

EXECUTIVE BOARD MEETING MINUTES

A regular meeting of the Executive Board of the Family RV Association was held on Wednesday, November 20, 2024, via Zoom conference. National President Paul Mitchell called the meeting to order at 3:06 p.m. Eastern Time.

Members present:

Paul Mitchell	National President
Bob Weithofer	National Vice President
Barbara Smith	National Treasurer
Bill Dees	Southeast Area President
Dianna Huff	South Central Area President
John Jacobs	Midwest Area President
Connie Jones	Rocky Mountain Area President
Dick Lowman	International Area President
Gary Lyons	Eastern Area President
James McDaniel	Western Area President
Bill Newton	Northeast Area President
Barbara Schleuse	Northwest Area President
Kevin Watters	Great Lakes Area President

Members not present:

Pamela Richard	National Secretary
Gary Milner	Immediate Past President (non-voting member)

Invited guests present:

Gary Cipa	RV Basics Instructor
Jim Hollis	Family RV Association Chaplain
Randy Johnson	AMS Committee Chairman
Charley Kennington	Identity Committee Chairman

Staff present:

Brian Bacik	Controller
Penny Gortemiller	Director of Chapters and Governance
Pamela Kay	Director of Communications, Publishing
Sherry Light	Project Manager
Larry Pennington	IT Director
Danielle Powell	Chapter Services Assistant
Doug Uhlenbrock	Director of Events
Aaron White	Director of Membership Services

National President Paul Mitchell called on Family RV Association Chaplain Jim Hollis for the invocation. The Pledge of Allegiance to the Flag of the United States of America was recited.

Jim Hollis thanked the Executive Board members for having him at the meeting, and conducted the installation for Paul Mitchell, National President; Bob Weithofer, National Vice President; Dick Lowman, International Area President; and Gary Lyons, Eastern Area President.

The members of the Executive Board agreed to accept the responsibilities of their respective offices and agreed to conduct themselves in a manner consistent with FMCA's Constitution, Bylaws, Policies and Procedures, and Code of Ethics.

National President Paul Mitchell asked for corrections to the minutes of the Redmond, Oregon, meetings. There were none, and the minutes were approved as distributed.

President Mitchell called on Treasurer Barbara Smith for a verbal Treasurer's Report.

Treasurer Smith reported that the current investment account balance was \$5,851,218. She noted that in August 2023, there was \$6.7 million in the investment account. A total of \$2.1 million was removed to pay bills during fiscal 2024. Realized gains provided additional funds to the investment account. Barbara noted that this is a one-time occurrence. She shared that the bad news is that the August financial report showed a loss of \$183,373 in operations. Barbara shared her notes on the operating income. Treasurer Smith noted that August is an event month, and profit would be the norm in an event month. However, there were also a couple of outstanding convention bills that were booked in August. She explained where the revenue comes from and what the expenses were. Barbara noted that the cuts made in Tucson were not enough to keep solvent. She asked the board members to be mindful of the budget. She also made a recommendation regarding national officer travel: that the amount for the National Vice President, the National Secretary, and the National Treasurer should be reduced to \$8,000 each. She recommended the board stop spending outside the budget. Barbara noted several expenses that were not budgeted consisting of a lower early bird rate, the expenses for Mike Sokal, and the Discovery cable network show expense of \$35,000. Barbara suggested that the Finance Committee and Management Committee together take a look at the contingency and decide if we want to use that for these expenses. She said that for the new officers, she could conduct a class on the budget to get them up to speed. She noted she would also be available in Perry for any questions. Barbara referred to the Treasurer's page under the Governance tab on the website, where the quarterly financials are posted. She also noted that the minutes of Finance Committee meetings are available.

The Treasurer's Report was accepted for file.

President Mitchell provided a Management Committee update. He reported that the Management Committee determined a method of returning some of the unused AT&T lines. The remaining lines will also be cancelled in intervals, to avoid the monthly fee for those lines. He reported that the Executive Director Search Committee is going through the process to find a new Executive Director. They will be determining the job description first. Paul referred to a handout regarding the Family RV Association domain name. He recommended that the Executive Board consider the purchase of FRVA.com domain name to coincide with the DBA and rebranding.

Paul Mitchell moved to purchase FRVA.com as the domain name. The motion was seconded and discussion followed.

A question was raised regarding how this would be paid because it was not budgeted. It was noted that the cost is \$13,000. If it is purchased, there could be less risk associated with other entities trying to

impersonate Family RV Association. Paul noted that there is a contingency in the budget to use if necessary.

The motion carried unanimously.

President Mitchell called on Randy Johnson for the AMS Committee Report (Attachment #1).

On behalf of the AMS Committee, Randy Johnson moved that FMCA move away from the existing AMS system. The motion was seconded.

It was noted that Family RV Association spends additional money each year to have issues fixed with the current system, and that we have spent over \$1 million since we began using the system. Randy fielded questions from board members, including a question as to what would happen if the IT director were to leave the company while a custom program was being developed in-house. Randy stated that we would have that same problem today. Randy noted his confidence in the current IT Department staffing.

The motion carried unanimously.

On behalf of the AMS Committee, Randy Johnson moved to proceed with the proposal as follows: Allow in-house staff to develop a proof of concept (POC) over the next three months that implements modules for membership, events, and chapters to show that management software can be developed in-house. If successful, it would be the recommended approach going forward with industry standard development tools that FMCA staff already utilize. The POC would require the IT Director to devote 100% of his time to this endeavor over the next three months. While the POC is being worked on, the committee will continue to investigate third-party AMS systems by setting up three or four demos as a backup should the POC not be successful. The motion was seconded.

Randy explained that the IT Director is in the process of developing the proof of concept (POC), and the process is working well so far. Randy went on to explain that the AMS Committee is composed of active FMCA members who were vetted by Randy Johnson and Larry Pennington, FRVA's IT Director. Randy also noted that they are documenting along the way.

The motion carried unanimously.

President Mitchell called on Charley Kennington for the Identity Committee Report (Attachment #2).

On behalf of the Identity Committee, Charley Kennington moved to accept the final logo design (icon, word mark, color palette, etc.) as presented by BrandXcellence in a PDF document date-stamped November 9, 2024, so that work can begin on the brand book (the visual style and usage guide). The motion was seconded.

Charley Kennington described the process the committee had been working through. He noted that BrandXcellence presented several designs that the committee reviewed, and then the committee narrowed those options to three designs. One board member commented that the presented logo looks similar to the Chrysler logo. Charley acknowledged the similarity, but there is enough of a difference to make our new logo stand out. BrandXcellence presented the logo showing some color options, and how it would look on merchandise. A concern was raised regarding the circle on the logo, and it was noted that we could fill in the circle. The board members noted that there is one option that says, "established 1963," and they asked that that version be used whenever possible.

The motion carried with 11 votes “yes” from Bill Dees, Dianna Huff, John Jacobs, Connie Jones, Dick Lowman, Gary Lyons, James McDaniel, Bill Newton, Barbara Smith, Kevin Watters, and Bob Weithofer, and one vote “no” from Barbara Schleuse, stating that she feels it looks like a target, and also the logo is similar to the Chrysler logo.

Under new business, President Mitchell led a discussion on area rally dates.

Barbara Schleuse moved to waive the 10-day restriction in Policy and Procedure #3003 for the Midwest Area Rally, June 17-21, 2025, in Elkhorn, Wisconsin, and the Northwest Area Rally, June 18-21, 2025, in Albany, Oregon. The motion was seconded and discussion followed.

President Mitchell noted that the area rallies should strive to keep dates separated enough in order for the national officers to be able to attend all rallies. The area presidents should take this into consideration as they are scheduling future rally dates. Barbara Smith noted the dates of the Finance Committee meeting in the spring where they will put together the 2026 fiscal year proposed budget. The workshops will begin on May 19, with the meeting being scheduled for May 22, and the Executive Board meeting on May 23, 2025.

The motion carried unanimously.

Dianna Huff moved to waive the 30-day restriction in Policy and Procedure #3003 for the Midwest Area Rally, June 17-21, 2025, in Elkhorn, Wisconsin; the Northwest Area Rally, June 18-21, 2025, in Albany, Oregon; and the International Convention in Gillette, Wyoming, on July 16-19, 2025. The motion was seconded and carried unanimously.

President Mitchell called on Doug Uhlenbrock, Director of Events and Gary Cipa, RV Basics instructor, for discussion on RV Basics. It was noted that there were currently 21 students total registered for the classes in Perry, Georgia: 14 for RV Basics with seven spouses, and eight for the RV Basics, Advanced class.

Gary Cipa noted that the RV Basics curriculum is almost complete for Perry, with only minor modifications needed. His concern is with RV Basics Advanced. He noted that it takes considerable time and money to complete the curriculum. He has potential sponsors or partners lined up for the classes. With only eight people signed up for the class, he does not believe it would give the sponsors the value they expected. Doug noted an error in calculations on the spreadsheet that was compiled. Doug also clarified that the funding for RV Basics is included in the education line item of the budget, not the convention budget. It was noted that the RV Basics Alumni chapter will be doing an email blast to its members to encourage them to sign up for the RV Basics Advanced class. A question was raised regarding advertising the RV Basics program to the Pathfinder members. Gary Cipa fielded several questions from board members regarding dates for cancellation, if necessary, and the possibility of eliminating the requirement of having attended RV Basics to be able to attend RV Basics Advanced. It was discussed that they will reconsider the requirement of RV Basics in order to participate in RV Basics Advanced. They will monitor the attendance to see if that makes any difference to the participation.

Convention Committee Chairman Bob Weithofer stated that they could get together soon and would let Gary know. Doug Uhlenbrock reminded the board that the decision belongs to the Executive Board, and that he would put together costs of the program to pass along to the board members.

President Paul Mitchell noted that because of the changes in officers, the banking resolutions need to be done again.

Bill Dees moved to approve resolutions one through five as follows. The motion was seconded.

- ***To establish a checking account, credit card deposits, money market account, and payroll account with U.S. Bank.***

To establish signatures on the checking account, that being National President (Paul Mitchell); National Treasurer (Barbara Smith); Director of Communications (Pamela Kay); Director of Chapters and Governance (Penny Gortemiller); Director of Events (Doug Uhlenbrock); Director of Membership (Aaron White); Editor (Robbin Gould); and Commercial Records Coordinator (Bridget Lynn). Two signatures are required on amounts over \$5,000.

To establish the investment firm with Corient Wealth Management.

To establish signatures on the investment account, that being National President (Paul Mitchell); National Treasurer (Barbara Smith); and Controller (Brian Bacik).

To establish signatures on the convention account, that being National Treasurer (Barbara Smith); National Vice President (Bob Weithofer); Director of Chapters and Governance (Penny Gortemiller); Director of Membership (Aaron White); Editor (Robbin Gould); and Controller (Brian Bacik).

The motion was carried.

Bill Dees moved to establish signatures on Notes, that being the President (Paul Mitchell); Vice President (Bob Weithofer); Secretary (Pamela Richard); and Treasurer (Barbara Smith.) Two signatures are required. The motion was seconded and carried.

Connie Jones moved to establish legal counsel to be named by the President (Paul Mitchell) as necessary. The motion was seconded and carried.

Kevin Watters moved to establish accounting firms other than the auditing firm to be named by the President (Paul Mitchell) as necessary. The motion was seconded and carried.

John Jacobs moved to establish a Parliamentarian to be named by the President (Paul Mitchell) as necessary. The motion was seconded and carried.

President Mitchell noted that the next item of new business was to discuss the sequentially numbered membership plates. He said the plate design needs to be updated with the DBA name of Family RV Association. Membership Director Aaron White reported that there are plates and static clings in stock with Family Motor Coach Assoc. on them. Paul noted that there are approximately 3,600 plates on hand – and several clings in house. Those items were already purchased. It was determined that they would take the average number needed to fill the orders between now and March 1, 2025, and start the updated plates with a number in that range. The store website will be switched over soon to sell replacement plates with the new name. The Board discussed waiting until the Perry convention for the launch. Aaron

commented that he needed to let the manufacturer know the member number to start the new design. Paul noted that this will be the only version of the member plate that will be offered.

Dianna Huff moved to start the newly updated member plates as of March 1, 2025. The motion was seconded and carried unanimously.

President Mitchell reported that because of the publication deadline for the magazine, the Executive Board needed to set the date of the Annual Membership Meeting for 2025.

Dick Lowman moved to set the date for the 2025 Annual Membership Meeting as July 19, 2025. The motion was seconded and carried unanimously.

John Jacobs moved that effective November 20, 2024, a fiscal workshop discussion between the Executive Board and Controller will be held monthly between the 15th and the 25th of every month to discuss the prior month's fiscal results, the results compared to the budget, and the results compared to the prior year. The Executive Board members should know the fiscal results of the previous month, and the upcoming risks and potential changes should be discussed. The motion was seconded.

The rationale for the request was that there is continual turnover on the Executive Board; there are constant questions; getting results 90 days after an event is too late; and there were questions in today's meeting that could not be answered. Treasurer Smith noted that if you take the Controller away from his duties for this workshop, his work will be delayed further. She also noted that the audit firm will be in the office to conduct the audit starting on December 3. The Controller will need to assist the auditors with the work while they are in the office. Then the tax prep work will begin.

The motion carried with 11 votes "yes" from Bill Dees, Dianna Huff, John Jacobs, Connie Jones, Dick Lowman, Gary Lyons, James McDaniel, Bill Newton, Barbara Schleuse, Kevin Watters and Bob Weithofer, and one vote "no" from Barbara Smith. Barbara Smith noted that she voted no because the workshop is not good use of the Controller's time, and with the auditors coming in, he will be busy with the year-end reporting.

The meeting was adjourned at 5:05 p.m.



Pamela Richard
National Secretary



Paul Mitchell
National President

**AMS Replacement Committee
Report to the Executive Board
November 20, 2024**

A meeting of the AMS Replacement Committee of Family RV Association was held on October 18, 2024, via Zoom conference. The committee is forwarding the following recommendations to the Executive Board:

1. To move away from the existing AMS system.
2. To proceed with the proposal as follows: Allow in-house staff to develop Proof of Concept (POC) over the next three months that implements modules for membership, events and chapters showing that management software can be developed in-house. If successful, it would be the recommended approach going forward with industry standard development tools that FMCA staff already utilize. The POC would require the IT Director to devote 100% of his time to this endeavor over the next 3 months. While the POC is being worked on, the committee will continue to investigate third party AMS systems by setting up 3 or 4 demos as a backup should the POC not be successful.

**Identity Committee
Report to the Executive Board
November 20, 2024**

A meeting of the Identity Committee of Family RV Association was held on November 14, 2024, via Zoom conference. The committee is forwarding the following recommendation to the Executive Board:

1. To accept the final logo design (icon, wordmark, color palette, etc.) as presented by BrandXcellence in a PDF document date stamped November 9, 2024, so that work can begin on the Brand Book (the visual style and usage guide).