

**MVPA BOARD OF DIRECTORS MEETING  
August 3, 2011 \* Hope Hotel \* Dayton, Ohio**

**I. MEETING CALLED TO ORDER**

President, David Welch at 8:11 a.m. on Wednesday August 3, 2011, called the meeting of the Military Vehicle Preservation Association's Board of Directors to order. There was a quorum present and Administrative Assistant Tracey Metcalf recorded the minutes.

**Present:**

David Cadorette - Amherst, NH	Steve Preston - Oregon City, OR
John Cheney II - North Baltimore, OH	David Welch - Gillette, NJ
Toby Chandler - Austin, TX	Kay Willard - Independence, MO
David Doyle - Memphis, TN	Randy Withrow - Huntsville, AL
Kevin Emdee - Radcliff, KY	Tom Wolboldt - Fleming, OH
Reg Hodgson - St. Albert, AB, Canada	Tracey Metcalf - HQ Staff

**Absent:** Kevin Kronlund - Spooner, WI

Randy Withrow led the crowd in the Pledge of Allegiance

**Tom Wolboldt requested an Executive Session be added to the end of the agenda, and to move Item 5B (Update the MVPA's Online Auction) to that session.**

**A MOTION** by David Cadorette to accept the agenda after the addition of the Executive Session and the moving of 5B, **ADOPTED Unanimously**

**I. Secretary's report**

- A. The Winter Board of Directors meeting minutes were approved by the Board electronically 4/28/11

**II. Treasurer's report**

- A. Kay Willard noted that all of the financial reports are from QuickBooks, and the approved budget figures have been entered into a slightly different setup of accounts.
- B. David Cadorette questioned Kay regarding her recent email notification to the Board that she had hired a new CPA, suggesting the Board should have been informed in such an important decision.
1. Kay said the former CPA Kathy Meeks was frustrated with AVECtra's (the new membership software) accounting procedures. Even after two conference calls with AVECtra, and some adjustments on their part, six months into the year only three months of bank reconciliation were completed by the CPA.
  2. In May I notified Treasurer Randy Withrow that I needed to replace the current CPA. I interviewed three located in Independence and hired Teresa R. Sperry.
  3. HQ Note: By 1 July Teresa had reconciled six months and in the process we developed AR & GL procedures that will insure accuracy and reduce the CPA's time spent on monthly reconciliations.
- C. David Cadorette questioned Kay about the Headquarters' time to be tracked and applied to the varying programs and expenses of the organization. David noted this allows the Board to decide how best to allocate staff time.
1. Kay responded as C.O.O. she hopes the Board is confident in her ability to allocate staff duties and time effectively.
  2. Kay noted the figures in the current approved budget are estimates (calculated on the previous year's stats and timed trials) making them as accurate as possible considering the varying duties of each staff member.
  3. Those figures will be fine tuned as the HQ staff continues to track their time spent on Convention, Supply Line, and Book Club.

4. At the suggestion of John Cheney, Kay will look into upgrading QuickBooks to a version that includes project time tracking.
- D. Kay reported that the savings from combining the publications will fall short of the \$24,565 projected in the approved budget. The savings will be closer to \$9000 this year with one non-combo (Oct/Nov Supply Line & Army Motors #133). Kay projected the savings would be near \$12,000 if all four AM/SL would have been combined. David Doyle noted there had been both paper and postage increases since the budget was approved.
- E. David Welch explained that the loss of over 300 Italian members was the result of the Boards request for them to pay \$60 annual dues, the same as other overseas members. We could no longer subsidize the cost to produce and mail their publications. This action resulted in lower member numbers but is a cost savings.

### **III. Publication Reports**

- A. Supply Line
  1. David Doyle believes the combining of the publication has been well received. He continued that even though the saving was not as projected the results are still positive
- B. Army Motors
  1. Reg Hodgson reported that he is receiving great articles from members.
  2. He feels the HQ Staff, David Doyle and Army Motors staff work well together
  3. Reg noted the Canadian dollar is currently strong, costing the MVPA more money than before

**David Welch** requested the Board allow Jason Ball from the MVCC of Oregon to give a convention proposal at this time.

### **IV. 2013 Convention Bid**

- A. Jason Ball requested the Board consider the MVCCO's bid for the 2013 convention to be held July 23 - 29 at the Portland Expo Center. The following are highlights of his presentation:
  1. 2013 is the 40<sup>th</sup> anniversary of their group and it would be a great celebration for both the MVCCO and the MVPA
  2. The Expo Center is a great venue, as was proven in 2008, and we will be in a larger hall in 2013.
  3. As in 2008 the \$15,000 grant from the city as well as a \$7 hotel room rebates will cover most of the cost of the convention site
  4. The host hotel will again be the Red Lion with a \$99 room rate.
  5. DUKW rides will be offered again with an opportunity to view a fully restored Navy Stab Boat. Plus we will have MVs never displayed at previous MVPA conventions.
  6. Lloyd White will be hosting "Camp White" one night of the convention with a picnic dinner and a vehicle display.
  7. The July 23-29 dates will be in conjunction with the Northwest Gun Association's annual swap meet in the adjacent building. This could bring in an estimated 900 people at \$7 each (\$6300) in addition to the \$2500 budgeted for expected public.
  8. Joint registrations for the Gun Show and MVPA Convention participants are being considered.
  9. David Cadorette noted that the dates were in conflict with a military vehicle show in New England. It was determined that the dates were close to but not in conflict with War and Peace show in England.
  10. Jason was asked to explore optional dates. It was noted this would mean the loss of and estimated \$6300 of income from the gun show participants.

11. David Welch voiced concern about the poor acoustics at the Expo Center during the Awards Banquet and Auction. Kay stated the banquet was held at the Red Lion in 1996, the food was good and the atmosphere very nice. She suggested Jason check with the Red Lion on the cost and in the process try negotiating an even lower sleeping room rate (more rebate) in exchange for giving Red Lion our banquet business.
12. Kay expressed concern regarding the budgeted \$34,030.70 possible profit. The 2008 Portland convention net income was \$10,201 of that the MVCCO's cut was \$3355. If the Supply Line convention insert (approx \$5000) and staff time (approx \$12,000) costs were included the 2008 convention (as they will be in 2013) the event would have been in the red \$6799 before the MVCCO's cut.
13. Kay requested that she, Randy and Steve revise Jason's budget and present it to the Board prior to their decision.

**MOTION BY** Kevin Emdee to schedule a conference call for a decision on the MVCCO's bid for 2013 convention when the figures are complete. **Approved Unanimously**

**IT WAS DECIDED** David Welch will schedule the conference call

#### **V. Unfinished Business**

- A. David Cadorette composed a letter to the current affiliate group presidents informing them that they are "grandfathered" into the old MVPA logo, and may continue to use it in their existing logo
  1. All new affiliate groups will need to get approval from the MVPA Board of Directors to incorporate the trademarked logo in their logos
  2. David Cadorette will make the suggested changes to his letter and sent it to HQ for distribution to all MVPA affiliate groups

**MOTION BY** David Doyle to accept and distribute the trademark letter, with revisions, **CARRIED UNANIMOUSLY**

- B. Update on the MVPA Online Auction moved to the Executive Session
- C. Tracey requested the assistance of the Board and the Technical Advisors to assist in compiling the information for more history/data cards to sell in Supply Room, if the sales went well on the existing cards. This item to be added to the Fall Agenda
- D. Kay reported that Fred Schlesinger had not replied with any information about the affiliate insurance program
- E. The need to increase the cost of the MVPA Affiliate Insurance Program was discussed but no changes were made
- F. Kay Willard reported that the work on getting the MVPA vehicle directory online has began and will report more at the fall meeting
- G. David Cadorette showed the Board his mark up for a new tri-fold, self-mailing brochure, including a "Sponsor Membership" for someone wanted to give a publications only membership to a teacher, library, etc.

**MOTION BY** Randy Withrow to move forward with the new brochure, **CARRIED UNANIMOUSLY**

- H. David Doyle's revised motion on the "Complementary Convention Program" was discussed.
  1. The revision gave the recruiter one chance for every new member recruited to win airfare to an MVPA convention, hotel room during the event and complementary

MVPA meal tickets. The contest is open to all active MVPA members regardless of where they live. The airfare to be covered by the Visa Rewards program.

2. Kay liked that David revised the program to focus on recruiting and opened it to U.S. recruiters as well as those overseas.
3. Kay suggested instead of working through a list of 5 names drawn until someone accepts the airfare & convention package that a secondary prize be offered like a TV, computer or camera. This would reduce the administration time and also attract possible recruiters that do not have a desire to attend an MVPA convention.
4. John Cheney asked that Affiliate that recruit be included in the drawing.
5. Tom wanted to kick off the program and draw names at the Awards Banquet using the list of 2010 recruiters. It was noted that the list contained only 2 recruiters outside the U.S. moving away from Tom's original plan to recognize and recruit overseas members.
6. With meeting time short and indecision among the Board David Doyle withdrew his motion

## **VI. New Business**

- A. The subject of procedure for handling private, personal information, such as social security numbers, was addressed

**MOTION BY** David Cadorette to have HQ develop procedure and submit it to the Executive Committee for approval **MOTION CARRIED**

- B. Tom Wolboldt suggested the Affiliate newsletter be posted on the MVPA's web site
  1. The general consensus was that it would be a good way to network between the clubs at minimal cost if the originals were received via e-mail.
  2. It was decided the affiliates would need to give the MVPA their consent in writing.
  3. There was concern the MVPA could be liable for an Affiliate's copyright infringements

**IT WAS DECIDED** that David Welch would discuss the matter with his attorney concerning the MVPA's liability and he would report the findings at the fall meeting.

- C. David Welch asked the Board their thoughts on what should be done for MVPA members that have passed away
  1. Tracey Metcalf reported that when HQ is notified of a member's passing, other than certain instances, a sympathy card was sent to the survivors from the MVPA Board of Directors and Headquarters Staff
  2. The Board did not feel flowers to be appropriate as the cost is high, and unfortunately we have members pass away regularly
  3. Bill Scott interjected that as a funeral director he feels the card was more than enough, and would mean as much to the mourning family as flowers

**IT WAS DECIDED** that Headquarters continue sending sympathy cards to the families of members who have passed from the Board and HQ Staff

- D. Toby Chandler suggested the Board consider sending an E-blast to the Affiliate Group officers, for feedback, when undecided on certain agenda items
  1. It was the general consensus that this idea could be implemented

2. David Welch requested Toby work to start a committee for this work

## **VII. Standing Committees**

- A. Convention Development and Support
  1. Dayton, Ohio 2011
    - a. John Cheney II reported that the numbers are down from 2006, but he feels they will catch up when registration opens
    - b. He told the Board that vendor and vehicle move-in was going smoothly, and he felt there would be not great problems at the event
    - c. John continued that he has budgeted more into advertising this year's convention, \$4,500, hoping to see better public turnout
  2. Huntsville, Alabama 2012
    - a. Randy Withrow reported that the hotel for the Huntsville convention has changed from the Holiday Inn to the Embassy Suites, due to the Holiday Inn's refusal to comp the Winter Board meeting room nights as promised
    - b. The Embassy Suites is about \$20 more per night but offers complimentary breakfast and afternoon cocktails and snacks. In addition it is connected to the Von Braun Center, our convention venue.
  3. Steve Preston, Convention Chairman, recommended the Board consider the MVCCO's proposal for the 2013 convention. He feels the success of the past convention in Portland will carry on to 2013, feels the event would actually be bigger and better than the 2008 event.

## **VIII. Future Board Meetings**

**IT WAS DECIDED** that a Fall 2011 meeting would be held in Independence, MO on either 4 & 5 or 18 & 19 November. Kay is to check hotel cost and availability then inform the Board electronically.

Determining the Winter 2012 Board Meeting date and location is to be on the Fall meeting agenda

**MOTION BY David Cadorette** to go into Executive Session, **MOTION CARRIED**

Respectfully submitted by Tracey Metcalf, Administrative Assistant on 8/12/11

Reviewed by Kay Willard, C.O.O. 8/16/11

Sent to Secretary Tom Wolboldt 8/17/11 returned to HQ on 10/18/11

Sent to Full Board on Approval by Full Board on