommended. See comments on attached Word document regarding Advertising Tab in Word attachment.
IE 8431	Raffle Note entry on Monthly reports. Most entries on Raffle lines include "See Note." " Recommend that note be included at the bottom of the report to clarify action taken.	Note on IE 8431 "Proceeds (\$209.00) Split between Ops & Scholarship Funds" Inserted comment: "Inserted per 2021 Audit, 104.50 added to Scholarship & OPS"	Will clarify in Notes at the bottom of the Income/Expense Sheet
IE 6483*	See above comment	The only entry on this line is "Income"	Possible typo
*IE 8483		Existing Note on IE 8483 "Proceeds (\$180.00) Split between Ops & Scholarship Funds"	No change required.
IE 8533	See above comment	Added Note: "Insert per 2021 Audit \$82.50 deposited in both OPS & Scholarship"	Note added.
IE 8587	See above comment	Removed "see Note", replaced with NONE	Changed.
IE 8702	Current layout shows Notes under Expenses, yet also include Income explanations. This may be confusing to the reader. Recommend that Income entries and/note remain within Income section and Expense notes remain within Expense section. It appears that tlt appears that this has been corrected with Nov/Dec 2020 report.	NOTES (Section) is a stand-alone entry separate from both Income and Expenses. Lines 8702 and 8703 under NOTES are both INCOME. The MOAA entry has been corrected to read: "6/6/20 Automatic Deposit of \$50 for 100% CC Membership being MOAA Members."	Line IE 8702 Clarification of income from MOAA National automatic deposit. See comments regarding NOTES SECTION AT THE BOTTOM OF THE BALANCE SHEET in Word attachment.
IE 8574	The report notes that the filing fee was paid but no indicator of amount paid. Recommend that notes include amounts expended or received.	Included Note: "Paid by R. Abney Ck #394 \$10.00 3/26/2020" NO CHARGE to CC Chapter.	Note added.

IE 8993	Entries on this line appear to be historically split between Operations and Scholarship or paid to the winner. This may invite errors of double entry. Recommend removal of Raffle line and use of Notes to explain any receipt, splitting and/or payment of the Raffle proceeds.	Entry on this line is Raffle - \$0.00. Inserted Note: "No Raffle held as there was no dinner."	Note added.
IT 116, 125, 127	Column contains three entries. These are unclear as to what they refer to and/or whether they are credits or debits. Recommend either clarify or eliminate from sheet.	Work product - eliminated from page.	Eliminate extraneous information
IT 132	Investment Trust=\$33,548.05; Scholarship=\$24,493.25; (potential) Check rollover=\$2165.18. Total reserve of \$60,206.48. Recommend Board evaluate and determine whether \$60,206.48 is an excessive amount to hold in Reserve as a non-profit Chapter.	Discussed with T. Day. Board decision	Follow-up discussion by Board required
D 8241-8330	Lines are labeled January 2019. Labeling should be "January 2020"	Changed to read: January, 2020 Deposit for January 16, 2020 Dinner	Changed as recommended.
D 8241-8247	All items were placed in "Raffle" column H. This looks like a duplicate entry of Column C.	The amounts were line totals and moved to "Totals" column of Deposit Tab column L.	Changed

MOAA BOD SCHOLARSHIP REPORT 3/17/21

Below are the students who applied for the scholarships and the awards that were made. This year all applicants were males, and only one was in JROTC. The representative from Buena JROTC had told me earlier this year that he had no graduating seniors and, therefore, would not have an applicant.

COVID issues seem to have interrupted the flow of information to students, so each applicant demonstrated exceptional initiative in finding and submitting the application. One student was allowed to apply after the deadline but submitted all information by the time of the interviews on Friday, March 12, 2021. A total of \$8,600, plus the \$1000 Grombacher Scholarship, was awarded by the Scholarship Committee. Amount of each award was determined in discussion among committee members.

Letters were sent to each applicant stating they had been chosen for a scholarship, but the amount was not yet revealed. At the April 15, 2021 meeting, all will learn the value of their award.

<u>NAME</u>		<u>SCHOOL</u>	<u>SCORE/RANK</u>	<u>AWARD AMOUNT</u>
Justin Nass	Non-JROTC	Tombstone	288/1	\$2000 + (Grom \$1000)
Keenan D. Gross	JROTC	Tombstone	250.7/5	\$1200
Brandon Redenbo	Non-JROTC	Tombstone	272/2	\$2000
Michael Morales	Non-JROTC	Douglas	228/6	\$1000
Brandon Deleon	Non-JROTC	Buena	252/4	\$1200
Dominic Randazzo	Non-JROTC	Buena	255/3	\$1200