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

Meeting: Zoom

OPENING

Commander Joseph Harrison, Jr., opened the meeting at 7:33 pm.

ATTENDANCE

Officers present:

- Commander Joseph Harrison, Jr.
- Sr. Vice Commander Keven Lomax, Sr.
- Jr. Vice Commander Karla Jordan
- Treasurer/Judge Advocate Gwendolyn Thompson
- Adjutant Kathy Kaberides

Officers Excused:

- Sgt-at-Arms Rickey Vasquez
- Officer of the Day Donald Smith

Officers Absent: None

Committee Chairs Present:

- 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
- BPTL: Joseph Harrison, Jr.

Committee Chairs Absent: E.G. Mais, Chair, Veteran Assistance Committee

OLD BUSINESS

<u>SMART Objectives</u> - Commander Harrison confirmed the SMART OBJECTIVES from line officers and committee chairs were completed. Exempt were the Chaplain, Officer of the Day and Hospitality Chair. (encl 1)

<u>Website Review</u>- Commander Harrison asked if Alamo 5 should retain their website or use the National website as Alamo 5's platform. The members voted for Alamo 5 to retain its own website.

<u>Women Veterans Advocate</u>- Co-Chairs Priscilla Mayfield and Donna Nious have divided the number of care packages for homeless women veterans between them. The Bingo Social held on February 22nd was successful and follow-up with non-members is completed. The Commander asked that an after-action review be submitted prior to the next Executive Committee meeting.

<u>Significant Calendar of Events</u>- Judge Advocate Thompson updated the Commanders calendar to include Alamo 5' birthday (Feb 28th), and preparation and approval of the budget prior to the end of the fiscal year. **(encl 2)**

<u>Signatory update to Bank Account</u>- The Adjutant will send an email to Randolph Brooks Federal Credit Union with required documentation to add Sr. Vice Keven Lomax, Sr. as a signatory to the chapter's bank account.

Pros and Cons of reduction of number of chapter meetings- Judge Advocate provided the pros and cons for possible elimination of a meeting. It was recommended that November's meeting be removed. Committee members will evaluate the list and add any considerations or concerns of their own. A decision will be made at the April Executive Committee meeting. (encl 3)

<u>Catalyst Calendar</u>- The Adjutant updated the calendar with new events and will send it out via Constant Contact to membership. This will provide them with all the current activities. **(encl 4)**

NEW BUSINESS

<u>Articles of Incorporation</u>- Judge Advocate Thompson informed the committee that the Articles of Incorporation are required to be updated annually to select a Board of Directors. The Board of Directors should be made of the elected officers and the adjutant. Updated Articles of Incorporation need to be approved for this fiscal year and again in July 2025 by membership.

<u>Job Descriptions</u>- Judge Advocate Thompson informed the committee that job descriptions were available in three different formats. The judge advocate will develop one format for job descriptions to be presented in April before the nominating process.

Motions that will be needed at the March Chapter meeting will include:

- <u>Nominating Committee</u>- three (3) members for the Nominating Committee should be selected by membership.
- <u>Chapter Service Officers nominations</u>- certification/recertification training will be conducted on May 8, 2025, at the VFW Post in Schertz.
- Rescheduling of the April meeting- Currently, April Claims Day (April 18th) and the monthly Chapter meeting (April 19th) are scheduled within Holy week – Good Friday and Holy Saturday. The committee approved changing the dates to the following week with Claims Day on April 25th and the Chapter Monthly meeting on April 26th.

<u>Community Engagement</u>- Commander Harrison informed the committee he will attend the Veterans Resource Fair at Northwest Vista College on March 5, 2025.

<u>Membership</u>- Sr. Vice Commander Lomax reported that he now has access to the National DAV membership portal, and he is becoming familiar with the system.

<u>LVAP</u>- Jr. Vice Commander Jordan received National DAV LVAP report, for the period of July 1, 2024, through January 31, 2025. Alamo 5's total chapter hours for that period are 6,117.25 hours. Department of Texas DAV volunteer contest ends April 30, 2025.

<u>Financial Report</u>- Treasurer Gwendolyn Thompson explained that check #144 highlighted on the monthly reconciliation report in yellow was due to an error by the bank. The check was written for \$90.86 and was processed as \$90.36 by the bank. Currently, Alamo 5 has spent 27% of the allotted income on direct service to veterans. The goal is no less than 30% of total income be spent on direct veteran services within a fiscal year.

<u>Chaplain</u> Bragg reported that he has a list of addresses and cards he has sent out and would purchase an address book to record them in.

<u>Communications to the Chapter</u>- The Adjutant received a memo from the National DAV Adjutant regarding Community Impact Day, scheduled for April 5th. Members can enroll and take advantage of this opportunity to receive volunteer hours.

<u>Chapter letters</u>- Judge Advocate Thompson reported that "Thank You For Volunteering," "Welcome To The Chapter" and "Thank You For Your Donation" letters were all completed, signed by the Commander and are ready when needed. The Judge Advocate from VFW Post 837 stated the Post will donate \$1,000 to DAV Alamo 5. A thank you letter for your donation will be provided as requested.

Committee Reports:

<u>BPTL</u>- Chair Joseph Harrison, Jr. stated that he has no resolutions at this time. However, three (3) resolutions from Alamo 5 were sent last year to the Dept of Texas Convention for submission and approval. Two resolutions were rejected for not being in the correct format. Commander Harrison will track the three resolutions submitted and follow-up on their disposition. The two returned resolutions will be corrected for resubmission and presented at the April Chapter meeting for approval.

<u>Veterans Assistance Committee</u>- Treasurer Gwendolyn Thompson reported that the Chapter supported a homeless veteran for two (2) weeks in a hotel and currently there is \$845.98 remaining in the budget for this committee. Funds may be transferred to further support this direct veteran assistance, if necessary.

<u>VG Clark</u> - Chair Thompson advised that we have two veterans currently receiving assistance. One veteran is receiving his sixth and final payment this month and the other veteran will receive his sixth and final payment in April. There is currently \$250 in the account and Chair Thompson will request transfer of another \$1,000 from Frost Bank. The committee voted and approved the catchment area for eligible veterans with cancer synonymous with San Antonio National Service Office (NSO) catchment area. **(encl 5)**

<u>Hospitality Committee</u> - Adjutant Kaberides reported that a manager from Cheddars restaurant offered special pricing or food donations for our chapter meeting lunch. There is currently a remaining budget balance of \$1,576.35 for the chapter meeting line item.

<u>Women Veteran Advocates</u>- Co-Chair Priscilla Mayfield informed the committee that Alamo 5 would be partnering with other women veteran organizations for a Wellbeing Event, March 29th. A Wet Paint event will be a featured social activity. Octavia Harris will be the guest speaker. The event will be held at Endeavors. Women Veteran Organizations will provide prizes and there will be no cost to Alamo 5. Co-Chair Mayfield will send the Adjutant the time and address for the event by March 5th for a Constant Contact message for membership. Co-Chair Nious contacted a donor to schedule a date and time to pick up women clothing, shoes, and purses.

CLOSING

Commander Harrison closed the meeting at 9:06 pm.

Kathleen Kaberides

Adjutant, DAV Alamo Chapter 5

Date 4 March 2025

Date 4 March 2025

Joseph Harrison, Jr.

Commander, DAV Alamo Chapter 5

SMART OBJECTIVES

Commander S-M-A-R-T OBJECTIVE

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

- Specific
- Measurable
- Achievable
- SMART objectives.
- M- 90% of line officers and chair goals will be met.
- A- Provide tools, support, and guidance for completion of all goals. Review and monitor progress of line officers and committee chairs' goals and achievements with SMART objectives at Executive Committee meetings.

· S- Direct line officers, excluding Chaplain, and committee chairs to develop

- R- Leaders will contribute to organizational sustainability, decision-making, improved program outcomes and increase volunteer contribution hours.
- · Time-Bound

· Relevant

· T- By the end of FY2025.

Senior Vice Commander S-M-A-R-T OBJECTIVE

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

- Specific
- Measurable
- Achievable
- Relevant
- · Time-Bound

- 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- Number of new members, transfers, visitors, and guests from the monthly chapter meeting sign. in sheet will be used to reconcile with the number of follow-up communications. Number of new members from the membership portal will be reconciled with the number of follow-up communications.
- 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.

Junior Vice Commander S-M-A-R-T OBJECTIVE

ENGAGE: Ensure that every member is encouraged /feels safe to offer feedback on chapter meeting discussion topics

- Specific
- Measurable
- Achievable
- Relevant
- · Time-Bound

- S-Assure reasonable opportunity for every member to state his/her views on any discussion subject in Chapter meetings
- M-Measured by reports of discussion participation denial; query 3 participants post-meeting for feedback.
- A- Monitor audience during discussions to recognize speakers and assure equitable opportunity for all members. Review Chapter Constitution, Bylaws, and Robert's Rules of Order to enhance proper meeting conduct and encourage discussion participation during meetings.
- R-Encouraged/judgement-free participation in Chapter meeting discussions will foster atmosphere of inclusion and show members their opinions are valued.
- T-Monthly, inform Line of query results from previous month's meeting

Treasurer S-M-A-R-T OBJECTIVE

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

- Specific
- Measurable
- Achievable
- · Relevant
- · Time-Bound

- 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 will equal to or exceed 10%.
- A- At Sam's Club, cash donations were \$410, and Square donations were \$22, total \$432. Square donations were 5% of sales in the first half of FY2025. Engage each customer intentionally to donate via Square and ensure all Alamo 5 volunteers for the day are proficient in processing Square payments via the QR Code.
- 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.

Adjutant S-M-A-R-T OBJECTIVE

ENGAGE- Create and maintain an ongoing catalyst calendar to track chapter upcoming events.

- · Specific
- Measurable
- Achievable
- Relevant
- Time-Bound

- S- create and maintain DAV Alamo 5 catalyst calendar for FY2025.
- M- Maintain an updated calendar of DAV Alamo 5 present and future
- A- Line officers and committee chair/members will 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- Posted monthly, at chapter meetings and through Constant Contact

Sergeant-At-Arms S-M-A-R-T OBJECTIVE

ATTRACT: Ensure all visitors and guests sign-in respective ledgers at the Chapter meeting to enable membership potential.

- Specific
- S- Ensure legible sign-in of all attendees at Chapter meetings in respective ledgers-member, guest or visitor. Introduce guest and visitors to Senior Vice Commander prior or after the meeting for membership potential.
- Measurable

- M- Reconcile number of guests/visitors signed into Chapter meeting with Senior Vice Commander introductions.
- Achievable
- A- Many guests and visitors are invited by Chapter members but the member is not always aware of the process to sign-up for DAV Alamo 5 membership. Introducing the Membership Chair to guests and visitors will assist membership enrollment.
- Relevant
- Time-Bound
- R-Positive greetings and acknowledgement of guests and visitors are a powerful first impression of our organization, sets the tone for the meeting, makes the guest feel welcomed and greatly enhance their overall experience.
- T-Monthly Executive Committee meeting, state how many guests and visitors attended the past Chapter meeting and how many were introduced to the Senior Vice Commander for membership potential.

V.G. Clark Cancer Relief 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.

- Specific
- S- Promote V.G. Clark Cancer Relief Fund to community veteran organizations to ensure there is always recipients of the fund.
- Measurable
- · M- Maintain at least one veteran recipient each month.
- Achievable
- A- Update V. G. Clark Outreach Directory to add 21 more veteran service organizations (VSO) within the San Antonio area, totaling 50 veteran organizations. Mail/email the Commander's letter for assistance and V.G. Clark Request Form in identifying veterans within the community to each VSO
- Relevant
- R- Honor V.G. Clark's intent to provide assistance to veterans diagnosed with cancer and experiencing financial hardship.
- · Time-Bound
- T- Monthly, report the number of recipients of the fund at the Executive Committee meetings.

Benefit Protection Team Leader S-M-A-R-T OBJECTIVE

ALIGN: Submission of resolutions to Dept of Texas DAV to support veterans within the San Antonio community.

- Specific
- S- Identify pertinent resolutions to support the health, wellbeing, and/or quality of life of veterans within the San Antonio community.
- Measurable
- M- Prepare two (2) resolutions for submission in May 2025 to Dept of Texas DAV.
- Achievable
- A- Resolution acceptance at Dept of Texas Convention relies on adherence to strict resolution format guidelines outlined by Dept of Texas DAV.
- Relevant
- R- Advocate for veterans for improved quality of life, benefits, financial stability, health and welfare. 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.
- Time-Bound
- T- Present at April 2025 Executive Committee meeting.

Lead Chapter Service Officer S-M-A-R-T OBJECTIVE

ATTRACT: recruit CSOs to provide claim benefits for veterans

- · Specific
- S- Recruit and/or maintain Chapter Service Officers (CSO) for DAV Alamo 5.
- Measurable
- M-Ensure at least eight (8) chapter members are certified for FY2025-2026.
- Achievable
- A- Currently, DAV Alamo 5 have six (6) active CSOs. Certification for CSO is conducted annually. Promote process and benefits of becoming a CSO at Chapter meetings and through Constant Contact.
- Relevant
- R- Provide free, professional assistance to veterans and their families in obtaining benefits and services earned through military service.
- Time-Bound
- T- By May 8, 2025.

Veteran Assistance Committee S-M-A-R-T OBJECTIVE

ALIGN- Ensure veterans seeking assistance can be provided an answer to their request expeditiously.

- Specific
- S- Once a request for assistance is received, ensure all committee members vote and the approval/denial is sent to the treasurer within no more than 48-hours.
- Measurable
- M- Date of the veteran assistance request vs date sent to treasurer is within 48 hours.
- Achievable
- A-Current form update has reduced the amount of paperwork for the veteran and the committee to review. Committee members have to be diligent in reviewing all documents submitted. The Chair should review and ask all pertinent questions of the veteran.
- · Relevant
- R-Any veteran can fall on hard times and a little help can be just what is needed to help them get back on their feet. No veteran is left behind.
- · Time-Bound
- T- Monthly at Executive Committee meeting, report the number of requests received and time approval/denial sent to treasurer.

Women Veteran Advocate S-M-A-R-T OBJECTIVE

ATTRACT AND ATTACH: Increase the women veteran presence and engagement within DAV Alamo 5.

- Specific
- S- Recruit women veterans for membership and follow-up with them.
- Measurable
- M- Recruit 10 women veterans for membership at Alamo 5 and maintain contact throughout FY2025.
- Achievable
- A- Engage in community events with women veterans, actively reach out through targeted Alamo 5 social event(s), tailor Alamo 5's social media outreach to women veterans, highlight women veterans' unique experiences, ensure a respectful and supportive environment that acknowledges their military service and specific needs.
- Relevant
- R- Women veterans may need unique support with mental health, postmenopausal, postpartum and other health conditions. Women veterans deserve to be recognized and respected for their service. Women veterans are entitled to veterans' benefits.
- · Time-Bound
- T- By the end of FY2025.

DAV ALAMO CHAPTER 5

CALENDAR OF SIGNIFICANT CHAPTER EVENTS TO A SECOND ASSOCIATION OF SIGNIFICANT CHAPTER EVENTS

MONTH	EVENT	TASKS
JANUARY	Attend Dept of Texas DAV January Conference	
FEBRUARY	Acknowledge and celebrate DAV Alamo 5 birthday (28 FEB 1938)	
	Attend National DAV Mid-Winter Conference	
MARCH		
	CSO certification nominations	Nominations for CSO training in early May
	Prepare for elections in May	Membership choose Nominating Cmte
APRIL	Nominating Cmte provide job descriptions and take nominations	
	Treasurer work on budget for next FY	
		Membership to approve Dept of Texas DAV June Convention Delegates
MAY	Nominating Cmte take nominations	
	Election of chapter officers	Appoint Audit Committee and schedule date for audit in June
	Attend Chapter Service Officers (CSO) certification and re-certification	
		Treasurer present budget for next FY
		Membership to approve National DAV Conv Delegates
JUNE	Attend Dept of Texas DAV Convention	Hospitality Committee Reserve Holiday venue
JULY	Annual Financial Report (AFR) due to Dept of Texas DAV	Audit Committee Review approve AFR before submitting to Dept
	Adjutant update Articles of Incorporation due to Dept of Texas	Membership approves the Board of Directors for Alamo 5 annually
	and National Judge Advocate	needed for Articles of Incorporation
	N990 IRS form	Treasurer file N990 with IRS
AUGUST	National DAV Convention	
SEPTEMBER		
OCTOBER		Hamitality Committee
NOVEMBER	Holiday Meal	Hospitality Committee

	Golden Corral Military Appreciation Day Fundraiser	Volunteers needed
DECEMBER		Membership to approve Dept of Texas
		DAV Mid-Winter Conference
	*	Delegates

Enc/2

Eliminate December chapter meeting pros and cons:

	December 2022	December 2023	December 2024
Food cost	\$1500.00	\$489.98	\$564.98
Gifts and desserts		\$536.46	\$396.88
Total	\$1500.00	\$1,026.44	\$961.86
Line officers	8	9	2
present			
Members	55	49	44
New members	8	0	0
Transfers	1	0	0
Visitors	0	12	7

PROS-

- 1. Financial cost of meetings could be used elsewhere
- 2. Significant time, effort, and resources freed up for the line officers and volunteers
- 3. If not December, possibly November since we have the Golden Corral event. This would lighten the load for all the volunteers during the holiday season.

CONS

- 1. Reduced opportunity for development of strong bonds of deep and lasting relationships
- 2. Reduced sharing of experiences and sense of brother/sisterhood
- 3. Reduced opportunity for community service, fundraising, and event planning
- 4. Reduced social network and opportunities for fun and recreation by members
- 5. Reduced fundraising potential
- 6. Decreased visibility within the community
- 7. Reduced opportunity to attract potential new donors or volunteers
- 8. Reduced opportunity for collaboration, problem solving, and decision making
- 9. Reduced opportunity to further the mission and reach new members
- 10. Loss of connection to the organization and its mission
- 11. Difficulty in making timely decisions, especially on complex or urgent issues
- 12. Challenge in tracking progress on projects and hold individuals accountable
- 13. Decreased morale

Ways to offset the CONS:

- 1. Implement alternative ways to communicate and collaborate
- 2. Ensure everyone can get the information they need
- 3. Create opportunities for members to connect and build relationships
- 4. Be flexible and willing to experiment with different approaches
- 5. Possibly have quarterly social events for veterans in lieu of a chapter meeting.

DAV ALAMO 5 EVENT CALENDAR FY2025

MONTH	CHAPTER MEETINGS (3 rd Saturday of the month)	CLAIMS ASSISTANCE DAYS	SAM'S CLUB FUNDRAISER Volunteers Needed	OTHER FUNDRAISER EVENTS Volunteers Needed	COMMUNITY ENGAGEMENTS
Usual location/ Time	6401 Wenzel Rd, SATX 78233 10 am-12 noon	6401 Wenzel Rd, SATX 78233 9 am- 2 pm	12349 I-35 SATX, 78233 8 am- 12 noon		
JANUARY	No Chapter Meeting 10-12 Jan 2025 Dept of Texas DAV	16 Jan 2025 NSO Seminar; VFW 8315, Schertz; 9am-3pm	13 Jan 2025		
	Conference Inn of the Hills Kerrville, TX	OLARAS ASSISTANCE DAYS	SANT CLUB FUNDEALSER	OTHER FUNDPASSER EVENTS	COMMUNITY ENGLISHMENTS
FEBRUARY	Chapter Meeting Date: 15 Feb 2025 23-26 Feb 2025 DAV National Mid- Winter Conference Crystal Gateway Marriott Arlington, VA	AN ALASSO S (PRA	DIECTED) EVER	e CALENDAR FYS	22 Feb 2025 Women Veterans BINGO Social Rolling Oak Baptist Church 12:30- 3:30 pm 28 Feb 2025 Vet Café at Legend Oaks West 222 Bertetti Dr. SA, TX 78227, 10:30 am -? POC is Al Owens
MARCH	15 Mar 2025	13 Mar 2025 NSO Seminar; VFW 8315, Schertz; 9am-3pm 14 Mar 2025 Alamo 5 Claims Day		30 Mar 2025 Freddie Aquiles Golf Tournament Willow Springs Golf Course 202 Frost Bank Ctr Drive, SATX 78219; 7am-2pm	5 Mar 2025 Veterans Resource Fair Northwest Vista College; 3535 N. Ellison Drive, SATX 78252; 12- 2 pm; HH Commons
APRIL	19 Apr 2025 Nominations for new officers	18 Apr 2025 Alamo 5 Claims Day	2 Apr 2025 22 Apr 2025		
ibity A.	17 Way 1925	050 Training 3 Dan 2025	Enc. 14		

MAY	17 May 2025 Nominations and elections for new officers	CSO Training: 8 May 2025 VFW 8315, Schertz Time: TBA 16 May 2025 Alamo 5 Claims Day		
JUNE 2025	No Chapter Meeting			
	6-8 June 2025 DAV Dept of Texas Convention Inn of the Hills Kerrville, TX Banquet date – June 7			

DAV ALAMO 5 (PROJECTED) EVENT CALENDAR FY2026

MONTH	CHAPTER MEETINGS (3 rd Saturday of the month)	CLAIMS ASSISTANCE DAYS	SAM'S CLUB FUNDRAISER	OTHER FUNDRAISER EVENTS	COMMUNITY ENGAGEMENTS
Usual location/Time	Rolling Oaks Baptist Church 6401 Wenzel Rd, SATX 78233 10 am- 12 pm	Rolling Oaks Baptist Church 6401 Wenzel Rd, SATX 78233 9 am- 2 pm	12349 I-35 SATX, 78233 8 am- 12 noon		
JULY	19 Jul 2025		30 Jul 2025		
AUGUST	16 Aug 2025 9-12 Aug 2025 DAV National		27 Aug 2025		
	Convention Paris Las Vegas	11 11 20			

	3655 Las Vegas Blvd South Las Vegas, NV			
SEPTEMBER	20 Sep 2025	30 Sep 2025		
OCTOBER	18 Oct 2025	29 Oct 2025		
NOVEMBER	15 Nov 2025	3 Nov 2025	10 Nov 2025 Golden Corral Military Appreciation Day 9111 N Loop 1604 W, SATX 78249 4 pm- 8 pm	
DECEMBER	20 Dec 2025			

