



Executive Committee Meeting

27 January 2016

Teleconference

MINUTES

The following members of the Executive Committee were present: President, COL Jim Sweeney; Army Vice President, LTC Hazel Robinson; Army Junior Vice President, CPT Fatima McPhaul; Army Executive Committeemen, CPT Steven Barnard, LTC Richard Spencer and COL Monti Zimmerman; Naval Services Vice President, CWO4 Dale Andersen; Naval Services Junior Vice President, LT Jennifer Franco; Naval Services Executive Committeemen, CAPT Rick Thomas, COL Will Holahan and LT George McElwee; Air Force Vice President, Col Margaret Cope; Air Force Junior Vice President, Capt Zachary Walker; Air Force Executive Committeemen, Lt Col Don Stockton, Maj Leonard Sobieski and CMSgt Shane Smith; and Executive Director, Mr. Jeffrey Phillips.

Appointed national officers present were: Judge Advocate, LTC Bill Pentecost; Health Services Officer, CAPT Marco Montoya; Public Relations Officer, CAPT Henry Plimack; and National Chaplain, COL Sherman Reed. Invited guests in attendance were: Chairman, Department National Council Members, LTC Duane Richards; and Chair, Budget and Finance Committee, Maj Layne Wroblewski. Also on the call were ROA National Staff members: Ms. Lani Burnett, Ms. Susan Lukas, Ms. Diane Markham, and Mr. Aaron Machado; and representing SmithBucklin, Ms. Sarah Alcock and Mr. Jonathan Hutchins.

Elected and appointed national officers absent were: Immediate Past President, BG Mike Silva; and Treasurer, CPT Shannon Bibbee.

Ms. Diane Markham, recording secretary, called roll. With a quorum being in attendance, President Sweeney called the meeting to order at 7:00 p.m.

Swearing In

President Sweeney welcomed and thanked members for participating in the call. His first order of business was to swear in Capt Zachary Walker as the new Air Force junior vice president.

President's Remarks

President Sweeney told the committee that he held his first quarterly call with department and chapter presidents a week ago. He said it was well attended and well received. He said this new paradigm shift of open communications will strengthen relationships between the ExCom and departments/chapters. Mr. Phillips and Chairman Richards also participated in the call.

The president said he and Mr. Phillips also gave updates and fielded questions in the monthly conference call of the department national council members. He said those calls have been hosted by Chairman Richards since August and have also gone well. He said his resounding message to the group was that the ExCom has been charged to increase top line revenue by taking personal responsibility to make contacts, solicit donations, seek grants, and otherwise

raise funds while holding the line on costs. He then commended the staff for doing a tremendous job of holding the line on costs and looking for ways to maximize income.

President Sweeney said one area of concern expressed during the DNCM call was the lack of timeliness in receiving ExCom minutes. The president urged the ExCom members to review and approve, or provide comments, as soon as the draft minutes are received so the staff can get them out to the departments in a timely manner.

The president gave an update on the progress of several working groups/committees and said he is continuing to work with the vice presidents to finalize remaining committee appointments. The final lists should be completed this month. He announced his appointees to the Budget & Finance committee and asked the ExCom to ratify the appointments.

Upon a properly made motion by Captain Thomas, seconded by Colonel Holahan and upon a unanimous vote it was resolved to ratify the appointments to the Budget and Finance Committee as follows:

<i>Chairman</i>	<i>Maj Layne R. Wroblewski, USAFR</i>	<i>8/31/2018</i>
<i>Committee Member</i>	<i>CMSgt Shane Smith, USAF</i>	<i>8/31/2018</i>
<i>Committee Member</i>	<i>COL William T. Baggett, USA (Ret.)</i>	<i>8/31/2018</i>

President Sweeney said he has charged the executive director, treasurer and Budget and Finance committee with putting together the FY2017 draft budget. They will meet over the next few weeks to refine the draft and then present it to the ExCom for consideration. The process will include a review of not only basic items needed to take care of all income and expenses, but also the rebate liability, and possibly refinancing or retiring the building loan. He said he expects a final review of the budget in March.

Executive Director Update

Mr. Phillips asked Mr. Hutchins to provide a financial update. Mr. Hutchins said that a 7+5 forecast has been added to the financial reports. It is based on seven months of activity and forecasting the last five months of the fiscal year. This new report will be done on a more regular basis. Mr. Hutchins continued by stating that one of the items having the biggest effect on the financials and the forecast is a \$500,000 donation to the scholarship fund. Also affecting the reports are the current effects of the marketplace as it affects the investment balances, which are down approximately \$250,000 year-to-date. Mr. Hutchins wrapped up his report by stating that everything else is trending within a reasonable margin of where we expected within the last update. Ms. Alcock added that there were no current red flags or concerns with ROA's finances.

Mr. Phillips briefed the committee on the status of several projects:

- Building Loan Refi – Mr. Phillips reported that we have a nearly complete term sheet array from Wells Fargo, Blue Valley Bank, Chain Bridge, The Private Bank, and TD bank is interested in renegotiating the current loan, which is due in 22 months. He said now that exploration has come to closure, the president will get with the ExCom to determine the next steps.
- Officer Magazine – On schedule to go to press in February.
- Membership – Mr Phillips is working with Scott Russell and Dennis Morgan on membership issues.
- AV Rebuild – The AV rebuild in Top of the Hill will be completed by 29 January 2016.
- Audit – The annual audit is proceeding on schedule.

- Construction – USAA’s demolition of the second floor is scheduled to begin 1 February, with an estimated completion of 18 April 2016.
- Credit Cards – The new USAA visa credit card is in the design stage and is expected to be available in November 2016.
- Annual Giving – The 2015 annual giving campaign netted approximately \$125,000.

Legislative Update

Ms. Lukas reported that this year has started out very well for ROA as we already have a bill that has been introduced from Rep Johnson. She said she will be using the Reserve Voice to ask all members to contact their representatives to encourage them to sign on as a cosponsor. Ms. Lukas continued by stating that ROA continues to be contacted by various committees and member offices on the Hill asking to discuss ROA’s legislative agenda. She said the work ROA has been doing and the relationships being formed with more members’ offices is having an impact. She said she already has an appointment with the Senate Armed Services Committee.

Ms. Lukas said she is preparing to send the long legislative agenda out for publishing and will have copies for targeted members. She is also working on a smaller tri-fold brochure. Lastly, she reported that there will be a legislative session during the leaders meeting. It will include legislative members and staff who will provide updates on how they will be proceeding during the coming year.

Strategic Initiative

President Sweeney reminded the committee that discussions on this topic are currently confidential. He presented a draft MOU for approval. The ExCom discussed the matter at hand in depth.

Upon a properly made motion by Colonel Zimmerman, seconded by Lieutenant Colonel Spencer, and upon a unanimous vote, it was resolved to approve and forward for further consideration the draft MOU as presented.

The draft MOU will remain confidential, but will become part of the ROA archives upon finalization.

The meeting was adjourned by President Sweeney at 8:58 p.m.

Minutes submitted by Mr. Jeffrey Phillips, executive director.