

## **Secretary's Detailed Report — Wayne DeLawter**

### 2007 Business Meeting

The following report includes the proceedings recorded in the secretary's record from the end of the 2006 reunion in Pigeon Forge to 31 August, just prior to the 2007 reunion in San Antonio.

The secretarial records are archived on a calendar year basis to mirror image the treasurer's records. I believed that this accounting is important because I believe that there should be dual records in the event of a catastrophic fire or loss that might destroy the treasurer's records. Also, and equally important is that it is good business practice to have oversight of financial records.

In general, after working with this Association for 10 years, I can say that this board and the associated committees functioned better than any before. This is to the credit of those top-notch guys who pitch-in and make good decisions. Because we are growing in membership numbers and in reserve funds, we are now subject to IRS audits and review. As a result, for the protection of the Association, it is imperative that it operate professionally with better accountability and records to certify the proper operation. We are progressively becoming more accountable for the transactions.

One of the responsibilities of the secretary as keeper of the official records beyond providing answers to questions of what is in it is to keep the operation of the board within the framework of guidance of the by-laws and the standard operating procedures (SOPs). The SOPs are written business practices that were established to make them clearly understood for everyone and to maintain standard practices. A significant amount of this board's time was spent in attempting to amend the by-laws and revise the SOPs. Progress was made with the by-laws but much more could have been accomplished in revising of some basic operating procedures affecting day-to-day operations.

All records of the secretary are computer electronic files. Any hard copy documents are scanned to files. They are kept in electronic folders. Without getting into the voluminous files and details of each document, the following are the folder titles to give you an idea of the more relevant aspects that the board dealt with between reunions:

### **Secretary records from April 06 reunion through 31Dec06:**

- 2006 Bus Mtg Minutes
- Misc Issues
- Bank of America Motions
- Bereavement
- NL SOP revision
- Board Agenda for 06-07
- Nominating Committee
- Buesking assumes Treasurer Office
- Nov2006 Flyer
- Canuel replacement
- Officer&Board
- Collier resigns
- Post Reunion Questionnaire
- Corporation issues
- Proxies
- Dues Report
- Rosters

Filling board positions  
Sales Tax  
Finalizing Reunion Acct  
Treasurer Reports & Issues  
Gustafson's death  
Unanswered questions  
IRS annual filing  
USAA acct  
Markham's shedding add'l duties  
Merchandise

**2007 Secretary Record folders (01Jan-31Aug)**

Audit Committee Motions  
B of A  
Newsletters & Flyers  
Ballot mailing or vote at mtg  
Nominating Committee  
Ballot Mailings  
Postcard Program  
Bereavement  
Proxies  
Free NLs Enticement Program  
Replacement Plaque  
IRS annual filing & other tax  
Tax exempt documents  
Memorabilia  
Treasurer's Records & Reports

**Motions:**

Motions are used to authorize significant action or to provide a decision on changes based on simple majority votes. All voting is recorded and published to the board and then placed on the website for the membership to view. The following are the titles of the 47 motions made since the last reunion:

Memorabilia purchase requests (15 individual motions)  
By-Laws to include Nominating Committee  
ConFAM Enticement  
Post Card Mailing  
Establish Fiscal Year  
USAF Memorial  
Post Reunion Flyer  
2008 Reunion Site  
Frequency of Audits  
2008 Reunion Timeframe  
One-time initial 6 month audit  
Memorabilia  
Post Reunion NL  
Merchandise SOP revision  
Bereavement  
Chairman Appointment  
Replace Dyess & Hill plaques  
Culbreth FOA  
Plaque replacement  
Ex-officio & Treasurer duties delineated

Hotel Deposit Approval  
New Merchandise Chairman  
HLM to Hutch  
Crew duties absence notification change  
Purchase Perm Nametag holders  
Postage & Shipping Expenses  
Partial Year Audit  
Certificate of Appreciation  
NOMCOM added to by-laws  
Dues Policy  
Amend Art. 4 paragraphs 2. & 2.d  
Table NL SOP  
Request vote on By-Laws  
Change to NOCOM By-Laws wording

There are hundreds more records kept in the secretary files that store the official documents such as the original corporate registration and certificate, current legal documents required for our non-profit organization, reunion planner coordination, financial records, and monthly membership rosters.

I cut a CD with all the Associations records that I have since beginning as Secretary in 2005. This CD will be given to Randy Smith upon his election to this post at the business meeting.