



THE NATIONAL GUARD ASSOCIATION OF ARKANSAS

P.O. BOX 663

NORTH LITTLE ROCK, ARKANSAS 72115

MEMORANDUM FOR RECORD

Officers Present: COL Damon Cluck (Exec Dir), Maj Seana Eason (President), MAJ Sharetta Glover (1st Vice President), Lt Col Ryan Workman (2nd Vice President), LTC Anthony Sanders (Past President, Phone), MAJ Adam Warford, CPT Alex Miller (Phone), CPT Dalton Shannon, MAJ Melissa Shipman (Phone), Maj Jason Kulaga, CPT Garrett Nelson, MAJ John Chase, WO1 Jerry McDowell (Phone), CPT Beth Simpson (Phone), MAJ Clayton Shelley (Phone), 1LT Glen Mayle (Phone), 1LT Jason Cline (Pending), MAJ Michael Battle-Smith (Phone), MAJ Byron Glass (Phone), CPT Alec Baldwin (Phone), MAJ Lorne Kelley (Pending/Phone), LTC Brad Massey (Phone), MAJ Mario Butler (Pending/Phone), OCS Melody Daniels (Pending),

Others Present: Andrea Fisher, CMSgt (Ret) Richard Green, 1SGT Derrick Young (EAANG IVP), MSgt Brian Mays (Phone), Elizabeth Jara, Christel Combs (Director of Insurance), Barbara Scott (Office Manager), MAJ Marable, CPT Schultz

SUBJECT: Minutes from the February 4, 2020 NGAA Board of Directors Meeting

1. The National Guard Association of Arkansas (NGAA) Board of Directors convened 4 February 2020 after a quorum was confirmed to be in attendance.
2. Board Members were given copies of the following before the meeting.
 - a. Minutes from the 10 December meeting
 - b. December meeting agenda
 - c. December Budget update
 - d. December Insurance report
 - e. Hospitality Room Survey
 - f. Tentative 2020 conference committee list (attached includes the updates post-meeting)
3. Maj Warner asked if anyone had any discussion of the previous meeting's minutes and noted that they had already been approved by the executive committee.

Old Business

4. Insurance Report – Ms. Christel Combs report was presented by Cluck:
 - a. Since last report there were three death claims totaling \$25,000, and \$5000 has been returned from Life Shield.
 - b. Received approximately 130 new applications from the PHA the previous weekend.
 - c. Ms. Combs has spoken with R&R and we will now be part of their quarterly training with the recruiting folks.

- d. A meeting has been arranged by the TAG with the Director of Joint Staff to request personal information of soldiers and airmen to allow the NGAA Insurance program to serve them better.
 - e. Cluck also the number of current policies and the breakdowns of how many of each product is in force as of now.
 - f. Cluck reported that although we had a good weekend with the PHA in Chaffee there were a lot of people having to wait in line. He said we would start working to get more people at PHA's so they lines will go quicker.
 - g. If anyone has any questions, they can reach out to Ms. Combs at the NGAA office or by email, ccombs@ngaa.org
5. Budget & Finance Report – COL Cluck (based on the updated format of budget report (see attached))
 - a. Cluck reported we are behind in income, but we are just now starting to get corporate money in.
 - b. Waiting to see where we will come out on Experience Refund from Life Shield.
 - c. Motion was made by MAJ Warford to accept the budget and 2nd by CPT Shannon and MAJ Chase, motion carried unanimously.
6. Major Glover asked if there were any other questions or concerns about the Audit report and budget update.
 - a. Major Warford asked if there is a committee within conference planning that supervises the budget for each committee of the conference. Major Chase also suggested having either a committee set and monitor a budget for the conference or that someone (exec committee or ED) set an itemized budget for the conference this year.
 - b. COL Cluck explained that over the last two years there has been more spent that was never previously budgeted for (Lobbyist \$54k over two years) and in the last 10 years no one has changed the preset \$25,000 budget for the conference or even followed that number. And lead into, yes, there needs to be more attention paid to the itemized spending on the conference, especially this year with a joint event.
 - c. Major Chase asked, what is nonessential that can be cut from the budget now.
 - i. He asked about NGAUS- COL Cluck said that members of the staff and executive committee will be attending NGEDA in January and will be better able to estimate the costs of NGAUS in 2020 for the association
 - ii. MAJ Chase offered to consider the idea of the association looking at ways to help incorporate the idea of retention in the Guard at the state conference that way we could possibly request funds from other entities
7. Major Glover asked if there were any other questions about the audit, budget, or financials. She then asked if there would be a motion.
 - a. Major Warford made a motion to accept the budget and audit reports

- b. Captain Shannon seconded the motion. The board approved the motion unanimously.

New Business

8. Corporate Member update:
 - a. Eight committed for sponsors and booths at conference.
 - b. Because of joint conference it was felt we'd have much better participation and if anyone has someone they might think would benefit please give to Barbara or Elizabeth.
9. New Board Members:
 - a. Maj Jonathan Ferricher replacing Lt Col Workman for 189 OG
 - b. Officer Candidate Melody Daniel to fill vacant HQ ANG position
 - c. MAJ Kamarious Butler to fill vacant 777 ASB position
 - d. 1LT Jason Cline replace CPT Brandon Renfro from 1-153
 - e. MAJ Lorne Kelley to replace MAJ Chaney for Chaffee (letter pending)*
 - f. A motion was made by MAJ Warford to accept the five new board members. Motion was seconded by MAJ Chase, no discussion, motion carried unanimously
10. Conference Committee assignments: MAJ Warner went through the list of chairs and asked for updates.
 - a. Warner said there was a meeting regarding the budget for the conference and each association agreed what each one was responsible.
 - b. Andrea Fisher briefed on Gold Star Families coming to conference. 11 require overnight support, the rest need to be supported for dinner only.
 - c. Cluck asked CMSgt (Ret) Green if he could check on his contact for entertainment
11. Maj Warner said we want to discuss keeping with the Joint Conference. More discussion to come. Enlisted Association has a contract with Hot Springs for next year. TAG looking to have senior leaders conference in conjunction, if possible.
12. Hospitality survey briefed by CPT Shannon. One item that stuck out was Hospitality be only one night, Friday, and after banquet on Saturday everyone to go their own way. Units and NGAA will have to find out what the cost is before deciding what rooms we can afford for the conference.
13. Cluck briefed about funds coming from the Foundation totaling \$19,000. This includes the normal spend plan plus unrestricted funds we are requesting to get back. NGAA needs these funds to support the upcoming state conference.
14. MAJ Warner notified the board there is a need for a rep to fill an empty position on the Foundation Board.
15. Cluck notified the board we are in need of a new retiree representative.
16. Lamb brief the membership and asked everyone to get it done because anyone who doesn't make it by the 16th of March will be recognized will not get a plaque.

17. Next conference committee update is the February 24th.
18. MAJ Chase made a motion to adjourn. CPT Shannon seconded. There was no discussion and the motion passed unanimously.

Next Board of Directors meeting is April 25 at State Conference

***Letter of nomination for MAJ Kelley as the new FCJMTC Representative has been received and is on file**

Attachments:

1. Agenda
2. Insurance Report
3. Budget/Financial Report
4. Results of poll for conference
5. Minutes of 10 DEC meeting

Attachment 1

National Guard Association of Arkansas

Board of Directors Meeting

4 February 2020

Old Business

- Review December Meeting Minutes
- Required reports
 - o Insurance
 - o Budget/Finance
- Budget Meeting for Conference Committees
- o Go over discussion from meetings held 16 January

New Business

- Vote on New board members
- Conference Committee Updates (Gold Star discussion ASAP)
 - o Hospitality Poll results – CPT Shannon
- Foundation Update
- ANGAA Update
- Set next meeting date
- o Conference Committee
- o Full Board

Attachment 2:

Policies in Force

2019	Income earned	2020 Policies in force	Income Earned		
JAN	4849	\$10,901.92	JAN	5434	\$9,618.00
FEB	4822	\$10,764.97	FEB.	5564	
MARCH	4956	\$10,867.55			
APRIL	5012	\$10,513.60			
MAY	5127	\$10,685.62			
JUNE	5143	\$10,196.83			
JULY	5212	\$9,366.83			
AUGUST	5243	\$9,562.57			
SEPT	5271	\$10,914.20			
OCT.	5291	\$9,889.85			
NOV.	5384	\$8,570.92			
DEC.	5407	\$10,548.54			

2020 Notes:

3 death claims totaling \$25, 000
\$ 5, 000 returned from Lifeshield
after PHA this weekend we have 130 new apps.
98 are 10k new enrollments

Attachment 3:

FY Second Quarter			Budget	Actual
Income			2020	2020
NGAA Dues			\$0.00	\$1,390.87
NGAUS Rebates			\$0.00	\$0.00
Conference Income			\$0.00	\$436.65
Corporate Program			\$0.00	\$0.00
Alt Product Ins Fees & COM			\$3,825.00	\$3,021.88
Interest, Rev, & Misc			\$12.51	\$811.58
Endowment			\$0.00	\$0.00
Experience Refund			\$0.00	\$0.00
Group Life Ins Fees & COM			\$37,500.00	\$29,009.31
Total Income			\$41,337.51	\$34,670.29
Expenses				
Staff			35,260.00	26,954.35
Building			2,384.59	4,173.47
Insurance			2,874.98	2,644.68
Office Supplies			4,929.91	6,046.84
Legislative			0.00	0.00
General Conference			0.00	0.00
Accounting/Audit			0.00	0.00
Board			520.00	193.21
AG Activity Fund			0.00	0.00
Miscellaneous			0.00	1,017.61
Experience Refund Dist			0	0
Group Life Commissions			250.00	489.10
Training - Insurance			0.00	0.00
NGAUS			0.00	3,368.21
Total			46,219.48	44887.47
Profit/Loss			\$4,881.97	\$10,217.18

Attachment 3 cont:

Clarification of each combined category

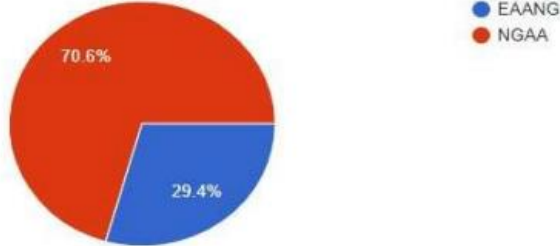
(some categories are a single line item from the budget)

- NGAA Dues= annual and life dues
 - Conf Income = State Conference registration, exhibitor fees, outside donations and golf tournament fees
 - Alt product Insurance fees & Com = commissions from everything that is not SSLI program
 - Interest, Rev, & Misc = Interest, Revenue, & Miscellaneous incomes
 - Group Life Ins Fees & Com = SSLI/Group Life commissions
-
- Staff = Salaries, FICA, SUTA, FUTA, Admin Travel, Insurance (worker's comp & etc.), payroll admin fees
 - Building = janitorial, lawn & grounds, building repair, equipment repair, building insurance, equipment/furniture purchase
 - Insurance = insurance travel, ACH fees, promotion activity, all alternate product commissions outside of SSLI/Group life
 - Office supplies = membership fees (for NGAA), office supplies, telephone, postage & mailing, printing and photocopying, IT services
 - General Conf = awards, corp member cost, golf tournament, general conference expenses
 - Board = board travel, board meetings
 - Group Life Commissions = SSLI/Group Life Commissions

Attachment 4:

Which organization are you a member of?

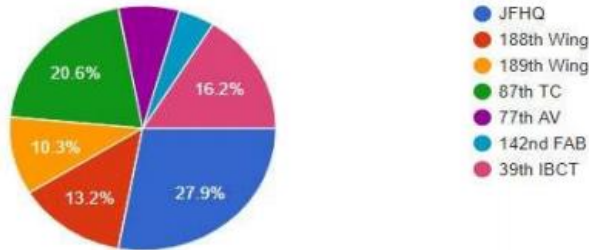
68 responses



Additional Ideas (Next Year?)
 Murder Mystery
 Themed Party
 Family Event

To which unit do you belong?

68 responses



Ranking of Responses	
1st	Traditional (Pinnacle & Suites)
2nd	Consolidated Gathering (Single area with social gathering & entertainment)
3rd	Casino Night
4th	Pub Crawl
5th	Off-Site Venue (Fassler, Bowling, etc.)

Attachment 5:

MEMORANDUM FOR RECORD

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Others Present: Eric Lothian (CPA from PH&A) MAJ Trey Marable (Phone), 1SGT Derrick Young (EAANG IVP), Mrs. Amber Warford (ANGAA President), Christel Combs (Director of Insurance), Barbara Scott (Office Manager), SSGT Joshua Barry (Phone), MSG John Faulkner (Phone)

SUBJECT: Minutes from the December 10, 2019 NGAA Board of Directors Meeting

1. The National Guard Association of Arkansas (NGAA) Board of Directors convened 10 December 2019 after a quorum was confirmed to be in attendance.
2. Board Members were given copies of the following before the meeting.
 - a. Minutes from the 10 September meeting
 - b. December meeting agenda
 - c. December Budget update
 - d. December Insurance report
 - e. ANGF 2 Oct 2019 Meeting minutes
 - f. Tentative 2020 conference committee list (attached includes the updates post-meeting)
3. MAJ Glover asked if anyone had any discussion of the previous meeting's minutes and noted that they had already been approved by the executive committee.

Old Business

4. Insurance Report – Ms. Christel Combs reported the death claims to date and also provided a comparison of the last 10 years of claims so that more information could be seen. She also noted over the years from 2015-2019 how many policies in force were held with the Association and how much was earned in administrative fees in those years.
 - a. She also provided that of the current policies the breakdowns of how many of each product is in force as of now.
 - b. If anyone has any questions, they can reach out to Ms. Combs at the NGAA office or by email, insurancetech1@ngaa.org
5. Budget & Finance Report – COL Cluck (based on the updated format of budget report (see attached))
 - a. Over the last 10 FYs numbers have been inconsistently documented in different categories from year to year. This has skewed the budget numbers in several

areas. COL Cluck said that he and Barbara spent 2 weeks sorting out the numbers as much as possible.

- b. On average over the last 10 FYs the SSLI program produced around \$150k in income for the association. It is projected that this year may only reach \$120k.
 - c. Staffing is only covering 2 FT employees and 1 PT and that will take about \$124k to cover. Insurance is barely sustaining or not quite sustaining the staff as is.
 - d. COL Cluck stated that we need to consider what the income will be from a joint conference this year. He said that if we maintain the same registration fee of \$65 that has been in place for a number of years, with the estimated attendance of 500 registration may bring in 32,500 dollars. Combined with the estimated exhibitor fees from nonmembers we hope to bring in 35,000.
 - e. From the updated projections, new total of \$228,000, there is a possible \$61k loss from the projected 2020 budget. With only \$36k in the set aside account that's going to impact planning for state conference. After reviewing the cost of the conference over the last 10 years, COL Cluck stated that the goal is to not have to raise the registration fee for the state conference.
6. Audit Report – Mr. Eric Lothian, he briefed the Executive committee before the general meeting. Mr. Lothian reminded the board that the Audit report and 990 are available by request at the NGAA office and that if anyone has any questions to call or email him at Priddy, Hollified, & Ables CPA and he will gladly explain anything from the reports.
- a. The executive committee and executive director decided to upload the 990 and audit reports to the NGAA website so that they are more publicly available as well.
 - b. The audit completed as of 06/30/2019, was done with an un-modified or “clean opinion” and found to be accurate. Based upon new accounting nonprofit guidance, nonprofits have to follow ASU-2016-14 which is the formalized financial reporting process that all nonprofits (regardless of public or private status) have to use now, so that people that want to donate to any of these organizations can see what is being done. Mr. Lothian reported that it does not impact the association very much because of the money in NGAA being classified as nonrestricted.
7. Major Glover asked if there were any other questions or concerns about the Audit report and budget update.
- a. Major Warford asked if there is a committee within conference planning that supervises the budget for each committee of the conference. Major Chase also suggested having either a committee set and monitor a budget for the conference or that someone (exec committee or ED) set an itemized budget for the conference this year.
 - b. COL Cluck explained that over the last two years there has been more spent that was never previously budgeted for (Lobbyist \$54k over two years) and in the last

10 years no one has changed the preset \$25,000 budget for the conference or even followed that number. And lead into, yes, there needs to be more attention paid to the itemized spending on the conference, especially this year with a joint event.

- c. Major Chase asked, what is nonessential that can be cut from the budget now.
 - i. He asked about NGAUS- COL Cluck said that members of the staff and executive committee will be attending NGEDA in January and will be better able to estimate the costs of NGAUS in 2020 for the association
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8. Major Glover asked if there were any other questions about the audit, budget, or financials. She then asked if there would be a motion.
 - a. Major Warford made a motion to accept the budget and audit reports
 - b. Captain Shannon seconded the motion. The board approved the motion unanimously.

New Business

9. Conference Committee assignments: MAJ Glover, the board filled in the missing slots from the sent-out list before the meeting and completed the assignments with the assistance of 1SGT Young for the EAANG side. (the updated listing is attached to these minutes)
 - a. COL Cluck and MAJ Glover clarified which committees will have joint representation because the events are combined and which will remain separate.
 - b. CPT Shannon asked about possible establishing a budget committee for the conference.
 - i. COL Cluck recommended that the two presidents go through the research and meetings that happen before plans are set and they work with COL Cluck to create a budget for each committee/category for the conference.
 - c. 1SGT Young brought up that Survivor Outreach has requested that we start involving the Gold Star Families in conferences more similar to other states at both the officer and enlisted levels.
 - i. COL Cluck recommended that a joint committee be created to explore the possibility of involving the Gold Star Families more so that they can determine how and what is needed.
 - d. LTC Sanders asked if any of the negotiations have been made with the hotel as far as prep for hospitality and the ability to bring in outside food/beverage/liquor/beer.
 - i. COL Cluck said he was not sure on what had been negotiated yet. Barbara said that some things had been worked out with the hotel but not

everything. We will be able to bring in those things but only in certain rooms/spaces due to the coverage of the hotel's ABC licenses.

- ii. COL Cluck also brought up the possibility of figuring out alternatives to the traditional hospitality rooms for both nights.
 - e. MAJ Glover and Lt Col Workman asked COL Cluck if a time and date had been determined for a Board site visit to the Marriott for conference
 - i. A small team was suggested of several chairs including: MAJ Warford, MAJ Marable, MAJ Glover, CPT Shannon, COL Cluck, 1SGT Young, MSgt Mays, CMS (Ret) Green, and Barbara to visit the hotel.
 - ii. They selected 16 December to visit
10. Arkansas National Guard Foundation (ANGF) Update: COL Cluck briefed the minutes from their last meeting. He mentioned that that board is comprised of the NGAA ED (ex officio), three officer members, two enlisted members, and both NGAA and EAANG presidents.
 - a. COL Cluck was one of the elected officers to the board but now has transitioned roles into the ex officio capacity for that board and NGAA needs to fill the vacancy from his changing roles.
 - b. His suggestion is someone that is interested in investment/finances and interested in the mission of NGAA, EAANG, & the ANGF
11. COL Cluck recommended to the executive committee that the association hire someone to help with corporate fundraising; his suggestion was that the association use \$20k of funds out of the NGAA Endowment that is managed by the ANGF to accomplish that. The executive committee agreed but still needed a motion from the Board.
 - a. Maj Kulaga made a motion that NGAA sends a letter to the ANGF Board requesting the money from the NGAA Endowment to pay for the fundraiser.
 - b. MAJ Chase seconded the motion. The board approved the motion unanimously.
12. CFC Update- COL Cluck the ANGF has a CFC account that can be donated to. He stated that any donations made to the foundation through CFC goes to the scholarship fund.
 - a. We will publish the information for donating to that on our website and social media
13. Membership Campaign- Reminder that the dues structure was changed in September by the Board (electronic vote) to mirror the new NGAUS dues structure. Membership drive continues through the end of March
 - a. CPT Miller asked when is the cut off for dues to have 100% units and the deadline for **NGAA 100% units conference is 16 March 2020**
14. ANGAA Update- MAJ Warford from Mrs. Amber Warford, they raised approximately \$4500 at the auction, they will use that to help 4-6 Guard families with Christmas and the remainder will purchase gift cards that Chaplain Miller will give out on an as-needed basis throughout the year

- a. ANGAA is planning a pre-conference event to help teach newer Guard spouses etiquette for the military events
 - b. ANGAA also has a new logo, designed by Mr. Greg Eason (spouse of the current NGAA president)
15. 1SGT Young thanked the Board for inviting him and updated that EANGUS 2020 fundraising has a goal of \$80k and is up to approximately \$30k as of that day.
16. MAJ Glover reminded that the Scholarship application period is open and available until 16 January and that it can be applied for completely online this year.
17. MAJ Glover began discussion to set the next Board of Directors meeting 4 February 2020 at 1700.
 - a. COL Cluck suggested that the conference committees meet before the next full board meeting. MAJ Glover concurred.
18. MAJ Chase made a motion to adjourn. CPT Shannon seconded. There was no discussion and the motion passed unanimously.

*Note a correction was made after approval of 10 Dec 2019 Minutes were approved by Executive Committee: correction reflects the attendance of two additional guests at the meeting that were not previous documented

End of attachment 5