**Minutes from November 2nd, 2013 - MN/USAFA Parents Club Executive Meeting**

**ATTENDEES:**

Class of 2014 – Jean and Mark Cady (Andrew), Kim Landecker (Nate), Elise Kingman (Ned) Class of 2015 – Beth Stout (John) Class of 2016 – Terry and Kevin Field (Shannon), Heather and Mark Getty (Summer), Sherry and Steve Herrala (Jeff) Class of 2017 – Jeff Foss (Nathan), Jennifer Wilken (Hannah), Liisa and John Holm (Eric)

**CALL TO ORDER –** Jean Cady called the meeting to order at 10 a.m.

**MOTION MADE AND CARRIED –** To approve the minutes from the October 5th, 2013 MN/USAFA Parents’ Club meeting. The secretary will bring one printed copy of the minutes to the Parent Club meetings for members to read or reference as needed.

**ALO REPORT –** Major Jake Zender was unable to attend the meeting.

**CLUB STRUCTURE** - BINDERS

Three ring binders containing current Club Structure information were assembled by Kim, Jean and Elise, and provided to the Class Representatives and Secretary. These binders are ours to keep – we will not be passing them on.

**Table of Contents:** 1. USAFA Parents Club of MN Mission Statement 2. By-Laws 3. Membership 4. Contacts 5. Description of Responsibilities 6. Parent’s Night-Out Schedule 2013-2014 7. Meeting Dates 2013-2014

**Bylaws:** Jean reported that the most recent copy of the bylaws located was from 2009. Sherry will look for a more recent copy and email it to Kim. Copies of the most recent bylaws will be distributed for placement into our binders.

**Membership:** Is on the honor system. Co-treasurer’s receive the membership forms, and will be responsible for maintaining a roster. The roster will be kept with the club presidents and treasurer. Any requests for roster information must go through the club presidents. Roster lists will be kept for only six years. The alumni lists will be maintained by an annual email sent to alumni parents, inquiring if they wish to continue receiving updates and invites to Parent Club events.

**Budget**: The summary will not be posted online, but reporting will be done at monthly club meetings. The tax exempt form is available from the club presidents or the treasurer. Remember that receipts should be submitted within one month of an event for payment. Additionally, it was suggested that reimbursement should be prompt - within one week. Reimbursement for any person or group is not allowable without receipts.

**Club Leadership Positions:** The responsibilities for each Class Officer and Class Representative are detailed in the binder. These can also be accessed at the U.S.A.F. Academy Minnesota Parent’s Club Website and in dropbox.

**We are still in need of filling the positions of**: Co-treasurer (class of 2016 or 2017) and a 2017 Parent Representative.

**SUMMER PICNIC and PARENT’S WEEKEND PICNIC REPORT –** Terry and Kevin provided copies of a Consolidated Report Summary to all present. Having the picnic in covered pavilions with electricity, running water and modern bathrooms was an improvement over past years. The registrations for both picnics were consolidated onto one form, and a small discount was provided to those registering for both events. Cadets and dignitaries were not charged, and attendance was comparable with past picnics. Cadets were treated to special appearances at both picnics; Mark Getty and the Minnesota State Fire Service Pipe Band at the summer picnic, and Lt. General Michelle Johnson, Chief Mgs. Sargent Ludwig and Colonel Stella Renner at the Parent’s Weekend picnic. For future planning purposes, Jean suggested that a “drop box” be created at [www.getdropbox.com](http://www.getdropbox.com) to store pertinent information and files that can be easily transferred to new administration. Drop boxes are already in use for the New Cadet Orientation and Spring Banquet events.

**FACE BOOK AND WEBSITE UPDATE** – Passwords and usernames have been emailed to all 2017 families so that they may now log in, and access the information on the U.S.A.F. Academy Minnesota Parent’s Club Website and Face Book page. Sherry Herrala is the webmaster and will keep both of these sites current. A user name and password is required to log onto the webpage, and one must be invited to the Face Book page, as it is a “closed group”. Even so, there was discussion about placement of sensitive information such as financial records and cadet bus schedules on these sites.

**ANNUAL MN PARENT CLUB EVENTS -**

**September – Parents’ weekend gathering at USAFA; families of current cadets.**

**December – Cookie packing project for cadets and dignitaries; families of current cadets.**

**January – Mom’s night out; current cadet and alumni mothers.**

**April – Spring Banquet; families of current, incoming cadets, ALO’s and alumni families/those that have chosen to stay on our mailing list.**

**May – Orientation; families of current and incoming cadets.**

**July – Summer Picnic; families of current cadets and alumni.**

**EVENT GUIDELINES –**

1. Budget – If the event breaks even, there is no need to do any check-ins. Prior approval from club presidents are required for anything that will result in a shortfall greater than $500.

2. Report – Expectation is that a short written report will be submitted following the event, with a brief verbal presentation at the next club meeting. Provide this report for posting on the website as well.

3. Notebooks – Print and file documents including the club report and a more detailed final report in the event notebook. Pass this notebook on to the new event leader at the second club meeting in the fall of your final year. The event notebooks are very helpful as a reference for planning purposes – especially if invoices have been saved and advice shared.

**Delegation of event responsibities:** The picnic events in July and August will be handled by the parent representatives from the Freshman Class. Because of the steep learning curve with the Spring Banquet and the Orientation events, it was decided that a two year tenure by the same class representatives was best. Therefore, the even year graduating class reps will be responsible for the Spring Banquet event. The odd year graduating class reps will be responsible for the Orientation event.

**Other notes:** Beth suggested considering changing the location of the Orientation Event to the Officer’s Club, upper level. She cannot check dates until we know the cadets final exam schedule in May 2014. It was suggested that the cadets attending wear a variety of uniforms, and are coached in advance as to how best to approach the Appointees. Jeff suggested having mentor families assigned to new appointee families before the Spring Banquet, so they have a point of contact to ask questions of. The timing of this was thought to perhaps be problematic, as some appointees do not decide until the last minute to accept their appointment. Class Rings – all cadets must purchase them as they are a uniform expense, and therefore deductible. There are inexpensive rings to choose from too, if so desired.

**CADET SHARING** – Parents shared Cadet stories and experiences.

**ADJOURNMENT** – This meeting was adjourned at 11:55

**Minutes respectfully submitted by Liisa Holm, secretary.**

**CLUB MEETING DATES** - **December 7th** – “cookie packing”/general meeting, **January (TBD) 2014**-(Executive Meeting), **February 1st –“**graduation”/general meeting, **March 1st**(Executive Meeting**), April 5th** - “alumni”/general meeting, **May 3–** “Year-end wrap up”/general meeting/”Executive Board Meeting” lunch after general meeting.

All meetings begin at 10 a.m. at the Fort Snelling Officer’s Club – 395 Highway 5 and Post Road, St. Paul, 55111.

**CLUB EVENTS FOR THE YEAR**

**Parent’s night out** – Next gathering - 7 p.m., November 14th at the Tavern on France in Edina.Attend to socialize as a single or a couple. The yearly schedule has been emailed. Schedule is also posted on face book page. Save these Thursday evenings; 11/14, 12/12, 1/9, 2/13, 3/13, 4/10, and 5/8.

**Mom’s in Prayer Group** – Meets monthly. Watch for email invitations. The next one is Thursday, November 21st at 10 a.m. at Joey Dake’s home in Excelsior. Contact Pam Nielsen (C1C Joshua) for more information@ 651-408-1415.

**Cookie Packing** – **December 7, 2013** – at the Fort Snelling Officer’s Club. A sign up sheet at the October 5th meeting asked parents to volunteer with this event. All parents bring 144 pieces of individually wrapped baked items or treats (candy, hot cocoa, gum, etc.). Assemble Christmas Goodie Boxes with notes and personal cards to your cadet as well as to all Minnesota Cadets and Dignitaries. Deliver to Delta Cargo for flight to Denver that afternoon, using a Delta employee discount from Tom Ferguson. Our Denver contact, Karen Larson’s daughter Jen, will pick up the boxes to deliver to USAFA that night, or the next day. This is a highlight of the cadets Christmas Season. Volunteers involved in the set-up should begin at 9 a.m. Packing begins promptly at 10:00 a.m. If you cannot attend, you are encouraged to send another family member or friend in your place. All cadets will receive a Christmas Goodie Box. Watch for emails on this event for further details.

**All Academy Ball – December 28th, 2013** – Wayzata Country Club. Invitations sent 11/1. Woody encourages USAFA parents to attend this event at least once. We are also looking for donations to the Silent Auction/raffle to be held that night. Cash donations are accepted. Please contact Becky Busho.

**Mom’s Night Out – Jan or Feb (TBD)**- We will gather at the Plymouth Playhouse for the show, dinner is next door at Green Mill afterwards with cadet sharing. Overnight accommodations at the hotel with morning prayers. You can do some or all of it. Watch for email invitations.

**Spring Banquet – April 26, 2014** -

**New Cadet Orientation - May 2014** – date depends upon final exams - TBD

**UPCOMING MEETINGS AND EVENTS:**

**November 14th** PNO – Tavern on France, Edina @ 7 p.m.

**November 21st** Mom’s in Prayer Group, Excelsior @ 10 a.m.

**December 7th** Cookie/Treat box assembly event, Fort Snelling Officer’s Club @ 10 a.m.

**December 12th** PNO – Axel’s Bonfire, Woodbury @ 7 p.m.

**December 28th** All Academy Ball, Wayzata @ 5 p.m.

**January (TBD)** Executive Board Meeting, Fort Snelling Officer’s Club @ 10 a.m.

**January 9th** PNO – Tavern on Grand, St. Paul @ 7 p.m.

**Jan./Feb. (TBD)**  Mom’s Night Out