

883-3604



SOUTH TEXAS HEADQUARTERS

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M E M O R A N D U M

TO: MEMBERS OF THE BOARD

FROM: SANDRA DAY, EXECUTIVE DIRECTOR

REFERENCE: DECEMBER 18, 1985 REGULARLY SCHEDULED MEETING OF THE BOARD

DATE: DECEMBER 9, 1985

The next regularly scheduled meeting of the Board of Directors is set for Wednesday, December 18, 1985 at noon in the Blue Room of the Town Club on Water Street.

Enclosed for discussion and action at the meeting are the Minutes for the November 20, 1985 meeting and the Financial Statement for the month of November, 1985.

We will look forward to seeing you on the 18th. If you have an opportunity to call this office, or to have a secretary call for you to verify your attendance, it would be appreciated.

SD:ms

Enclosures

MINUTES
BOARD OF DIRECTORS
REGULARLY SCHEDULED MEETING
USO OF SOUTH TEXAS, INC.
NOVEMBER 20, 1985
YELLOW ROOM, TOWN CLUB
NOON

MEMBERS PRESENT:

Mr. Paul A. Cameron, Jr.
Capt. David Connolly
Mr. Rick Fletcher
Mrs. Maxine Flournoy
Dr. Hector Garcia
Mr. Robert Gilmartin
Ms. Eleanor Mortensen
Sgt. Major Donald Rymer
Mr. Charles Smith
Ms. Jean Titus
Mrs. Betty Turner
Chaplain Danny Wheeler
Mrs. Mary Whitmire

MEMBERS ABSENT:

Mr. Bill Baum
Mr. David Bonilla
Mr. Ronald W. Bradley
Mr. Alan R. Wilson
Mr. Bill Woodhouse

ALSO PRESENT:

Mr. Hector Luna
Assistant to Dr. Garcia

Ms. Sandra Day

The meeting was called to order by President Paul Cameron.

Dr. Garcia introduced his guest Mr. Hector Luna who is serving as his assistant. Members of the Board expressed a welcome to Mr. Luna.

Minutes for the October 16, 1985 meeting were approved upon motion made by Mrs. Turner and seconded by Capt. Connolly.

The Financial Report for the month of October, 1985 was approved upon motion by Mrs. Turner and seconded by Capt. Connolly.

The President of the Board announced the resignation of the Executive Director effective December 31, 1985. He informed members of the candidate interviews by the Selection Committee composed of:

Mr. Bradley, Chairman	Mr. Fletcher
Mr. Cameron	Mrs. Flournoy
Mr. Baum	Mr. Wilson
Mrs. Whitmire	Ms. Titus

Further **interviews** are to be conducted and members were asked to provide any leads on any additional qualified applicants.

The President also requested the Board consider approving funds for the addition of a full-time Program Coordinator to begin early next year. After discussion, it was decided to table any

action until the December meeting.

The problem of high insurance premiums was discussed. The President requested that continued research be made into other insurance options. Dr. Garcia volunteered to assist.

Mrs. Flournoy reported on the recent "Cookie Mix Shower" contributed by the Chi Omega Fraternity. Approximately fifteen ladies attended the meeting at the USO and over 70 boxes of cookie mixes were donated.

Mr. Fletcher reported on the recent Twilight Cruise aboard the U.S.S. USO Flagship. The annual party was a huge success. Congratulations and appreciation were expressed to Mrs. Flournoy and Mr. Fletcher for the many hours of time and effort they volunteered to the project. Mr. Fletcher reported that the cost to the USO for the party came to approximately \$30.

The President discussed the need for qualified volunteer assistance at the USO. Discussion on an appointment of a Volunteer Recruitment Committee was initiated. Mr. Smith volunteered to serve on the committee. Future appointments are to be made.

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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	2,500	0	931	
SPECIAL EVENTS	4,000	0	1,116	
SALES TO PUBLIC	11,000	400	8,774	
UNITED WAY	51,654	4,304	47,349	
MISCELLANEOUS	2,500	442	2,736	
TOTAL INCOME	71,654	5,146	60,906	
EXPENSE:				
SALARIES	31,000	2,659	26,913	
EMPLOYEE BENEFITS	900	155	856	
PAYROLL TAX, ETC.	2,700	197	2,604	
INSURANCE	3,000	0	5,871	
PROFESSIONAL FEES	1,500	0	1,000	
SALES SUPPLIES	10,000	0	7,882	
CENTER SUPPLIES	2,500	85	1,573	
OFFICE SUPPLIES	800	79	456	
TELEPHONE	800	121	639	
POSTAGE	500	0	368	
OCCUPANCY	2,500	188	2,293	
MAINT./EQUIP. RENT	200	200	1,032	(1)
PRINTING/PUBLICATIONS	1,500	184	639	
TRAVEL	3,300	449	2,087	
CONFERENCES/MEETINGS	500	63	830	
RECREATION/ASSISTANCE	7,000	864	5,010	
SPECIAL EVENTS	500	0	309	
MISCELLANEOUS:	1,000	463	1,527	(2)
TOTAL EXPENSES	70,200	5,707	61,889	
TOTAL INCOME	71,654	5,146	60,906	
TOTAL EXPENSES	70,200	5,707	61,889	
NET (DEFICIT) SURPLUS	1,454	(561)	(983)	

CHECKBOOK
BALANCE:
Beginning Month:
\$ 9,794
Ending Month:
\$ 9,233

ADDITIONAL COMMENTS:

- (1) Ice machine service & repair / Lawn treatment
- (2) Advertising - Executive Director \$230. / Weedeater

FINANCIAL STATEMENT
USO SOUTH TEXAS

MONTH: November, 1985 Sandra Day
Executive Director