

MINUTES OF THE MEETING OF THE ADBC MEMORIAL SOCIETY
HELD ON MAY 21, 2012

Board Members Present: Jim Erickson; Caroline Burkhart; Judy Pruitt; Linda McDavitt; Kristin Dahlstrom; Patty Prickett, and Joe Vater, Jr.

Mr. Vater called the meeting to order.

I. Name Change

Mr. Vater indicated that forms had been submitted to the Commonwealth of Pennsylvania, Secretary of State to change the name of the organization to the ADBC Memorial Society. Mr. Vater indicated that he expected to have a confirmation of that within the next couple of weeks and that he would prepare the documentation necessary to send to the Internal Revenue Service to recognize the new name. He also indicated that he would forward materials to Ms. Pruitt in the event she needed them in order to change the name of the organization on the bank records. Ms. Burkhart noted that the name change should be publicized in the next issue of the *Quan*. She volunteered to write an article regarding the name change.

II. Treasurer's Report

Ms. Pruitt then presented the Treasurer's Report. The bank statement as of May, 2012 reflected a checking account balance of \$55,333.85. In addition, the organization has three certificates of deposit. The first is for \$15,604 which expires on July 13, 2012, the second is for \$8,569.53 which expires on October 29, 2012, and the third is for \$15,642.65 which expires on December 13, 2012.

The Board then discussed investing monies with the current investment firm that holds the investments that were transferred from the western states. Mr. Vater noted that if the \$15,000 was invested with the July CDs coming due, the investment would be approximately

\$26,000. Mr. Vater is to provide the Board with some recommendations regarding these monies.

The Board then discussed hiring an accountant/bookkeeper to assist with the financials. Ms. Pruitt is to provide the Board with two individuals who perform these services and the cost of these services.

III. Post-Convention

Mr. Vater then discussed post-convention matters. Ms. Pruitt reported that the convention expenses exceeded convention revenue by approximately \$8,000. She noted that she had recently received a refund of certain sales taxes and she was in the process of making the adjustments to the various accounts. She indicated that she would provide the Board with an itemized list of revenues and expenses. The loss resulted from the guaranteed minimum amount of \$8,000 in food and beverages. At the beginning of the convention, it looked as if the banquet would have between 140 and 160 attendees. This would have left us short of the guarantee and as a result additional food was ordered for the hospitality suite. In addition, drinks were very expensive.

The Board then had a long discussion as to ways in which this issue might be resolved. It was determined not to add a late fee for registrants in light of the fact that next year's guarantee is \$2,500. In addition, within 60 days of the convention, the Board can reduce the number of guaranteed rooms by 25%. It was noted that an article should be placed in the holiday edition of the *Quan* discussing the importance of attendees to make their hotel reservations and to register so that we can properly plan for the convention.

The second largest expense involved audio-visual which approximated \$5,000. The Board intends to reduce the audio-visual cost by limiting audio-visual to certain days.

Mr. Vater then discussed assigning thank you notices. Ms. McDavitt will write the thank yous to the individuals who participated in the various panels. Mr. Erickson will write thank yous

to the individuals who served as the Color Guard for the banquet and Mr. Vater will write to Mr. Glussman, Ms. Ginger Holmes and Mr. Aaron Wilson.

The Board then discussed *Quan* articles regarding the convention. Mr. Erickson will solicit photos to either have published in the *Quan* or on the website. Ms. McDavitt will write an article about the panels. It was suggested that the curriculum presenters do an article for the *Quan*.

Mr. Vater indicated that he would forward a letter thanking all of the first time attendees for their attendance at the convention as well as to seek comments concerning those attendees' experiences at the convention and finally inviting them to Norfolk.

Ms. Prickett noted that there was a large Filipino population in Los Angeles. Their community has events which Ms. Prickett will make an effort to attend on behalf of the Board. Mr. Erickson will provide Ms. Prickett with Patterson's email address as an individual to contact regarding the Philippine Scout's Heritage Society.

The Board then discussed the head table reception. The Board will review this event. Mr. Vater discussed establishing a procedure and form manual for the convention. Ms. Pruitt, Ms. Dahlstrom and Mr. Vater will provide outlines of the activities for the Board to review and expand upon. The goal is to establish a structure for who is responsible for portions of the convention. Ms. Kragh has agreed to provide the memorial script. The Board also discussed limiting registration times in order to reduce the burden on Ms. Dahlstrom, her sister and other volunteers. A discussion ensued regarding the impact that limiting registration might have on sales of items.

The Board also discussed the need for wheelchairs and nurses. It was determined that as long as the hotel has wheelchairs, we do not need them from the Veterans Administration. As to the issue of the nurse, there was no consensus and that issue was pended.

The Board also discussed the silent auction and ways to increase the donation of items.

IV. Japanese Friendship Trip and Gold Medal Legislation

Mr. Vater reviewed the response which he had received from the State Department regarding the Japan Friendship Trips. The Board authorized Mr. Vater to contact Dr. Tenney to ask if widows would be eligible to go if there are not enough POWs to make the 2013 trip and to ask Dr. Tenney his understanding of the trip. Mr. Erickson reported that the representative from Senator Udall's office had not contacted him concerning the Gold Medal legislation. Mr. Vater indicated that he had received a copy of the bill from Congressman's Heinrich's office and he would forward it to Mr. Erickson for his review and discussion with Congressman Heinrich's office.

V. Fundraising and Grants

Ms. McDavitt reported that there are 69 t-shirts left. About two-thirds of them with the small logo. She noted that she will need to reorder prior to the White Sands event and add the new logo. The absence of a descendant label for White Sands will help sales there and having the descendant label will help the sales at the convention. She believed that Board members wearing t-shirts during the convention also helped to promote sales. The order will have to be made around the end of the year. She reported that there were 200 patches left from an original order of 325. There are nine books left of A Brother's Hero. The cartoon books sold out. There are Japanese Friendship Medals that did not sell well. Mr. Wilson donated \$100 to the organization for selling his DVDs at the table. Ms. McDavitt noted she no longer has any white shirts so the website photograph will need to be changed.

Ms. McDavitt also discussed the amount of money to be spent on 2013 grants. Mr. Vater indicated that he felt that the \$5,000 number was appropriate. Ms. McDavitt was concerned about the organization's ability to sustain that level of grants. Mr. Vater agreed to advise the individuals seeking grants that their request has been sent to the committee for the review. A motion was duly made, seconded and unanimously carried to have Nancy Kragh, Ms. McDavitt and Mr. Erickson as the committee.

Ms. McDavitt noted that the Board should do a notice in the holiday *Quan* requesting proposals for programs at the convention. In addition, a call for DVDs should be made at that same time. The Board agreed that it would review programs or DVDs prior to approval. She also suggested that a call for descendants born prior to the war be made in the holiday *Quan*. The Board discussed the importance of establishing the programs in advance of the convention in order to permit time to print programs.

Ms. McDavitt reported that \$1,687 worth of merchandise was purchased at White Sands and \$1,890 was purchased at the convention.

Mr. Erickson then discussed the Punchbowl marker. He noted that the Punchbowl Cemetery has rejected the word "Hellships". The Board agreed that the term is not offensive and should be maintained. Mr. Erickson was to advise Mr. Hurst of the Board's decision. Ms. McDavitt noted that someone needs to review the spelling. Ms. McDavitt also raised the issue regarding the cost. Mr. Erickson believes that donations will be received for this project that will cover the organization's expense.

Mr. Erickson also discussed the logos. It was determined that the Board vote by email as to their choice.

VI. Convention Report

Ms. Dahlstrom then reported on the convention statistics. 13 former POWs attended. There were 201 people who registered with seven cancellations and four special guests. There were 45 first time attendees, 28 of whom were from New Mexico and 17 from other states. There were 11 registration volunteers and all leftover registration materials were utilized. Ms. Dahlstrom noted that the daily program and banquet program should be finalized at least three weeks before the convention. There will be all new signage due to the name and the logo change. Ms. Dahlstrom noted that she intended to drive to the convention so there will be no shipping expenses.

The Board then discussed issues surrounding the *Quan*. The Board agreed that a notice should be placed in the next two *Quans* requiring individuals to respond in order to continue the *Quan*. In addition, the notice should indicate that if we do not receive the notice back, the *Quan* will be discontinued. It should also indicate that if a email address is not provided to forward the *Quan*, there will be a charge to mail the *Quan*, except for POWs and widows.

The Board then discussed a request by a Jim Nelson who wants to set up in registration at Norfolk to assist people with researching. He would also like to display a Pacific uniform. The Board also discussed the Mansell speaker. Mr. Vater's secretary will forward an email with dates for the next meeting.

A motion was duly made, seconded and unanimously carried to adjourn.

Jim Erickson, Secretary