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| usafmn-logo | **May 15th, 2014**  **7 P.M.**  **Denise Byer’s Home**  **MINUTES** |
| Meeting called to order at 7:00 pm  by Jean Cady |  |

**IN ATTENDANCE:**

Class of 2014: Jean and Mark Cady (Andrew), Kim Landecker (Nate), Elise and Woody Kingman (Ned),

Mary Herbst (Alec).

Class of 2015:Beth Stout (John), Denise Byers (Jimmy), Kathy Donlin (Drew).

Class of 2016: Terry and Kevin Field (Shannon), Heather Getty (Summer).

Class of 2017: Liisa and John Holm (Eric), Jill and Jeff Foss (Nathan), Jennifer Wilken (Hannah).

**2014 Spring Banquet Report** by Kevin and Terry Field (data from 2014 Banquet Summary).

Invited: 242

Attended: 102

Appointees invited: 30

Appointees attending: 14 (Plus two sets of parents attended without their appointee).

Silent Auction Raffle: $2,125

Donations: $835.

Total Income: $7,392

Total Expenses: $6,413

Difference: $979

Donations - A letter was sent out to Minnesota USAFA alumni as well as to each of 56 VFW’s and 3 American Legion’s requesting financial contributions.

2015 Banquet Planning – A $500 deposit has been paid to reserve The Olympic Hills Country Club for 2015.

The Appointee gift bags were inventoried and should last another 3 years.

**2014 Picnic Planning,** Jill and Jeff Foss and Jennifer Wilken

Invitations to both picnics were included in the Appointee Packets at the 2014 Spring Banquet and also will be distributed at the Class of 2018 Orientation, on May 17, 2014.

**July 26** “Doolie Day Out Picnic”: Lake Harriet’s Beard’s Plaisance

**August 29** “ Family Weekend Picnic”: Campgrounds at the USAFA

**Open Positions in the Club** –If the Treasurer’s position isn’t filled by a volunteer, then treasure duties will fall to the Class of 2015 Parent Reps.

Mary Herbst spoke of a class of 2018 Parent who may be interested in either the Treasurer position or the Class of 2018 Parent Rep position.

Having a Membership coordinator separate from the current Treasurer/Membership position was discussed. Perhaps this would be an unnecessary change, as the Treasurer receives the membership checks and can track membership in the current ‘Quick books” accounting system.

Mary has all of the registration information from the past years.

**These remain open to date:**

**a. Treasurer**

**b. Membership**

**c. 2018 Parent Reps**

**d. Parent Night Out organizers**

**e. Silent Auction Coordinator**

**f. Athletic Liaison**

**Club Membership** – Current membership cost is $40 per year or $125 for four years.

Nine new member checks were received from the incoming Class of 2018, in response to a 4 year/$125 membership offer included in the Invitation to the Orientation.

Jean stated that the membership payments in the past have been done on the honor system, and

Mary Herbst has a record of these.

**Budget** – Mary Herbst reported that the July 2014 tax forms will soon be completed.

**a. Tax Forms**

**b. Charitable Organization form – MN form**

**c. Federal Form 990-N (this is related for tax filing and needed for the Charitable Organization form)**

**d. Charitable Gambling form – needed for raffle, pull tabs** – Current license is effective until July 2014, and is essential to any USAFA MN Parent Club activity involving raffles or pull tabs.

A gift basket raffle has been part of our annual Spring Banquet.

The All-Academy Ball also uses our MN USAFA Parent’s Club Tax I.D. for the raffle that is part of their Annual Ball.

**e. Change of Leadership form – Federal Form 8822-B** – this form was signed at the meeting.

**Transfer of Drop box folders** – Elise stated that the drop box folders are all set up. Contact her for the link to access them for your information pertinent to events within your position.

**Club webpage** – Discussion about whether the website is still a valuable resource? Kim Landecker said accessing past files relating to graduation was very helpful in her planning for Nate’s 2014 graduation.

Initial cost to set up the website was $5000. Annual maintainence is $200.

Do most MN USAFA families use the Face book page as their primary resource for information?

This will be discussed in the future with Sherry Herrala, the current webmaster.

**Cadet Sharing**

Meeting adjourned at 9:15pm

Minutes taken by Liisa Holm, Secretary

**Upcoming Meetings & Events:**

**July 26** **Doolie Day Out Picnic**: Lake Harriet’s Beard’s Plaisance

**August 29** **Family Weekend Picnic**: Campgrounds at the USAFA