

MINUTES OF THE MEETING OF THE
ADBC MEMORIAL SOCIETY BOARD OF DIRECTORS
HELD ON JULY 30, 2012

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

Mr. Vater called the meeting to order.

I. Approval of the Minutes of the May 21, 2012 Meeting

Mr. Vater noted that he had forwarded the minutes of the May 21, 2012 meeting. They had been forwarded by email. A motion was then duly made, seconded and unanimously carried to approve the minutes of the May 21, 2012 meeting.

II. Treasurer's Report

Ms. Pruitt then presented the Treasurer's Report. The balance in the checking account was \$69,287.35. Ms. Pruitt noted that a certificate of deposit had come due on July 13, 2012 and the money was deposited into the checking account. The CD that came due was valued at \$15,627.23. Ms. Pruitt noted that there were two additional CDs that were outstanding. One was in the amount of \$8,568.49 that matures on October 29, 2012 and the second one is valued at \$15,672.38 that matures on December 13, 2012. Ms. Pruitt then noted that the bonds in the investment account were \$11,782.66.

Ms. Pruitt then relayed the discussions which she had with an accountant regarding the preparation of an audit. She has provided the cost that would be incurred in retaining a CPA to do even the most basic financial review. After discussion, it was determined by the board not to retain an accountant. Ms. McDavitt suggested that the reports such as the check register and

an income and expense report be provided to the board prior to its meetings. She offered to work with Ms. Pruitt on determining the schedules to run off of the accounting software.

Mr. Vater then reported on the information which he had received from the investment firm regarding the investment of \$15,000 into an intermediate term bond fund. He discussed the recommendation made by Systrinsic regarding a mutual fund known as the Baird Core Plus Bond Fund. Mr. Vater reviewed the performance of Baird compared to the performance of three other highly rated intermediate term bond funds. Mr. Vater noted that for the three year period the Baird Bond Fund's return was 9.98% compared to 8.37% for the Pimco Total Return Fund and 7.40% return for the RidgeWorth Total Return Fund. Mr. Vater noted that the performance of that fund had been very steady. A motion was duly made, seconded and unanimously carried to invest \$15,000 in to the Baird Core Plus Bond Fund.

Mr. Vater also indicated that during his discussion with the investment firm, the representative raised the issue of diversity. The fund had received preferred stock in MetLife from one of the ADBC Chapters. It has an attractive yield but the board might consider selling this stock at an appropriate time and reinvesting in a mutual fund which would involve more diversity. After consideration, the board directed Mr. Vater to obtain information regarding the alternatives to invest the proceeds if the MetLife securities were sold.

Mr. Vater then discussed the issue regarding the purchase of the commemorative medals. The board had agreed through emails to approve the purchase of commemorative medals to be used by the former POWs who will be traveling to Japan as part of the POW Friendship Program. A motion was duly made, seconded and unanimously carried to ratify the purchase of the commemorative medals at a cost of \$2,277. Mr. Vater noted that a new donor to the ADBC Memorial Society had agreed to make a donation in the amount of \$2,300 which offset the cost of the medals. The remaining medals are to be given to the ADBC Memorial Society for use as a possible fundraiser.

III. Norfolk Convention

Ms. Pruitt and Ms. Dahlstrom reported live from Norfolk. They met with the hotel and rearranged some of the meeting rooms. There is a restaurant on property and discount parking is included. They talked to the hotel about the tax issue and hopefully this matter will be resolved prior to the convention as it can result in substantial savings to the organization. The board is able to reduce the number of rooms guaranteed more than 60 days in advance of the convention. The board then discussed at length efforts to encourage individuals to register early so that the board can make good decisions relating to the number of rooms to guarantee and to avoid lines for people registering. One thought was to have an early bird registration fee for those individuals who register more than several weeks before the convention. Ms. Pruitt and Ms. Dahlstrom will look into pre-registering all the former POWs and widows. We do not have the audiovisual fee but the board discussed limiting the usage of audiovisual rentals to no more than two days. She noted that microphones were free in the meeting rooms.

Ms. Pruitt and Ms. Dahlstrom then discussed the MacArthur Museum and its new Visitor Center. They reserved a classroom at the museum which can accommodate 40 to 45 people. There is a show every 30 minutes. A motion was then duly made, seconded and unanimously carried to establish an early bird registration fee. This will be publicized in the *Quan* and the website. Other possible activities include the trip to the naval base.

Ms. Pruitt then discussed the 2014 convention sites. A motion was duly made, seconded and unanimously carried to approve travel for Ms. Pruitt to San Diego.

IV. New Business

The board discussed inserting the tapes of the panels on to the website. The board also discussed a request from Mr. Hudson to support the maintaining of markers along the Bataan Death March. It was determined that this might be an appropriate grant. The board also discussed the use of the new name and the changed logo on stationery and other items.

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

Jim Erickson, Secretary