



SUBJECT: MINUTES of the Luke Chapter MOAA, Board of Directors Meeting
Date: January 9, 2025
Time: 1:00-3:00 pm (1300-1500 hours) AZ time zone
Location: Via ZOOM for all directors attending

Attendance:

DIRECTORS			Present		DIRECTORS			Present
Gene Wikle	President		NO		Open (TBD)	SS Co-Director		
Mike Kramer	Secretary/Compliance		YES		Dan Merry	Legislative Affairs		YES
Don Fordney	1 st VP-Dinners/Venues		YES		Ben Hayes	Membership Director		YES
Linda Wolverton	2 nd VP-Surviving Spouses Co-Director		YES		Scott Phillips	NewsGram Editor		YES
Jack Coate	Treasurer		YES		Bob Nelson	Webmaster		YES
Ed McAvoy	Director at Large		YES		Bob Cowan	Transitions		NO
Jerry Wojtas	Director at Large		YES		Fannalou Guggisberg	Chaplain (telephone)		YES
Pam Wojtas	Director at Large		YES		Buz Isban	Luke AFB Liaison		YES
Open (TBD)	JROTC/ROTC				Robert Kosmal	Director at Large		YES
Shanna Woyak	Director at Large		YES		Open (TBD)	Historian		
					John Regni	Director at Large		YES

The Board meeting for Luke Chapter was held using ZOOM, and not in-person.

Call to Order at 1300 by Mike Kramer, Colonel, USAFR, Ret. acting for Maj Gene Wikle, President (absent due to employment obligations).

Guests: None

QUORUM: Yes

INVOCATION and PLEDGE OF ALLEGIANCE: Conducted by Rev Fannalou Guggisberg, and President Gene Wikle, respectively

RESOLUTIONS Upon motions made, seconded, and carried unanimously by those voting, the following resolutions were adopted by the Board of Directors:

1. **Resolution:** The Luke Chapter Board of Directors reviewed the draft Minutes of the Luke Chapter Board for its meeting on December 6, 2024, and approved by the Board in the proposed final form.

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2. **Resolution: The Luke Chapter Board of Directors accepted the financial reports for 31 December 2024, as presented by Treasurer Jack Coate, subject to future financial review as provided in the Bylaws.**
3. **Resolution: The Luke Chapter Board of Directors approved a resolution that beginning immediately, the net proceeds of the raffle contest at the conclusion of Chapter dinner events will be deposited in the 'discretion' account of Community Fund, for use by that organization.**
4. **Resolution: The Luke Chapter Board of Directors approved a resolution authorizing the breakdown of expenditures totaling \$679, as proposed by Linda Wolverton at the meeting, for execution of the Surviving Spouses program through this fiscal year ending June 30, 2025.**
5. **Resolution: The Board of Directors of Luke Chapter approved a motion to adjourn the meeting at 1435 hours.**

PRESIDENT'S COMMENTS and TOPICS

President Wikle was absent. Mike Kramer opened the meeting:

- a. Michael "Buz" Isban has accepted the role of Director of the JROTC Program, in addition to Luke AFB Liaison. On behalf of the Chapter, Mike thanked Buz for accepting these two activities.
- b. Mike reported that the new Committee Module (CM) remains in 'beta' testing and is not currently in place. Implementation of the new CM is anticipated "soon".
- c. The open director and officer positions were reviewed. Volunteers are requested to fill the openings.

COMMITTEE AND INDIVIDUAL REPORTS

1. Finance Committee
 - a. Treasurer (Jack Coate, Treasurer):
 - (i) Jack reported the financial results ending December 31, 2024, which were sent to the Directors. The Chapter continues in excellent financial condition. Luke Chapter currently has a total asset balance of \$38,969 on the Balance Sheet. Total unrestricted equity is \$24,168, with an additional \$8,000 in restricted funds in operational reserve.
 - (ii) The financial reports were accepted by a Board resolution, subject to the annual financial review per the Bylaws.
 - (iii) Jack reported he is continuing to investigate the accounting anomaly in the financial statements for both Luke Chapter and Community Fund. No outside accounting support has been requested, pending completion of his review. Jack expects the issues to be resolved by the end of January, to enable the completion of tax returns for both organizations by March 15, 2025 (date of extension of filing approved by the IRS).
 - b. Finance Committee (Jack Coate, Chair): No items to report.
2. Secretary and Compliance (Mike Kramer):
 - a. The minutes for the last board meeting on December 5, 2024 were approved by resolution of the board.
 - b. Mike commented that net proceeds averaging about \$200 from the raffle drawing conducted at each dinner meeting of the chapter are currently assigned to the Luke Chapter. He proposed that future raffle proceeds be allocated to the Community Fund for its charitable purposes, given the robust financial health of Luke Chapter. The funds are not needed to support Luke Chapter, and better spent in our charitable programs. After discussion, the Board concurred with this recommendation in a resolution (see above).

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c. Mike updated the annual letter signed by Ed McAvoy, President of Community Fund, requesting donations by our chapter members. The letter was mailed in late November. Also, an email 'blast' with the letter was sent by Bob Nelson to our members to solicit donations. On the suggestion of John Regni, an inquiry will be made whether the Community Fund is eligible to receive money from the Combined Federal Campaign.

d. Mike sent to the directors the Chapter's revised Policies and Procedures, incorporating changes approved in the December board meeting. The ceiling amount was raised from \$1,500 to \$2,500 for veteran grants by the interview panels. Also, the amount of unbudgeted expenditure that requires Board approval was increased from \$100 to \$250.

e. Mike received an email notice from the Arizona Corporation Commission that the Annual Report for Community Fund will be due in early April. Mike will complete and file that report.

3. Programs and Special Events (Dennis DeFrain): Dennis absent; Mike reported.

a. January 9: T.A. Burrows, renowned singer and performer

b. Dennis DeFrain is working on a schedule of speakers for the rest of the year.

c. The Board discussed inviting national speakers, covered in item 15 below.

4. Venues and Reservations (Don Fordney):

a. Don said that the venue for future meetings will be January/February at Grandview, and March/April at the Colonnade ballrooms. May 2025 will be at Grandview.

b. Shanna Woyak observed that our venues in Grandview and Colonnade, which are independent/assisted living facilities, are not necessarily attractive to younger potential members. They project an elderly emphasis not conducive to growing younger membership. John Regni said that we might consider Wigwam, a modern attractive resort, for a significant quarterly meeting combining Luke Chapter, AAFA and Fighter Country members. He offered that active-duty military members could be invited. Mike suggested that the increased expense of an attractive venue could be paid by the Chapter which has adequate funds. Don will discuss scheduling with Dennis potentially for the October 2025 timeframe. Shanna will contact April Vogel at MOAA for potential speakers.

5. Membership Director (Ben Hayes): Absent, items reported by Gene Wikle

a. Stats/Snapshot: Ben Hayes reported that we have 165 active Members, including 134 Regular members and 31 Surviving Spouse members. We have 4 Honorary members (not counted for IRS compliance purposes).

b. Ben has identified 26 chapter members who have not paid their dues for this fiscal year. Before dropping them from the membership roster, several board members volunteered to contact the list of unrenewed members personally. Ben will distribute a list of names which will be divided for contacting.

6. Veteran Support (Mike Kramer):

a. Mike Kramer reported the status of the Veterans Relief Grant program. All the \$25,000 grant from the AZ Department of Veterans' Services (ADVS) is paid out in grants to individual needy veterans. As required, Mike prepared the 4Q report to ADVS, submitted in eCivis software program by Beth Johnson. Community Fund decided not to apply for a 'large grant' again, given the burdensome reporting requirements in the ADVS grant agreement.

b. So far this fiscal year since July 1, 2024, Community Fund paid out \$26,879 to 12 individual veterans dealing with financial emergencies in housing, utilities and auto repair. Last fiscal year we paid out \$27,016 to 14 individual veterans. The total for the past 18 months is \$53,879 paid in grants to twenty-six recipients. We have \$11,444 remaining in the Community Fund and \$801 in the Luke Chapter veterans accounts for future grants.

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- c. Mike's role as Chair of the program ended as of 31 December 2024.
- 7. History (Open position): Absent, no report.
- 8. NewsGram (Scott Phillips)
 - a. Inputs and articles for the February 2025 NewsGram are requested by Friday, January 10, 2024. Scott would appreciate receiving what is possible by that date.
- 10. Website (Bob Nelson):
 - a. The website is functioning properly, resolving some technical issues last year.
 - b. Mike observed that the Chapter could not function effectively without the communication accomplished by Scott with the NewsGram and Bob on the chapter website--- jobs done with outstanding skill and diligence!
- 11. Transitions/Networking (Bob Cowan): Absent, no report
 - a. Reserved
- 12. Leadership Succession Committee (Steve Pohl, Chair):
 - a. Steve reported that positions are currently open for multiple openings. Nominations would be welcome.
- 13. Surviving Spouse Support and Co-Liaison (Linda Wolverton):
 - a. Linda Wolverton sent the directors her detailed written report on the Surviving Spouses program activities before the meeting. She provided copies of the "Christmas letter" her team sent out to the SS members, offering comfort and hope. Also, an excellent interview and 'life' of SS member Virginia Wurtz and her husband Stephen Wurtz was included in her package. Virginia is 102 years young.
 - b. Linda itemized for the Board additional expenditures planned in the SS program through the balance of the year. After review and discussion, the Board approved the detailed breakdown she provided, for expenses totaling an estimated \$679 (see resolution above). No further board approvals are required for these items.
- 14. Chaplain (Rev Fannalou Guggisberg):
 - a. Fannalou reported on collection by Luke Chapter of gifts in the Toys for Tots program in December with two large boxes filled with toys for Christmas, distributed by the Marine Corps program.
 - b. Fannalou also read words from a grateful recipient for pastoral care Fannalou provided.
 - c. Fannalou recommended that directors inquire at their own churches, whether the church could offer financial or 'in-kind' food support to our Veterans' Grant program. Some churches, including her own, support outside charitable programs.
- 15. Legislative Affairs (Dan Merry):
 - a. A considerable discussion was held regarding future speakers for Luke Chapter dinners. John Regni recommended national and state political leaders be asked to speak concerning earned benefits of military members and retirees. He suggested Luke AFB active-duty members might be invited to our chapter meetings to hear these speakers. This could energize the total force and increase interest in membership in Luke Chapter. Dan recommended that a speaker with national posture be scheduled next October as part of MOAA's "Total Force" initiatives and fall conference. After a robust conversation, Shanna Woyak said she would speak with April Vogel, Director of Public Affairs at MOAA about scheduling speakers.
 - b. Drawing upon his past role as legislative leader for MOAA, Dan is planning contacts with the Arizona congressional leadership on pending bills, such as the Richard Stark Act, maintenance of military family housing, exposure to toxic chemicals, and so on. He mentioned

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Senator Gallegos and Representative Gosar for potential contact by he and our members to support bills benefiting active duty and retired/former service members.

c. Dan will contact Col Tom Waddell, the AZCOC legislative liaison, for information and coordination on pending legislation in the Arizona legislature.

16. Community Relations and Luke AFB Liaison (Buz Isban):

a. Buz will coordinate with Beth Johnson on potential action items and issues involving Community Relations.

17. JROTC/ROTC (Open position):

a. Buz Isban taught the JROTC course in a local high school for a number of years. He knows many of the West Valley instructors personally. Buz will review the roles and responsibilities for the position and engage the JROTC programs in the West Valley.

18. Community Fund Board (Ed McAvoy):

a. Ed discussed the Luke Chapter Community Fund board meeting on January 8. The CF Board made plans for the spring fund-drive, silent auction in April, and various publicity initiatives. Ed will seek items for the silent auction from his home community in Trilogy.

b. Ed is contacting the PebbleCreek Men's Golf Club, so that he can attend their next meeting to thank them personally for the donation to the Community Fund.

c. The next meeting of the Community Fund Board will be on Wednesday, February 5, 2025, at 1400.

NEW BUSINESS: No items.

OLD/UNFINISHED BUSINESS: No items.

NEXT MEETING: The next meeting of the Board of Directors of Luke Chapter will be held on Thursday, February 6, 2025, at 1300 hours. The meeting will be using Zoom video conference software.

ADJOURNMENT: 1430 hours

Prepared by:

_____/ss/_____
Mike Kramer, Secretary

Approved by:

_____/ss/_____
Gene Wikle, President