**Minutes from May 3, 2013**

**MN/USAFA Parents Club Meeting**

Woody Kingman called the meeting to order at 10:00am

**Secretaries Report:**

The minutes from the April 6, 2013 meeting were approved as written

**ALO Report**: Jake was unable to attend this meeting, tabled until the October meeting, Class Reps did learn of one more appointee

**Reports, Updates & Business Items:**

* **Treasurer’s Report:** Treasurer’s report was approved as written (approx. 20,500 in checking account, not all bills are in nor checks cashed at this time)
* Peggy discussed the status of our organization as far as accepting donations.

Our tax exempt status allows us to accept donations as well as allow donors to write off their contributions/purchases on their taxes. For purchases made at the auction, only the cost above the original item is tax exempt. Woody will send out a receipt to all of those who made purchases at this year’s auction stating the value of their item and what amount they can deduct on their taxes. Woody will also send out a thank you letter to the donors of the items for tax purposes.

* Items that club members purchase that are tax exempt include: office supplies, groceries purchased, etc., but not catered food items.
* Class Reps will have access to the tax exempt number through drop box.
* If you forget to use the tax exempt #, the club will still pay the tax, (but you are encouraged to use the tax exempt number whenever possible.)

**2. Spring Banquet Report** –Jean typed up the 2013 summary report which can be found in drop box. She asked if there should be any changes to next year’s banquet:

* Possibly add a vegetarian dinner plate option
* We discussed the auction as far as having it “Low Key” like this year or more in depth like past years.
* The discussion of bringing back a raffle was also discussed. This will be up to the Class Reps of 2016 to decide (see #9 as to why it will be the Class of 2016.) Many volunteers will be needed if it is decided to have the auction as in years past.
* A “Special Thank You” to Karen and Mike Larsen for donating a majority of the auction items as well as to all of the other members that donated!

Reservations for the 2014 Spring Banquet at Olympic Hills Golf Course have been put on hold, but a $500.00 deposit needs to be made to secure the date (April 26, 2014.) It will be up to the Class Reps of 2016 (see #9 as to why it will be the class of 2016) to make the deposit or kindly let Olympic Hills know if you choose another location.

1. **Orientation:** Kathy Donlin mentioned thatthe “New Cadet” Orientation will be held on Saturday, May 18th, at Spring Hill Suites in Bloomington. Families coming from distances will have the option of staying overnight at the hotel at a discounted rate. Currently there are 6 cadets that will be attending.
2. **Officers Club arrangements**: Jean spoke about continuing to have our monthly meetings at the Fort Snelling Officers club. All agreed that this was the best location. Mark will check into us being able to hold our meetings here next year as well as possibly paying a one-time fee for the coffee. He will also check to see if we can bring in our own food. Currently, we do bring in food for the Cookie Packing Event.

**\***If you purchase food for any of the meetings, you will be reimbursed by

 the club after giving your receipt to the Treasurer.

**5. Club address:** –We discussed needing a 2016-2017 parent’s address, (as these parents will be involved with the club for a few more years) for tax purposes. The PO Box number that we currently have needs to be renewed yearly. This was just renewed in March, so is effective until March 2014.

For the time being – Mary Herbst (Treasurer through May 2014) agreed that the club could use her address.

 Peggy mentioned that her place of employment uses Administrative Solutions. They send out all information, handle all deposits and credits, etc. She said they pay about $150.00 a month for this service.

**6. AFA Contribution:** – Woody and Darrell will be meeting with the AFA and AOG in the near future to discuss the alumni organizations.

AOG ~ is alumni or active duty for the USAFA

AFA ~ is for all Air Force Personnel, current or alumni

Last year we paid for the first year of the club membership dues ($40.00) for all incoming 2016 parents. This helped to cover the membership numbers that the AFA needed from us. We discussed the idea (in the future) of possibly giving the seniors a one year membership to the AFA.

**7. Membership**: – Robyn mentioned that there is a lot of money in our account, and asked, “What is the purpose of a membership? It is most likely a tax deduction for families as we give receipts to parents. This will be an ongoing discussion as all members have the same benefits as non-members and our membership has been declining,

We discussed possibly having the new membership/registrar position work with a sub-committee on defining “Member” vs. “Non-Member” benefits.

**8. Meeting topics** – This past year there were a lot of presentations which were excellent but some of the “Business” needs of the club and cadet sharing didn’t get done.

* An Idea was mentioned to have presentations every other month.
* We discussed having the following presentations for this upcoming year: graduation, cook packing, Alumni, USAA (Rep. come and share their services.)
* Our Meetings for the 2013-14 year will be held at the Fort Snelling Officers Club on Saturdays: October 5th, November 2nd, December 7th – (Cookie packing) February 1st, March 1st, April 5th, and May 3rd, 2014 (upon approval – see #4)
* The 1st two meetings will be more of a getting to know everyone, welcoming freshman parents, etc.

**9. Class representative tasks:** The idea was brought up and very well received for Class Reps to either be responsible for the orientation or Spring Banquet for two years in a row. It was strongly felt that it was more time consuming, difficult to do the orientation and then right away switch to the Spring Banquet. So, the Class of 2015 will run the orientation for 2014, while the Class of 2016 will do the Spring Banquet for the next two years.

**10. Executive Committee Meetings:** Date TBD – The Class of 2014 Reps will hold an “Executive Business” meeting in September to alleviate most business discussion from being held during the monthly meetings.

**11. Appointee mentors:** Ruth is currently our “Appointee Parent Mentor” Organizer – she will have 2017 parents sign up at orientation and the first two meetings of the 2013-14 year if they are interested in having a Mentor.

**Other Information Discussed:**

The Secretary Position is needed as soon as possible. Responsibilities include: taking monthly minutes, sending the minutes to Sherry H. (website person) and Elise Kingman (for club distribution,) bring copies of the minutes to meetings, and keeping up the officer club list.

Kevin Fields discussed the upcoming July Picnic, which will be held on July 27th at Lake Harriet from 5-8pm.

* Kevin needs everyone’s addresses
* He wondered how to pay, he will pay and then get reimbursed, unless it is for big items then he can get a check from Mary Herbst (Treasurer.)
* He will be sending out paper invitations

Kim will get the P.O Box numbers from Darrell to send each Senior a graduation card and $50.00.

Prior to cadet sharing, Jean thanked and handed out a MN/USAFA Parents Club pen set to the Launchers for handling all of the merchandise items, and to Peggy Farah for being our Club Treasurer.

**11:45 – cadet sharing**

The meeting was adjourned at 12:15pm

Minutes taken by Kim Landecker