

BOARD OF DIRECTORS MEETING MINUTES

A regular meeting of the Board of Directors of Family Motor Coaching, Inc. was held on Friday, May 20, 2022, in Cincinnati, Ohio, and via Zoom conference. The National President and Secretary were both present. National President Rett Porter called the meeting to order at 1:40 p.m.

Members present:

Rett Porter	National President
Gary Milner	National Senior Vice President
Kathie Balogh	National Secretary
Barbara Smith	National Treasurer
Gaye Young	Board Member
Ken Lewis	Board Member
Paul Mitchell	Board Member
John Traphagen	Board Member
Don Schleuse	Board Member
Jamie Erickson	Board Member
Patricia Voyna	Board Member
Herman Mullins	Board Member

Members not present but attending via teleconference:

Bob Golk	Board Member
Jon Walker	Immediate Past National President (non-voting member)

Invited Guests:

Phyllis Britz	Eastern Vice President Candidate
John Jacobs	Midwest Area Vice President Candidate
Dennis Ducharme	Eastern Area Vice President Candidate
Dennis Martin	Northwest Area Vice President Candidate (via teleconference)

Staff present:

Chris Smith	Chief Executive Officer (non-voting advisor)
Anne Baumgartner	Marketing Director
Penny Gortemiller	Director of Chapter Services & Governance
Pamela Kay	Director of Communications
Sherry Light	Project Manager
Larry Pennington	IT Manager
Danielle Powell	Chapter Services Coordinator
Aaron White	Director of Member Services
Doug Uhlenbrock	Director of Events

Secretary Kathie Balogh reported that unless there was an objection, the reading of the minutes of the previous meetings would be waived. The minutes of the Board of Directors meeting held on March 19, 2022, were distributed via email and are available online.

Barbara Smith presented the Treasurer's report (Attachments #1, #2, and #3.)

Herman Mullins moved to accept the Treasurer's report. The motion was seconded.

A roll call vote was taken.

Ken Lewis voted yes.
Gary Milner voted yes.
Paul Mitchell voted yes.
Herman Mullins voted yes.
Barbara Smith voted yes.
Don Schleuse voted yes.
John Traphagen voted yes.
Patricia Voyna voted yes.
Gaye Young voted yes.
Kathie Balogh voted yes.
Jamie Erickson voted yes.
Bob Golk voted yes.

The motion carried unanimously.

The Treasurer's report was accepted for file.

Chairman Paul Mitchell presented the Audit Committee report (Attachment #4).

Paul Mitchell moved to accept the 2021 year-end audit report submitted by Anderson Kurtz LLC. The motion was seconded.

A roll call vote was taken.

Ken Lewis voted yes.
Gary Milner voted yes.
Paul Mitchell voted yes.
Herman Mullins voted yes.
Barbara Smith voted yes.
Don Schleuse voted yes.
John Traphagen voted yes.
Patricia Voyna voted yes.
Gaye Young voted yes.
Kathie Balogh voted yes.
Jamie Erickson voted yes.
Bob Golk voted yes.

The motion carried unanimously.

The Treasurer's report was accepted for file.

Chairman Gary Milner presented the Convention Committee report (Attachment #5).

Gary Milner moved to recommend Tucson, Arizona, for the Spring 2024 International Convention pending successful negotiations. The motion was seconded.

A roll call vote was taken.

Gary Milner voted yes.
Paul Mitchell voted yes.
Herman Mullins voted yes.
Barbara Smith voted yes.
Don Schleuse voted yes.
John Traphagen voted yes.
Patricia Voyna voted yes.
Gaye Young voted yes.
Kathie Balogh voted yes.
Jamie Erickson voted yes.
Bob Golk voted yes.
Ken Lewis voted yes.

The motion carried unanimously.

Gary Milner thanked the members of the Convention Committee for their hard work.

The Convention Committees report was accepted for file.

Barbara Smith presented the Finance Committee report (Attachment #6).

Barbara Smith moved the following:

- ***earmark 50% of the association's net operating earnings to each of the reserve funds in the investment portfolio as outlined in Policy & Procedure #2035, Reserve Funds.***
- ***to set aside \$230,000 for the purpose of education for FMCA's 2023 fiscal year proposed budget.***
- ***to accept the recommendation from the Wage Review Board for the proposed 2023 fiscal year budget for salaries in the amount of \$2,310,745 as outlined in P&P #4012, Wage Review Board.***
- ***to recommend the 2023 fiscal year proposed budget, with a surplus of \$13,263.28.***

The motion was seconded.

A roll call vote was taken.

Paul Mitchell voted yes.
Herman Mullins voted yes.
Barbara Smith voted yes.
Don Schleuse voted yes.
John Traphagen voted yes.
Patricia Voyna voted yes.
Gaye Young voted yes.

Kathie Balogh voted yes.
Jamie Erickson voted yes.
Bob Golk voted yes.
Ken Lewis voted yes.
Gary Milner voted yes.

The motion carried unanimously.

Under unfinished business.

President Porter mentioned the inappropriate flag displays in Tucson and reported receiving complaints about those displays. In asking the attorney, since FMCA events are private events, we can tell vendors that we would like to have tasteful, family-friendly displays.

It was noted that there has been verbiage added to the vendor contracts, to note same. Gary requested that we let Doug Uhlenbrock, Director of Events, handle any situation that arises with vendors first. It was also mentioned some members could even be offended by other member displays.

President Porter states he will get with the attorney for further details involving members with inappropriate displays.

Under new business.

President Porter noted adding a sentence to the Employee Handbook under the Harassment and Discrimination section. The other change added was in the Reporting and Retaliation Section.

Herman Mullins moved to accept the added sentence under the Prohibition Against Harrassment and Discrimination and also in the Reporting and Prohibition on Retaliation section in the Employee Handbook. The motion was seconded.

A roll call vote was taken.

Herman Mullins voted yes.
Barbara Smith voted yes.
Don Schleuse voted yes.
John Traphagen voted yes.
Patricia Voyna voted yes.
Gaye Young voted yes.
Kathie Balogh voted yes.
Jamie Erickson voted yes.
Bob Golk voted yes.
Ken Lewis voted yes.
Gary Milner voted yes.
Paul Mitchell voted yes.

The motion carried unanimously.

Discussion followed regarding the number of staff that must take a report of the claim. This could become very uncomfortable to someone making a claim if it involves several people.

Ken Lewis moved to amend the wording to “or” versus “and” in the new sentence under the Reporting and Prohibition on Retaliation section in the Employee Handbook. The motion was seconded.

A roll call vote was taken.

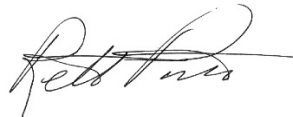
Barbara Smith voted yes.
Don Schleuse voted yes.
John Traphagen voted yes.
Patrica Voyna voted yes.
Gaye Young voted yes.
Kathie Balogh voted yes.
Jamie Erickson voted yes.
Bob Golk voted yes.
Ken Lewis voted yes.
Gary Milner voted yes.
Paul Mitchell voted yes.
Herman Mullins voted yes.

The motion carried unanimously.

With no further business, the meeting adjourned at 2:43 p.m.



Kathie Balogh
National Secretary



Rett Porter
National President

**FMCA
TREASURER'S REPORT
EXECUTIVE BOARD MEETING
May 20, 2022**

For the period through March 31, 2022

This is a non-traditional economic downturn in a job seekers market with supply chain interruptions. Companies that will thrive are the ones that can raise prices. Convention revenue is a major source of cash flow. Tucson made a profit of \$43,965. With cancelations the last two weeks, we have a shortfall of \$400,000.

The data for this report comes from the accounting department and Investment Advisor. Revenue for the fiscal year 2022 through March 31, 2022, was \$5,421,905. Expenses were \$5,103,386 for an operating income of \$318,519. Portfolio Value is \$8,675,109. Change in Net Assets is \$68,122.

Departmental Results compared with current budget:

With 5 open positions, salaries are down \$137,700.

Executive Board travel is down \$6,900.

National VP travel is down \$15,043.

Staff travel is down \$8,495.

Admin expenses are down \$20,029.

See attached pie chart for how we spend \$50 from dues.

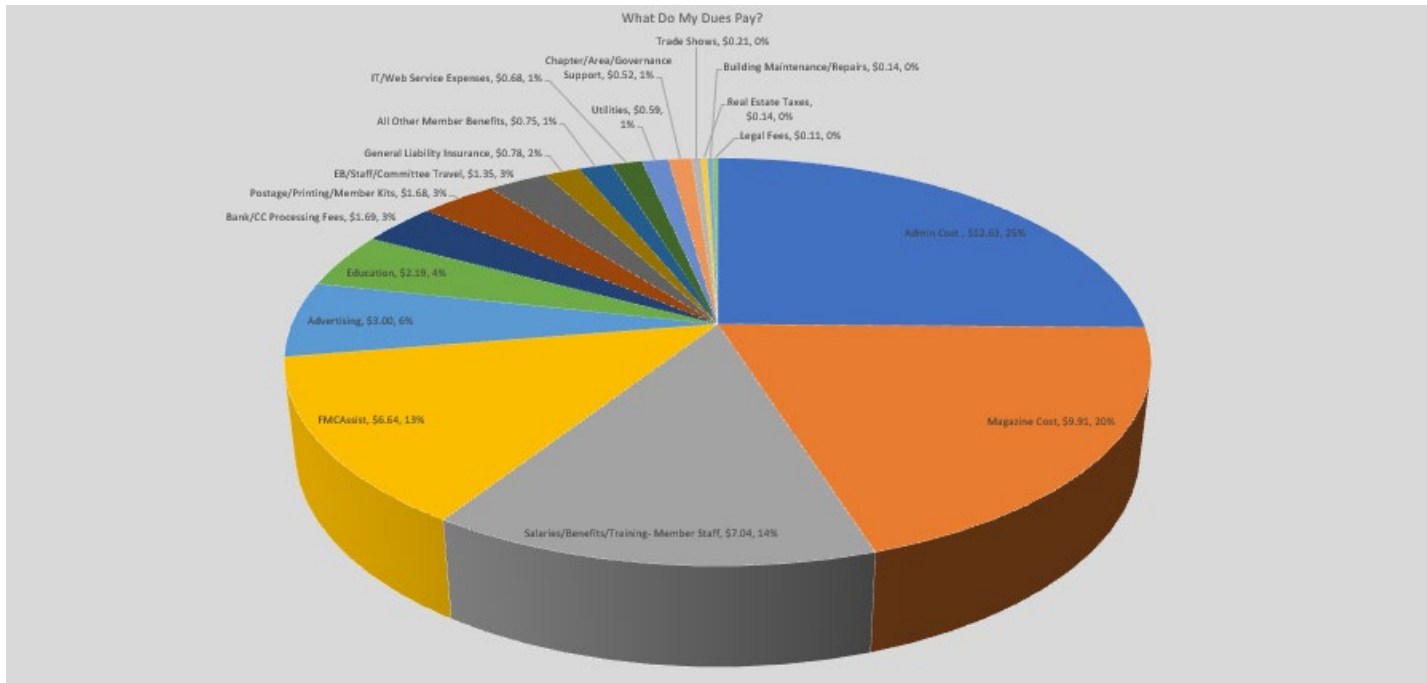
Budget 2022-2023

The finance committee accepted and proposed a budget with a surplus of \$13,263.28 and a reserve of \$25,000. Education set-aside is \$230,000. The budget includes increased campground income earmarked for campground repairs and necessary improvements.

A handwritten signature in black ink that reads "Barbara M. Smith". The signature is written in a cursive style with a large initial 'B' and a long, sweeping tail on the 'h'.

Barbara Smith

FMCA National Treasurer



Admin Cost	1183657	24.52%
Magazine Cost	972115	20.14%
Salaries/Benefits/Training-Staff	695143	14.40%
FMC Assist	622579	12.90%
Advertising	315000	6.53%
Education	230000	4.77%
Bank/CC Processing Fees	158055	3.27%
Postage/Printing/Member Kits	156940	3.25%
EB/Staff/Committee Travel	126882	2.63%
General Liability Insurance	73340	1.52%
All Other Benefits	70100	1.45%
IT/Web Expenses	63831	1.32%
Utilities	55376	1.15%
Chapter/Area/Governance Support	49009	1.02%
Trade Shows	19120	0.40%
Real Estate Taxes	12675	0.26%
Building Maintenance/Utilities	12612	0.26%
Legal Fees	9900	0.21%

FAMILY MOTOR COACH ASSOCIATION

ACTUAL vs BUDGET FISCAL YEAR 2022- Through March 31, 2022

			Actual Vs. Budget	Prior Year	Current Year Vs.
Revenue	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Prior Year Variance</u>
Membership/Commercial	3,915,104	2,297,583	1,617,521	2,271,601	1,643,503
Magazine/Web/Classifieds/ Digital/Enewsletter	562,161	573,920	(11,759)	602,843	(40,682)
Winter Convention	944,640	1,238,475	(293,835)	869,083	75,557
Summer Convention	-	-	-	-	-
PPP Grant	-	-	-	-	-
Total	<u>5,421,905</u>	<u>4,109,978</u>	<u>1,311,927</u>	<u>3,743,527</u>	<u>1,678,378</u>
Expenses					
Membership	1,890,474	691,721	1,198,753	579,077	1,311,397
Winter Convention	927,380	795,300	132,080	784,411	142,969
Summer Convention	-	-	-	-	-
Magazine	273,875	314,622	(40,747)	325,847	(51,972)
Travel	75,063	113,774	(38,711)	4,265	70,798
Administrative	<u>1,936,594</u>	<u>1,956,623</u>	<u>(20,029)</u>	<u>1,715,451</u>	<u>221,143</u>
Total	<u>5,103,386</u>	<u>3,872,040</u>	<u>1,231,346</u>	<u>3,409,051</u>	<u>1,694,335</u>
Operating Income Before Investments/Taxes	<u>318,519</u>	<u>237,938</u>	<u>80,581</u>	<u>334,476</u>	<u>(15,957)</u>
Investment Results					
Interest/Dividends	92,801	-	-	87,324	5,477
Realized gains/loss	184,404	-	-	253,172	(68,768)
Unrealized gains/losses	(288,611)	-	-	1,069,446	(1,358,057)
Investment Fees	<u>(23,032)</u>	-	-	<u>(22,030)</u>	<u>(1,002)</u>
Taxes	<u>(48,055)</u>	-	-	<u>(64,581)</u>	<u>16,526</u>
Education	<u>(99,999)</u>	<u>(66,664)</u>	<u>(33,335)</u>	<u>(44,462)</u>	<u>(55,537)</u>
Depreciation	<u>(67,905)</u>	-	-	<u>(63,251)</u>	<u>(4,654)</u>
Change in Net Assets	<u>68,122</u>	<u>171,274</u>	<u>(103,152)</u>	<u>1,550,094</u>	<u>(1,481,972)</u>

**Audit Committee (FMC)
Report to the Board of Directors
May 20, 2022**

A meeting of the Audit Committee of Family Motor Coaching, Inc. was held on May 18, 2022, in Cincinnati. Committee member Paul Mitchell was elected Chairman of the Committee and the Association's Compliance Officer. The committee is forwarding the following recommendations to the Executive Board:

- To accept the 2021 year-end audit report submitted by Anderson Kurtz Financial Services, LLC.

**Convention Committee
Report to the Board of Directors
May 20, 2022**

A meeting of the Convention Committee of Family Motor Coaching, Inc. was held on May 19, 2022, in Cincinnati, Ohio, and via teleconference.

The committee recommended the following:

- The Convention Committee recommends Tucson, Arizona, for the spring 2024 National Convention, pending successful negotiations.

Finance Committee (FMC)
Report to the Board of Directors
May 20, 2022

A meeting of the Finance Committee of Family Motor Coaching, Inc. was held on May 18, 2022, in Cincinnati, Ohio. The committee is forwarding the following recommendations to the Executive Board:

1. To earmark 50% of the association's net operating earnings to each of the reserve funds in the investment portfolio as outlined in Policy & Procedure #2035, Reserve Funds.
2. To set aside \$230,000 for the purpose of education for FMCA's 2023 fiscal year proposed budget.
3. To accept the recommendation from the Wage Review Board for the 2023 budget for salaries in the amount of \$2,310,745, as outlined in Policy & Procedure #4012, Wage Review Board.
4. To accept the 2023 fiscal year proposed budget with a surplus of \$13,263.28.