



SOUTH TEXAS HEADQUARTERS

Bldg 3 • Naval Air Station • Corpus Christi, TX 78419 • (512) 939-2391

M E M O R A N D U M

TO: MEMBERS OF THE BOARD

FROM: SANDRA DAY, EXECUTIVE DIRECTOR *SD*

REFERENCE: FEBRUARY 20, 1985 REGULARLY SCHEDULED MEETING OF THE BOARD

DATE: FEBRUARY 11, 1985

The next regularly scheduled meeting of the Board of Directors is set for Wednesday, February 20, 1985 at noon in the Blue Room of the Town Club on Water Street. This is the day before the Capital Fund Completion Event at the Hershey Hotel and final arrangements and information will be advised. The President has asked me to remind all members to bring any unsold tickets to the meeting and to also bring cash receipts for the sold tickets. In addition, a list of names of persons who purchased tickets from you will be needed at the meeting (including your own) in order to arrange seating at the tables and to list the names on an information board. Please be certain of the correct spelling of the names.

Enclosed for discussion and action are the Minutes for the January 16, 1985 meeting and the Financial Report for the month of January 1985. As you will recall, the proposed annual budget for 1985 was tabled until this meeting in order that the Vice President for Finance & Budget would be available. In the event that some copies of the budget may have been misplaced, extra copies will be distributed at the meeting for those members who may need it.

This is an important meeting because of the fundraiser and also because Capital Expenditures will be discussed. If you have an opportunity to call this office, or to have a secretary verify attendance for you, it would be appreciated.

We look forward to seeing you at the luncheon meeting on the 20th. Luncheon costs, as a reminder, are \$10.00 or \$6.50.

SD:ms

Enclosures

MINUTES
BOARD OF DIRECTORS
USO SOUTH TEXAS
JANUARY 16, 1985
BLUE ROOM, TOWN CLUB
NOON

MEMBERS PRESENT:

Mr. Ronald W. Bradley
Capt. David Connolly
Mr. Rick Fletcher
Mrs. Maxine Flournoy
Mr. Bob Gilmartin
Ms. Eleanor Mortensen
Sgt. Major Donald Rymer
Mr. Charles Smith
Mr. Bill White
Mrs. Mary Whitmire

MEMBERS ABSENT:

Mr. David Bonilla
Mr. Paul Cameron
Mrs. Betty Turner
Chaplain Danny Wheeler
Mr. Alan Wilson
Mr. Bill Woodhouse

ALSO PRESENT:

Mrs. Sandra Day

Mr. Rick Fletcher was welcomed as a new member of the Board and the meeting was called to order by President Ron Bradley.

The Minutes for the December 19, 1984 meeting were approved upon motion made by Ms. Mortensen and seconded by Mrs. Whitmire.

The Financial Report for the month of December 1984 was approved upon motion made by Ms. Mortensen and seconded by Mrs. Whitmire. It was noted that a contribution intended for the Capital Account had inadvertently been deposited into the Operating Account. A transfer to correct this error was made.

Discussion on the proposed annual budget for 1985 was tabled to the February meeting so that the Vice President for Finance and Budgeting would be present. Upon motion made by Mr. White and seconded by Mrs. Flournoy, members of the Board approved the expenditure of necessary funds for the Capital Fund Event to be reimbursed by event proceeds. Approval was also given for the purchase of replacement rugs for the Center lobby upon motion made by Mr. Gilmartin and seconded by Capt. Connolly.

Upon motion made by Ms. Mortensen, seconded by Sgt. Major Rymer, the following resolution was approved by the Board:

RESOLVED, that the President of the Board hereby be given authority to open an interest bearing Capital Account with First City Bank of Corpus Christi with the balance not to go below \$1,000.00 to handle the proceeds of the Completion Capital Fund Event with the President of the USO Board of Directors as the authorizing signature on the account.

President Bradley briefed members on the status of the Capital Fund Dinner. He thanked members for the effort that has been given to this point and encouraged each person to do his utmost in soliciting the sale of tickets. Twenty tickets were assigned to each member and a request for additional sales above that number are encouraged.

Ms. Mortensen submitted the name of Dr. Hector Garcia for membership on the Board of Directors. Mrs. Whitmire seconded the motion, and Dr. Garcia was unanimously approved.

Mr. White reported on the findings of the reception ad hoc committee. Due to the Commodore's schedule, the committee recommended to delay the reception for key community people and service club representatives until Spring.

Insurance coverage was discussed. Mr. Bradley reported that all present coverage and the need for increased coverage is being researched by Mr. Woodhouse. Insurance companies are being contacted for information and premium rates. Mr. Bradley will contact the Naval Air Station for their endorsement requirements and for any procedure policy which might assist the USO in obtaining reduced rates.

The next meeting of the Board is scheduled for Wednesday, February 20, 1985 in the Blue Room of the Town Club at noon.

Upon motion duly made and seconded the meeting was adjourned.

Secretary, Board of Directors

President, Board of Directors

INCOME: ANNUAL BUDGET ACTUAL MONTH ACTUAL YEAR TO DATE ACCOUNTS OVER BUDGET YEAR-TO-DATE

CONTRIBUTIONS				
SPECIAL EVENTS				
SALES TO PUBLIC		758	758	
UNITED WAY		4,305	4,305	
MISCELLANEOUS		126	126	
TOTAL INCOME		5,189	5,189	

EXPENSE:

SALARIES		2,262	2,262	
EMPLOYEE BENEFITS		137	137	68
PAYROLL TAX, ETC.		202	202	
INSURANCE				
PROFESSIONAL FEES				
SALES SUPPLIES		1,400	1,400	
CENTER SUPPLIES		234	234	
OFFICE SUPPLIES				
TELEPHONE		12	12	
POSTAGE		206	206	206*
OCCUPANCY		209	209	
MAINT./EQUIP. RENT		60	60	
PRINTING/PUBLICATIONS		50	50	
TRAVEL		150	150	
CONFERENCES/MEETINGS		107	107	
RECREATION/ASSISTANCE		288	288	
SPECIAL EVENTS				
MISCELLANEOUS:		349	349	349*
TOTAL EXPENSES		5,666	5,666	

(Dec Billing)

Fundraiser Exp.)

Fundraiser Exp. & rugs)

TOTAL INCOME		5,189	5,189
TOTAL EXPENSES		5,666	5,666
NET (DEFICIT) SURPLUS		(477)	(477)

CHECKBOOK BALANCE:

Beginning Month: \$ 11,092

Ending Month: \$ 10,620

ADDITIONAL COMMENTS:

* Fundraising expenses & purchased items for completion of Center will be reimbursed from Capital Event Proceeds.

FINANCIAL STATEMENT
USO SOUTH TEXAS

MONTH: January

1985

Executive Director