



THE NATIONAL GUARD ASSOCIATION OF ARKANSAS

P.O. BOX 663

NORTH LITTLE ROCK, ARKANSAS 72115

MEMORANDUM FOR RECORD

Officers Present: COL (Ret) Damon Cluck (Exec Dir), LTC Sharetta Glover (President), Lt Col Ryan Workman (1st Vice President), MAJ Trey Marable (2nd Vice President), Maj Seana Eason (Past President), Barbara Scott (Secretary & NGAA Membership Chair)

Others Present: Maj (Ret) James Lamb (NGAA Insurance Administrator) & Mrs. Elizabeth Jara (NGAA Director of Development)

SUBJECT: Minutes from the March 9, 2021 NGAA Executive Committee emergency meeting

1. The National Guard Association of Arkansas (NGAA) Board of Directors Executive Committee met March 9, 2021
2. LTC Glover called the meeting to order once all officers were present

Old Business: Corporate Update

3. Elizabeth briefed the Committee
 - a. The corporate program is currently at \$31,000 which is up from \$23,000 at the end of the previous year (dealing with Covid-19)
 - b. The Golf Tournament & Corporate dinner will be held 15 May at the Greens at North Hills in Sherwood for the tournament
 - c. For the dinner, Elizabeth presented three options and their estimated costs to the committee
 - i. Option 1: Hilton Garden Inn as a host and caterer – approximately \$2,800
 - ii. Option 2: Cache Restaurant host and cater a dinner or apps – appx
 - iii. Option 3: St. Joseph's center with food/beer trucks and outdoor areas – appx \$1275 plus the cost of alcohol
 - d. The Committee unanimously supported Option 3 and asked Elizabeth to begin planning for that option.

Insurance Update

4. James briefed the Committee following the weekly NGAA Staff sync meeting slides
 - a. The insurance program noted 4578 active policies currently in force
 - b. James noted that due to technological issues in the office billing was temporarily on hold until the files could be downloaded
 - c. The staff is doing well on PHA weekends bringing in numerous contacts while servicing policies and selling several new or upgraded policies
 - d. At this time the claims during the insurance year totaled \$54,000 for the state
 - i. The insurance year closes for the Eagle State pool with AFBA at the end of March

- e. Damon briefed the Committee on the monthly report results from AFBA and explained that the Association should net a 3.5% refund after the insurance year closes if things do not change too much
- f. LTC Glover reminded the Committee that the states new “Remain Your Best” program will have its first execution in April and that James & Damon should connect with Troop Command to coordinate NGAA involvement

Membership Update

- 5. Barbara used the staff sync meeting slides to brief the committee on Membership
 - a. 14 units (and 1 Brigade, 142nd FA) had reached 100% NGAUS & NGAA membership for the year
 - b. Barbara reminded the committee the deadline for state recognition of 100% units was 19 March and offered to delay that so that more units can reach 100%
 - c. The state has until 30 June to reach 100%
 - i. At the time state membership was at 74%

New Business

Financial update

- 6. Damon briefed the committee using the Current Association Financial Health memo
 - i. Document attached to minutes
 - b. Damon recommended to the Committee that they consider updating the formula used for the Experience Refund that the Association receives from the insurance carrier
 - i. The current formula was established by a previous NGAA Board:
 - 1. \$30,000 to the ANGF Scholarship program
 - 2. 1/3 remainder to the NGAA Set Aside account
 - 3. 1/3 remainder to the NGAA Endowment
 - 4. 1/3 remainder divided as bonuses to the Insurance Staff
 - ii. Beginning in 2017, the ANGF assumed the cost of funding the Scholarship program. Damon proposed the following instead:
 - 1. 40% of the refund set aside for NGAA/NGAUS conferences
 - 2. 20% to the NGAA Set Aside account
 - 3. 20% to the NGAA Endowment
 - 4. 20% remainder divided as bonuses to the Insurance Staff
 - a. Guidelines for bonus structure in the NGAA SOP
 - c. Ryan made a motion to accept the proposed formula for the use of the Association’s Experience Refund for this year and that the Executive Committee will evaluate the formula each year.
 - i. Seana offered a second. There was no further discussion and the motion passed unanimously.

NGEDA

- 7. Damon reminded the Committee that the National Guard Executive Directors Association annual meeting was set for the end of the month

- a. The meeting includes several meetings for the elected officers to either be trained or briefed on necessary information for NGAUS and being an elected officer in the organization. The meeting will also include hotel selection for the NGAUS conference
- b. Damon asked if the Committee would like to participate individually since it is a virtual meeting or if they would like to meet together in the NGAA Board Room to attend the meeting together.
 - i. The Committee opted for attending the meeting together at NGAA – the Association staff will host

NGAA 2022 Conference

8. Barbara and Damon updated the Committee that Rogers does not have the availability on our chosen dates to host the Association for 2022 and has asked the Association to select alternate dates
 - a. Trey and Ryan taking the lead with Barbara to coordinate alternative options
9. Sharetta asked for any other alibis or discussions that were not planned
10. Damon briefed that he will be away from the office more often for several weeks beginning at the end of April due to family reasons but asks that once he returns that the Committee evaluate beginning to pay him for his time as Executive Director
 - a. Damon has been serving (in a part-time capacity) as the Executive Director since November 1, 2019 without pay
11. Seana made a motion to award Damon more hours of PTO/Sick leave when he begins to receive pay to reflect his time spent serving without pay instead of starting him at the same earn rates as a traditional “new employee” of the Association.
 - a. Trey offered a second. There was no further discussion and the motion passed unanimously.
 - i. Barbara will update the payroll files to reflect Damon’s time as the ED once he begins receiving compensation
12. With no further discussions, Seana made a motion to adjourn the meeting.
 - a. Trey offered a second.
 - b. Sharetta adjourned the meeting.