

ALAMO CHAPTER #5, DEPARTMENT OF TEXAS
Executive Committee Meeting Minutes
February 3, 2025

Meeting: Zoom

OPENING

Commander Joseph Harrison, Jr., opened the meeting at 6:48pm.

ATTENDANCE

Officers present:

- Commander Joseph Harrison, Jr.
- Jr. Vice Commander Karla Jordan
- Treasurer/Judge Advocate Gwendolyn Thompson
- Adjutant Kathy Kaberides
- Sgt-at-Arms Rickey Vasquez

Officers Absent: Sr. Vice Commander Keven Lomax, Sr., Chaplain Clyde Bragg and Officer of the Day Donald Smith – Excused

Committee Chairs:

Women Veterans Advocate Co-Chairs: Priscilla Mayfield and Donna Nious

Chapter Service Officer (CSO) Lead: Larry Whatley

VG Clark Chair: Gwendolyn Thompson

LVAP Coordinator: Karla Jordan

OLD BUSINESS

-Commander Harrison provided a copy of the SMART OBJECTIVES completed (**Encl 1**). Commander Harrison requested that all line officers and committee chairs submit at least one goal for the rest of FY2025 prior to the February 15th meeting.

- Commander Harrison requested that the adjutant send him the website update suggestions for review since they were submitted under the Immediate Past Commander, Kathy Kaberides. He will review/edit and approve prior to the March Executive Meeting for publication to the website.

-Women Veterans Advocate BINGO SOCIAL

Co-Chair Donna Nious provided an update on the upcoming Bingo event to be held at the church on February 22, 2025. Ms. Nious is creating an Eventbrite registration for guests. Ms. Mayfield is working on a flier for the event. Octavia Harris has accepted the invitation as guest speaker. Ms Kaberides will provide the Bingo cards, tile, board, and conduct the game. All women will be eligible to play Bingo and win prizes. The co-chairs are still working on the winners' gifts.

-Women Veterans Advocate HOMELESS WOMEN VETERAN CARE PACKAGES

Co-Chair Donna received care packages from the Department of Texas DAV conference, held January 11, 2025. The chairs are coordinating with various organizations (Haven for Hope, Under the Bridge Ministry, San Antonio Coalition) to distribute the packages.

NEW BUSINESS

-Commander Harrison spoke regarding adding Sr. Vice Commander Keven Lomax, Sr. to the Randolph Brooks Federal Credit Union bank account as an additional signatory to the existing signatories. A vote was taken to add Keven Lomax, Sr. and approved unanimously. The Commander will coordinate with the Sr. Vice Commander and go to the bank with him and have him added as per these minutes.

-Commander Harrison stated that E.G. Mais accepted the position as a member of the Veteran Assistance Committee. Adjutant Kaberides stated that E. G. Mais accepted the position as Chair, Veterans Assistance Committee. A motion will be required at the February membership meeting to appoint E.G. Mais as Chair.

-Commander Harrison discussed the option to reduce the number of chapter meetings per fiscal year. Judge Advocate requested a list of facts, pros vs cons, and offsets to cons be presented to the Executive Committee prior to consideration for a vote.

-Adjutant Kaberides presented an invitation to participate in the Freddie Aquiles Golf Tournament on March 30th. ALAMO 5 received \$1,359 last year as a donation for our participation. The adjutant will email all DAV Chapters in the area of the event to approve or deny our participation. A motion will be presented to membership for approval.

-Commander Harrison presented an invitation to have an informational/membership booth at the Northwest Vista Veterans Resources Day on March 5th. The adjutant will email other DAV Chapters to ensure no conflict for participation.

-Judge Advocate Thompson informed all that she had updated forms for the VG Clark Cancer Relief Fund and the Veterans Assistance Committee. The Standing Rules will need to be updated with the new forms and will require a motion to approve by the membership.

-Treasurer Thompson will provide the charge card bill/payment and bank statement, to be distributed at chapter meetings, based on direction received at the Department of Texas DAV Conference held in January 2025.

-VG Clark Chair Thompson advised that 53 letters have been sent out to Veteran Service Organizations (VSO) in the greater San Antonio area, in an effort to expand outreach. Last year we sent 29 letters to VSOs and received three veteran referrals.

-LVAP Coordinator Karla Jordan reported that she received LVAP hours from 18 members in the month of January.

-Chapter Service Officer (CSO) Lead Larry Whatley stated that the CSO monthly reporting documents will be due by the 5th of each month. He will coordinate with the adjutant to send monthly reminders to the CSOs.

-Membership reports for the February meeting will be provided by the Adjutant as she continues instructing the new Sr. Vice Commander on the process.

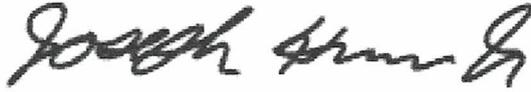
CLOSING

Commander Harrison closed the meeting at 8:03 pm.



Kathleen Kaberides
Adjutant, DAV Alamo Chapter 5

Date 5 February 2025



Joseph Harrison, Jr.
Commander, DAV Alamo Chapter 5

Date 5 Feb 2025

SMART OBJECTIVES

COMMANDER

S-M-A-R-T OBJECTIVE

ALIGN: provide immediate targets to drive progress and momentum toward achieving the vision and mission.

<ul style="list-style-type: none">• Specific• Measurable• Achievable• Relevant• Time-Bound	<ul style="list-style-type: none">• S- Direct line officers and committee chairs to develop SMART objectives.• M- Review and monitor progress of line officers and committee chairs' goals and achievements with SMART objectives at Executive Committee meetings.• A- Provide tools, support, and guidance for completion of all goals.• R- Leaders will contribute to organizational sustainability, decision-making, improved program outcomes and increase volunteer contribution hours.• T- By the end of FY2025, 90% of line officers and chair goals will be met.
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SENIOR VICE COMMANDER

S-M-A-R-T OBJECTIVE

ATTACH: All new members, transfers, guests and visitors receive a follow-up communication.

<ul style="list-style-type: none">• Specific• Measurable• Achievable• Relevant• Time-Bound	<ul style="list-style-type: none">• S- new members from the membership portal and guests, visitors and transfers from the chapter meetings will receive follow-up communication via email, phone, or mail.• M- create a spreadsheet of all new members, transfer, visitors, and guests for the month and the date and source of follow-up communication.• A- Each month, membership data is pulled from the portal and at monthly meetings all new members, transfers, guests, and visitors sign in.• R- Thanking and welcoming new people creates a positive first impression, fosters a sense of belonging, boosts engagement and loyalty, and increases the likelihood of them actively participating and staying within the organization.• T- Within 5 days of a chapter meeting, a follow-up communication will be provided to all new members, transfers, guests, and visitors.
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TREASURER

S-M-A-R-T OBJECTIVE

ALIGN: Connect people to a common purpose. Taking care of veterans through donations to DAV Alamo5.

<ul style="list-style-type: none">• Specific• Measurable• Achievable• Relevant• Time-Bound	<ul style="list-style-type: none">• S- Increase contributions to DAV ALAMO 5 at Sam's Club fundraising events by 5% through SQUARE point-of-sale system.• M- The number of Square donations at Sam's Club fundraising event per total donations for FY2025.• A- During Golden Corral fundraiser, cash donations were \$960 and Square donations were \$313, total \$1,273. Square donations were 25% of the total. At Sam's Club, cash donations were \$410, and Square donations were \$22, total \$432. Square donations were 5% of sales.• R- Sam's Club fundraising events have the potential to receive greater amounts of donations because currently people state, "I don't have any cash on me." A proactive campaign of awareness, efficiency, and availability of Square point of sale option could increase donations.• T- By the end of FY2025, Square donations will be increased by 5% of fundraising donations at Sam's Club.
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End 1

ADJUTANT

S-M-A-R-T OBJECTIVE	
ENGAGE- Create and maintain an ongoing catalyst calendar to track chapter upcoming events.	
<ul style="list-style-type: none">• Specific• Measurable• Achievable• Relevant• Time-Bound	<ul style="list-style-type: none">• S- create and maintain DAV Alamo 5 catalyst calendar for FY2025.• M- include all requests for DAV Alamo 5 representation and fundraising venues in one calendar, for a six-month period.• A- line officers and committee chair/members should project upcoming events for the next six months and ensure the adjutant has all dates and event topics.• R- chapter members can be proactive and engaging when events are provided to them in the future.• T- The initial catalyst calendar, with events provided by line officers and committee chair/members will be provided at the February chapter meeting.

V.G. CLARK CANCER RELIEF TRUST FUND

S-M-A-R-T OBJECTIVE	
ALIGN- Connect veteran organizations within the community to Alamo 5, in an effort, to identify eligible veterans for the cancer relief funds.	
<ul style="list-style-type: none">• Specific• Measurable• Achievable• Relevant• Time-Bound	<ul style="list-style-type: none">• S- Market V.G. Clark Cancer Relief Fund to community veteran organizations to ensure there is always recipients of the fund.• M- Report to the Executive Committee the names of the recipients of the V.G. Clark fund and annotate V.G. Clark payments on the Bank Reconciliation document for chapter members.• A- Update V.G. Clark Outreach Directory to add 21 more veteran organizations within the San Antonio area, totaling 50 veteran organizations. Mail the Commander's letter for assistance in identifying veterans within the community.• R- Honor V.G. Clark's intent to provide assistance to veterans diagnosed with cancer and experiencing financial hardship.• T- Monthly, report the number of recipients for the fund at the chapter meetings.

BENEFITS PROTECTION TEAM LEADER (BPTL)

S-M-A-R-T OBJECTIVE	
ALIGN- Submission of resolutions to Dept of Texas DAV to support veterans within the San Antonio community.	
<ul style="list-style-type: none">• Specific• Measurable• Achievable• Relevant• Time-Bound	<ul style="list-style-type: none">• S- Identify at least two (2) pertinent resolutions to support the health, well-being, and/or quality of life of veterans within the San Antonio community• M- Resolutions will be discussed at the chapter meetings.• A- Get approved by adhering to the strict resolution format outlined by Dept of Texas DAV.• R- To send resolutions to Congress to advocate for improved federal laws, regulations and policies for the Dept of VA and other federal agencies that support veterans.• T- By April 19, 2025, have chapter approval for submission of resolutions to Dept of Texas DAV