

## EXECUTIVE BOARD MEETING MINUTES

A regular meeting of the Executive Board of the Family Motor Coach Association was held on Friday, May 19, 2023, 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 9:00 a.m. An Invocation was given, and the Pledge of Allegiance to the Flag of the United States of America was recited.

### Members present:

Rett Porter	National President
Gary Milner	National Senior Vice President
Kathie Balogh	National Secretary
Barbara Smith	National Treasurer
Phyllis Britz	National Vice President, Eastern Area
Dianna Huff	National Vice President, South Central Area
John Jacobs	National Vice President, Midwest Area
Connie Jones	National Vice President, Rocky Mountain Area
Ken Lewis	National Vice President, Great Lakes Area
Dennis Martin	National Vice President, Northwest Area
Paul Mitchell	National Vice President, International Area
John Traphagen	National Vice President, Northeast Area
Patricia Voyna	National Vice President, Southeast Area

### Members present via Zoom conference:

Bob Golk	National Vice President, Western Area
Jon Walker	Immediate Past National President (non-voting member)

### Guests present:

Chap Mitzell	Windsor Wealth Management
Brian Shupe	Windsor Wealth Management
Bob Weithofer	Chairman, Policy and Procedure Committee
Jason Gabbard	Konkord, Director of Technology
Matt Smith	Konkord, VP of Client Solutions
Jeff Waddell	Waddell Solutions

### Staff present:

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

President Porter conducted an officer installation for Connie Jones, National Vice President, Rocky Mountain Area, who had been elected to fill the vacant position.

President Porter asked for corrections to the minutes of the previous meeting, held on March 11, 2023. Kathie Balogh noted that the minutes were previously approved by email. There were no corrections, and President Porter noted that the minutes were approved as distributed.

President Porter called on Barbara Smith for the Treasurer's Report (Attachment #1).

National Treasurer Barbara Smith noted that the economy has been a bit sluggish. She reviewed the revenue through March 31, 2023, that being \$5,392,247. The expenses during the same time period were \$5,583,739. The operating loss was reported at (\$191,492). The net change in assets was (\$230,253.)

***Ken Lewis moved to accept the Treasurer's Report. The motion was seconded, and a roll call vote was taken:***

Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Connie Jones voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.

***The motion carried unanimously.***

President Porter accepted the Treasurer's Report for file.

President Porter called on Brian Shupe with Windsor Wealth Management for an investment update.

Brian Shupe noted that it has been a pretty good year for FMCA's portfolio. He shared information about the market performance so far for the year. He said the market has been volatile, but overall, it's been a good start to the year. Brian commented on the real impact of the Silicon Valley Bank and the First Republic Bank collapses. He noted that smaller regional banks are on solid footing. Interest rate increases were discussed. He noted that the Federal Reserve may end up leveling out interest rates and stopping the rate increases. He mentioned that bond rates were increasing and serve as better protection against the equity market volatility. He said inflation is continuing to slow down, and the Federal Government has done a good job at managing inflation, noting that we are closer to the target rate of inflation. Brian mentioned the debt ceiling debate, noting that it is part of the political system, and, largely, markets just ignore the shutdowns.

President Porter called on Chris Smith for the Chief Executive Officer Report (Attachment #2).

Chris highlighted items from his written report, including SMS text messaging; chapter and area website hosting; a flash sale for membership; Micro-Air partnership; FMCA Campground update; Readex Research readership survey; area elections; area rally registrations; monthly dues; iHeart Media; and FMCA's 60<sup>th</sup> Birthday. There were no questions.

The Chief Executive Officer Report was accepted for file.

President Porter called on chairman Paul Mitchell for the Audit Committee report (Attachment #3).

***On behalf of the Audit Committee, Paul Mitchell moved to recommend the Executive Board to accept Flynn and Company as the new audit firm. The motion was seconded, and a roll call vote was taken:***

Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Connie Jones voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.

***The motion carried unanimously.***

The Audit Committee Report was accepted for file.

President Porter then called on chairman Gaye Young for the Education Committee Report (Attachment #4).

***On behalf of the Education Committee, Gaye Young moved to contact all members who have completed all Curriculum Technical Articles, becoming an "RVer Extraordinaire," offering \$10 off of their next FMCA membership renewal according to the statement on FMCA University website. The motion was seconded, and discussion followed.***

A question was raised regarding the time length of the proposed renewal. Gaye noted that it would be a one-time offer. A question was raised regarding issuing a coupon for \$10 off a renewal instead of trying to maintain a roster of qualifying members. Gaye noted that the intent is to ensure they remain members, helping with member retention. The treasurer noted that she is for any attempt to increase the membership. A suggestion was made that the renewal coupon should only be for one-time use.

***Paul Mitchell moved to amend the motion to offer a free one-time-only renewal of their membership upon completion of all the modules at FMCA University. The amendment was seconded.***

Aaron noted that there have been a few members who have taken advantage of the \$10 off renewal; probably fewer than five people.

Gaye noted that during the time of the Perry event in March, approximately 40 people had completed all of the online quizzes, and four of those 40 were in attendance at Perry.

Aaron commented that the FMCA University website states that the offer of \$10 off your next FMCA renewal, and members have taken advantage of the discount.

It was noted that there are four levels of achievement. A suggestion was made to provide \$10 off renewal at level 100; \$20 off at level 200; \$30 off at level 300; and at level 400, a free membership renewal could be issued. The intent is for members to use a one-time only offer. Gaye noted that there are 300 articles posted currently. She suggested leaving it alone at this point, and once more articles are added and members reach level 400, it could be a free membership renewal.

It was reported that the education set-aside funds in the budget are substantial, and this proposal is not in the current budget, and FMCA is over \$400,000 over budget currently.

***A roll call vote was taken on the amendment:***

Bob Golk voted no.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Connie Jones voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted no.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.

***The amendment carried with 11 votes “for” and two votes “against.”***

President Porter noted that the motion on the floor is item #1, as amended, and reads as follows:  
“Contact all members who have completed all Curriculum Technical Articles, becoming an ‘RVer Extraordinaire,’ offering a free renewal membership for one-time-only use.”

***A roll call vote was taken:***

Dianna Huff voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Connie Jones voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted no.  
John Traphagen voted yes.  
Patricia Voyna voted yes.

Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted no.

***The motion carried with 11 votes “for” and two votes “against.”***

***On behalf of the Education Committee, Gaye Young moved to provide recognition and a certificate at all International Conventions for those members present who have achieved each of the four levels of “RVer Extraordinaire” status. This should be included during the introduction portion of one of the evening programs, with pictures to be included in the magazine. The motion was seconded.***

Gaye noted that the committee would like to recognize those who have completed the FMCA University modules, and this also gives an opportunity to let the members know that there is an FMCA University seminar held during the events. A question was raised about the recognition of every level, or just the RVer Extraordinaire level. Gaye noted that there have been 1,100 members who have completed at least one lesson; 52-plus have completed 200-300-plus lessons; and 30 people have completed over 100 lessons. We have reports that show who have completed each level. President Porter noted the voluminous amount and that it could be using time and resources for this recognition. It was noted that the probability of members attending convention could be numerous.

***Patricia Voyna moved to amend the motion to strike the words “each of the four levels of” so the motion reads ... who have achieved “RVer Extraordinaire” status. The amendment was seconded.***

Discussion followed regarding different levels, since adding material to FMCA University is an ongoing process. A question was raised regarding the type of recognition that would be done. It was noted that anyone present would stand when recognized, and not be brought up on stage. Gaye said that she would like to have people on stage or at least in front of the stage for the photos for the magazine.

A roll call vote was taken:

John Jacobs voted yes.  
Ken Lewis voted yes.  
Connie Jones voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.

***The amendment carried unanimously.***

President Porter noted the motion on the floor is item #2, as amended, which reads as follows: ***“On behalf of the Education Committee, Gaye Young moved to provide recognition and a certificate at all International Conventions for those present who have achieved “RVer Extraordinaire” status. This***

***should be included during the introduction portion of one of the evening programs, with pictures to be included in the magazine. A roll call vote was taken:***

Connie Jones voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.

***The amended motion carried unanimously.***

***On behalf of the Education Committee, Gaye Young moved to provide accomplishment lapel pins for completion of 100, 200, 300, and 400 unique University Curriculum Technical Articles (RV Collegiate I, II, III, IV). The motion was seconded, and discussion followed.***

Gaye noted that she reached out to Aaron on the cost of the recruitment pins. She felt that she could purchase pins for less than the cost of the recruitment pins. Members can wear them on their lanyards for recognition. They would need to be priced. She does not have a cost for the pins at this time.

A comment was made that the proposals do not have costs associated with any of the recommendations, and there was no pricing included in the budget. Committee member Glenda Milner noted that it would be helpful for the Board to have a cost estimate for their activities listed in the report.

***A roll call vote was taken:***

Ken Lewis voted no.  
Dennis Martin voted no.  
Gary Milner voted no.  
Paul Mitchell voted no.  
Barbara Smith voted no.  
John Traphagen voted no.  
Patricia Voyna voted no.  
Kathie Balogh voted no.  
Phyllis Britz voted no.  
Bob Golk voted no.  
Dianna Huff voted no.  
John Jacobs voted no.  
Connie Jones voted no.

***The motion failed.***

President Porter suggested that the remaining items be sent back to committee for reconsideration, and to put a budget figure with each item. They could be brought back to the board at a future meeting. It was noted that the Education Committee needs to have a cost estimate to present to the Finance Committee so they can be included in a future budget.

Gaye noted that they will keep working on RV Basics II for future events.

The meeting recessed for lunch at 12:12 p.m., and reconvened at 1:11 p.m.

President Porter noted that he had asked for a presentation from Konkord, LLC, the company that does the managed services for the TechConnect program. The Board members heard a presentation from Matt Smith, VP of Client Solutions, and Jason Gabbard, Director of Technology, from Konkord, LLC as well as Jeff Waddell with Waddell Solutions.

President Porter then called on chairman Barbara Smith for the Finance Committee Report (Attachment #5).

At the request of the Convention Committee, the Finance Committee considered the financial implications of lowering the expected attendance in Tucson, which impacted the convention budget and the overall budget, lowering the surplus from \$2,006 to \$1,933. All committee members were present by Zoom or telephone, and the Finance Committee came to a consensus to make the adjustments.

***On behalf of the Finance Committee, Barbara Smith moved 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. The motion was seconded, and a roll call vote was taken:***

Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.

***The motion carried unanimously.***

***On behalf of the Finance Committee, Barbara Smith moved to set aside \$255,000 for the purpose of education for FMCA's 2024 fiscal year proposed budget. The motion was seconded, and a roll call vote was taken:***

Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.

Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.

***The motion carried unanimously.***

***On behalf of the Finance Committee, Barbara Smith moved to remove \$100,000 from the investment account to fund the marketing initiative for the current fiscal year, 2023. The motion was seconded.***

Treasurer Smith noted that the initiative is to partner with Membership Corporation of America (MCA) for the remainder of the 2023 fiscal year, to help increase membership in FMCA. MCA will work closely with our Marketing Department to ensure sure all of our current efforts are aligned, bringing growth to our organization during a time of economic stress. All marketing initiatives will be done collaboratively with MCA to strengthen FMCA's Marketing Department and efforts to grow the organization.

A question was raised regarding any restrictions or any performance guidelines to ensure they do a good job. It was noted that we have worked with them in the past, and it is part of their process to deliver the benchmark results agreed upon. A question was raised regarding why the previous agreement was terminated.

CEO Chris Smith noted that they previously reviewed all of the marketing materials and efforts. They provided feedback by editing documents and removed some items. Chris noted that we would be doing the same agreement this time and they would review all of our current materials and efforts. They will offer suggestions on any improvements we can make. They will provide guidance on expected growth.

***A roll call vote was taken:***

Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.

***The motion carried unanimously.***

***On behalf of the Finance Committee, Barbara Smith moved to accept the recommendation from the Wage Review Board for the 2024 budget for salaries in the amount of \$2,354,802, as outlined in Policy & Procedure #4012, Wage Review Board. The motion was seconded, and a roll call vote was taken:***

Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.

***The motion carried unanimously.***

Treasurer Smith reviewed the wording in the budget policy and procedure, stating that any proposals that come forward must have paperwork as indicated in the policy.

***On behalf of the Finance Committee, Barbara Smith moved to accept the 2024 fiscal year proposed budget with a surplus of \$1,933. A roll call vote was taken:***

Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.

***The motion carried unanimously.***

The Finance Committee Report was accepted for file.

President Porter then called on chairman Paul Mitchell for the Member Recruitment Committee Report (Attachment #6). Paul noted that the committee had two recommendations, and the FMCA University-related recommendation had already been discussed.

***On behalf of the Member Recruitment Committee, Paul Mitchell moved to approve a program to provide current FMCA members one free year of FMCA membership for the first new member they sign up after a designated starting date, in lieu of a \$10 coupon. The motion was seconded.***

Paul Mitchell mentioned the rationale for the motion is to provide an incentive for members to stay in FMCA, and this program would apply to a renewal membership. This one-time program would go along with the affiliate program and be easy to use. It was noted that the intent is for a member to use this only one time for renewal. They would not get the recruitment coupon for this program. It was noted that FMCA would receive only one membership fee but would be providing two memberships. President Porter noted that they could always bring the program back to the Executive Board if the program gets too expensive. ***A roll call vote was taken:***

Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.

***The motion carried unanimously.***

The Member Recruitment Committee Report was accepted for file.

President Porter then called on chairman Bob Weithofer for the Policy and Procedure Committee Report (Attachment #7).

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #1010, Assumed Business Name. The motion was seconded.***

Bob noted that this is a new P&P. The request came from the Long-Range Planning Committee. It would only go into effect if the Constitution and Bylaws amendments are approved. ***A roll call vote was taken:***

John Jacobs voted no.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.

Paul Mitchell voted yes.  
Barbara Smith voted no.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted no.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.

***The motion carried with 10 votes “for” and 3 votes “against.”***

The Executive Board members who voted no stated the rationale as follows: they do not agree with the need for FMCA to develop an assumed business name; the assumed business name would need to be identified and appropriate research done to make sure another organization is not using that name.

Bob noted that the policy and procedure sets up the ability to use an assumed business name, and the questions that are being raised are part of the process.

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #1017, Membership Fees and Dues, to add a new membership category. The motion was seconded.***

Bob noted that this is a new P&P. The request came from the Long-Range Planning Committee. It would only go into effect if the Constitution and Bylaws amendments are approved. He also noted that the new category does not require ownership of an RV and limits the membership to a two-year period. The idea is to increase membership while providing education for those considering RV ownership. It was noted that this is a great opportunity for sales at RV shows among those who are not yet RV owners. We receive income if the person pays dues and never purchases an RV.

***Ken Lewis moved to amend the motion to strike the sentence in item F. on page 2 that states “A Pathfinder membership is limited to a maximum of 24 months.” The motion was seconded.***

Paul mentioned that the committee would not be opposed to deleting the two-year restriction. A comment was made that at some RV shows, people have RV units that do not qualify for membership, and they would fit into the Pathfinder category. It was confirmed that they would. ***A roll call vote was taken:***

Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted no.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.

Connie Jones voted yes.

***The amendment carried with 12 votes “yes” and 1 vote “no.”***

President Porter noted that the motion on the floor is to accept Policy and Procedure #1017, as amended. ***A roll call vote was taken:***

John Jacobs voted yes.

Connie Jones voted yes.

Ken Lewis voted yes.

Dennis Martin voted yes.

Gary Milner voted yes.

Paul Mitchell voted yes.

Barbara Smith voted yes.

John Traphagen voted yes.

Patricia Voyna voted yes.

Kathie Balogh voted yes.

Phyllis Britz voted yes.

Bob Golk voted yes.

Dianna Huff voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #1018, FMCA Emblems, which changes the method of approval. The motion was seconded.***

Bob noted that the suggested amendments came from the Long-Range Planning Committee. It eliminates the FMCA Herald. It sets up a committee process to propose any emblem changes instead of the Herald. It was noted that the FMCA emblem is the goose egg. The committee would report to the Executive Board, then the recommendation would go to the Governing Board.

***A roll call vote was taken:***

Ken Lewis voted yes.

Dennis Martin voted yes.

Gary Milner voted yes.

Paul Mitchell voted yes.

Barbara Smith voted yes.

John Traphagen voted yes.

Patricia Voyna voted yes.

Kathie Balogh voted yes.

Phyllis Britz voted yes.

Bob Golk voted yes.

Dianna Huff voted yes.

John Jacobs voted yes.

Connie Jones voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve a new Policy and Procedure #1018/A, FMCA Logos. The motion was seconded.***

Bob noted that this recommendation came from the Long-Range Planning Committee. They recognized that sometimes FMCA has the need for a different logo for marketing purposes, and this sets up a procedure for approval by a committee. New FMCA logos would be approved by the Executive Board, not the Governing Board.

***A roll call vote was taken:***

Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve a new Policy and Procedure #3000/A, Area and Chapter Contract Review. The motion was seconded.***

Bob noted that this policy and procedure codifies the requirements of the insurance carrier that all contracts be reviewed prior to signing. The procedure was not officially outlined the P&Ps. It establishes the procedure by which the review and approval are done. Chapter Services Department staff noted that it fits the current requirements for review.

A question was raised regarding the insurance agent being involved in the process. The agent normally sees the contracts before the attorney. A question was raised regarding contracts being signed prior to submission to FMCA. Bob noted that the P&P states that the contracts cannot be signed prior to review. CEO Smith noted that only the president can authorize approval of a certificate of insurance if the contract is signed prior to review. It was also noted that area rallies have multiple contracts for services, including entertainment, ice cream social, golf carts, fairgrounds, sound, etc. CEO Smith noted that the intent is to have all contracts for services reviewed before signing. Chris noted that FMCA wants to be sure the terms are fair, and cancelation information is included. If it requires a signature, it should be considered a contract, and should be reviewed. Bob noted that having the policy and procedure makes it easier for chapters and areas to know what the requirements are.

***A roll call vote was taken:***

Gary Milner voted yes.  
Paul Mitchell voted yes.

Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.

***The motion carried unanimously.***

Bob reported that a subcommittee was formed to review the FMCA Review Council procedures for investigation of a complaint.

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved that the Executive Board direct the Constitution and Bylaws Committee to prepare the necessary Bylaws Amendments to implement the recommendations of the Review Council Subcommittee. The motion was seconded.***

Bob noted that the documents would be brought before the Executive Board and the Governing Board prior to any changes being made.

***A roll call vote was taken:***

Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.

***The motion carried unanimously.***

The Policy and Procedure Committee Report was accepted for file.

Under unfinished business, President Porter called for discussion of Policy and Procedure #2031/A, Vice Presidents Allocation of Expenses.

President Porter noted that the expense allocation was reverted to the May 2022 percentages during the Perry, Georgia, meeting.

It was noted that the Policy and Procedure Committee was to propose a formula for allocating the percentages, which they have done. President Porter suggested that the Board determine what the percentages should be and bring the percentages back to the Gillette meeting. The P&P Committee revised the allocation amounts, which were deemed not acceptable in Perry. The Committee asked the Executive Board to provide direction on the percentages. The point was made that the amount is allocated in the budget for spending. The percentages are as shown in the current policy and procedure. The expectation is that not all funds will be spent.

***John Traphagen moved to keep the allocations the same as the current policy and procedure. The motion was seconded.*** The actual figures spent for the budgeted line item were reviewed. ***A roll call vote was taken:***

Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.

***The motion carried unanimously.***

Under new business, the Executive Board discussed flash sales. CEO Chris Smith currently has authorization for two per year. He requested the ability to be flexible and to do quarterly flash sales. There would be two per year for new joins, and two for renewals, at quarterly intervals.

***John Traphagen moved that the CEO be authorized to send quarterly flash sales - two for renewals and two for new joins without having prior Executive Board authorization. The motion was seconded.***

Chris noted that they could put restrictions on each category. ***A roll call vote was taken:***

Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.

John Traphagen voted yes.

***The motion carried unanimously.***

Chris Smith recommended the Education Committee come up with additional ideas for the Pathfinder group in preparation for them entering the membership. Younger members need education on RVing and that is one more reason they should join. Chris mentioned that one recommendation is to record some of the seminars done at conventions, and this could be part of the process.

President Porter called for discussion on Area Rally dates.

Paul Mitchell noted that the 2024 INTO Rally will be held May 17 - 21 in Muskogee, Oklahoma. Dennis Martin added the dates of June 12 - 16, 2024, June 18 - 22, 2025, in Salem, Oregon; June 17 - 21, 2026, in Coos Bay, Oregon, and June 16 - 20, 2027, in Albany Oregon, for the Northwest Area Rallies. Connie Jones added that because the International Convention is in Gillette this year, the Rocky Mountain Area Rally was cancelled for 2023. John Jacobs added the dates for the Midwest Area of July 24 - 27, 2024, in Amana, Iowa. Phyllis Britz added the dates for the Eastern Area Rally of October 23 - 27, 2024, in Asheville, North Carolina. John Traphagen added the dates for the Northeast Area Rally of July 11 - 14, 2024, in Essex, Vermont, pending a contract approval.

***Ken Lewis moved to approve the Standing Rules and Agenda for the Gillette, Wyoming, Governing Board meeting. The motion was seconded, and a roll call vote was taken:***

Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.

***The motion carried unanimously.***

***John Traphagen moved to destroy the ballots of the 2022 Area Vice President Election. The motion was seconded, and a roll call vote was taken:***

Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.

Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.

***The motion carried unanimously.***

President Porter noted the dates for the upcoming Gillette event activities:

Thursday, August 17 - 8:00 a.m.	National Officers and AVPs arrive
Saturday, August 19 - 9:00 a.m.	Executive Board Meeting
Tuesday, August 22 - 8:00 a.m.	National Director's Briefing/Training
Wednesday, August 23 - 9:00 a.m.	Governing Board Meeting
Saturday, August 26 - 9:15 a.m.	Annual Membership Meeting
Saturday, August 26 - 2:00 p.m.	Executive Board Meeting

President Porter recessed the meeting at 3:56 p.m., and reconvened at 4:32 p.m.

***John Traphagen moved to go into Executive Session for the purpose of discussing the FMCA Awards nominations. The motion was seconded, and a roll call vote was taken:***

Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Bob Golk voted yes.  
Dianna Huff voted yes.  
John Jacobs voted yes.  
Connie Jones voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.

***The motion carried unanimously.***

The report out of the Executive Session is as follows: No awards were designated for this year.

Paul Mitchell discussed a proposal for membership wherein the Area Vice Presidents would call expired members. Membership Director Aaron White informed the Board about the current process. He noted that the membership department is calling new members and would be happy for the current Board members to call expired members. Paul noted the feedback from members is invaluable. A script could be developed for those who are not comfortable. Aaron explained the renewal efforts that FMCA

currently uses. Paul noted that he would be thanking them for being a member and wanting to know what FMCA could do better. Several Board members noted that they were not comfortable with making cold calls, especially if the member had lost a spouse. Aaron noted that notices are also mailed to members.

Jon Walker shared that he was originally responsible for hiring MCA. He noted the need should be to focus should be on new acquisitions. They will work with the marketing team and develop a new process for acquiring new members. Rett Porter suggested tabling the discussion for the Gillette meeting.

The meeting was adjourned at 5:21 p.m.



Kathie Balogh  
National Secretary



Rett Porter  
National President

**FMCA  
TREASURER'S REPORT  
EXECUTIVE BOARD MEETING  
May 19, 2023**

For the period through March 31, 2023

The economy sits on a confluence of broad trends affecting the RV industry: the ongoing post pandemic rebound in services with a slowdown in the economy partially due to Federal Reserve interest rate increases. The Consumer Price Index (CPI) was 6% as of March 2023. Bloomberg forecasts the CPI at year end to be 4.3%. The data for this report is compiled by our internal accounting department unless otherwise noted.

- Revenue through March 31 was \$5,392,247.
- Expenses were \$5,583,739.
- The Perry Convention results are included in this report.
- Invoices for Hale Northeast and the fairgrounds were just under \$500,000; \$250,205 and \$244,259, respectively.
- Operating Income/Loss was (\$191,492).
- Change in Net Assets is \$230,253 (see the attached spreadsheet).

Brian Shupe, a representative from Windsor Wealth Management, will discuss why our investment results have been improving but disappointing in this economy.

Cash flow forecasts are challenging, we can plan for rally attendance, but not the weather and other issues.



Barbara Smith  
FMCA National Treasurer

**CEO'S REPORT  
TO THE EXECUTIVE BOARD  
CINCINNATI, OH  
May 19, 2023**

The following is a report of activities that have occurred since the March 2023 convention in Perry, GA. This is a summary of the high-level projects we have been working on, and not a representation of all the work staff has completed.

**SMS TEXT MESSAGING**

Using text messaging to communicate with current members has seen very productive results. It has provided another channel to stay connected with our current members, and has improved our renewal efforts and event sign-ups:

Membership saw the on-time renewal rate go up 3% in March and 9% in April.

- 347 members who received the "day before expiration" text message have renewed their membership.
- 119 members whose membership expired between January 2021 and February 2022 renewed.
- 1,110 members renewed or rejoined from texts promoting the spring flash sale.

Gillette has seen 161 out of 515 (as of May 5, 2023) sign-ups from the text promotion for the event.

**CHAPTER AND AREA WEBSITES**

FMCA's IT department continues to help areas and chapters roll out new and improved websites at a very affordable price. The Great Lakes Area website is complete. The Midwest and Eastern areas are having their website templates updated. The Village Rovers chapter just signed an agreement for us to develop a new website for them.

**SPRING FLASH SALE**

As in the past, our recent flash sale was a tremendous success. Here are the results:

139 new joins

22 rejoins (Expired more than two years)

91 re-instated members (Expired less than two years)

4,264 current member renewals

## **MICRO-AIR**

The agreement was signed earlier this year. It has not yet been launched because FMCA is waiting for Micro-Air to provide the marketing materials needed. A meeting was held between FMCA and Micro-Air on March 28, 2023, to determine what FMCA needed for marketing of the program. A follow up email was sent on May 4, 2023, to Micro-Air's marketing director to check status. FMCA was told it was being worked on and an update would be provided soon.

## **CAMPGROUND UPDATE**

The Ohio Health Department does quarterly inspections of the FMCA campground. There was an inspection done in December 2022. The report was not mailed to us until March 2023. In that report, it was stated that FMCA is using sites that are unapproved based on our campground license. The sites in question are the electric-only sites, which were installed in the early 1990s. In the over 30 years those sites have been in operation, FMCA has never been told they were unapproved. To continue using those sites, a plan must be submitted to the state of Ohio Health Department for approval. That plan is currently being finalized and will be submitted to the state soon.

## **READEX RESEARCH READERSHIP SURVEY**

We have engaged Readex Research to conduct a readership survey on behalf of FMCA. Readex is an independent research firm that is well-known in the association and publishing industries. They last conducted a readership survey for FMCA in 2019, and it was time for an update. The purpose of the survey is to gather readership demographics and key information that the sales team can use in approaching advertisers. As in 2019, both mailed and online surveys will be used. Readex mailed the print survey on May 9 to about 1,600 members we would not have been able to reach otherwise. A link to the online survey will be sent on May 18 to about 16,000 members by FMCA so that it comes from a familiar sender. The online survey will have more questions than the print/mailed survey this time. The sales team had additional questions they wanted to ask, and we could do that via the online survey at no additional cost. Results should be available in late July so that we can incorporate them in an updated media planner.

## **AREA ELECTIONS**

Elections are currently underway for the Midwest Area, Northeast Area, Rocky Mountain Area, South Central Area, and Southeast Area.

## **AREA RALLIES**

Registration is currently open for three events that will be occurring in June – Northwest, Midwest, and Great Lakes. There are also three other events currently open that are starting in August and late fall – Northeast, South Central, and Eastern.

## **MONTHLY DUES**

After the Perry Executive Board meeting, changes were suggested to the monthly dues project. Members will pay a \$10 initiation fee, \$5 per month, and will have access to all member benefits. Final testing is being done.

## **iHEART MEDIA**

For the month of June, FMCA will be doing podcast advertising. Arizona and Florida are the states that will be targeted by this advertising. Facebook stopped being a successful acquisition stream, so staff are trying different things. This is for one month only, and future advertising will depend on this initial test run.

## **FMCA's 60<sup>th</sup> BIRTHDAY**

FMCA celebrates its 60<sup>th</sup> birthday on July 20, 1963. Staff are looking for ideas on how to celebrate. The thought is to do promotions to membership in the month of July and have an event, or events, at the Gillette convention to celebrate.

I respectfully submit this report to file.

A handwritten signature in black ink, appearing to read 'Chris Smith', followed by a horizontal line extending to the right.

Chris Smith, CEO

FMCA

**Audit Committee (FMCA)  
Report to the Executive Board  
May 19, 2023**

A meeting of the Audit Committee of Family Motor Coach Association was held on May 18, 2023 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 Flynn and Company as the new Auditor.

**EDUCATION COMMITTEE REPORT  
TO THE EXECUTIVE BOARD  
MAY 15, 2023**

A meeting of the Education Committee of the Family Motor Coach Association was held on May 15, 2023, by video conference. The committee is forwarding the following recommendations to the Executive Board:

**MOTION**

In an effort to increase and retain membership, FMCA should intensify efforts to advertise and utilize current educational programs and publicly recognize those members who have achieved the highest level of achievement.

1. Contact all members who have completed all Curriculum Technical Articles, becoming an “RV Extraordinaire”, offering \$10.00 off of their next FMCA membership renewal according to the statement on FMCA University.
2. Provide recognition and certificate at all international conventions of those present who have achieved each of the 4 levels of “RV Extraordinaire” status. This should be included during the introduction portion of one of the evening programs with pictures to be included in the magazine.
3. Provide accomplishment lapel pins for completion of 100, 200, 300 and 400 unique University Curriculum Technical Articles (RV Collegiate I, II, III, IV).
4. Provide lapel pins for completion of RV Basics programs.
5. Publish, in the January magazine, a list of members’ education accomplishments including FMCA University and RV Basics.
6. Publish a quarterly article titled “What’s New in RV Education”.
7. Encourage that attachment plates (for RV-mounted goose eggs) be available for purchase by FMCA University students and RV Basics alumni.
8. Plan for RV Basics II in the future.

**Finance Committee (FMCA)  
Report to the Executive Board  
May 19, 2023**

A meeting of the Finance Committee of Family Motor Coach Association was held on May 19, 2023, 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 \$255,000 for the purpose of education for FMCA's 2024 fiscal year proposed budget.
3. To remove \$100,000 from the investment account to fund the Marketing initiative for the current fiscal year, 2023.
4. To accept the recommendation from the Wage Review Board for the 2024 budget for salaries in the amount of \$2,354,802, as outlined in Policy & Procedure #4012, Wage Review Board.
5. To accept the 2024 fiscal year proposed budget with a surplus of \$1,933.00.

**Member Recruitment Committee  
Report to the Executive Board  
May 19, 2023**

A meeting of the Member Recruitment Committee of Family Motor Coach Association was held on April 18, 2023, via teleconference. The committee is forwarding the following recommendations to the Executive Board:

The Member Recruitment Committee recommends that the Executive Board approve the request to:

1. To approve a program to provide current FMCA members one free year FMCA membership for the first new member they sign up after a designated starting date.
2. To recognize members who complete a certain number of modules on FMCA University, on the website, in our magazine and provide them with a certificate commemorating their accomplishment.

**POLICY AND PROCEDURE COMMITTEE  
REPORT TO THE EXECUTIVE BOARD  
MAY 19, 2023**

A meeting of the Policy and Procedure Committee was held on April 17, 2023, via Zoom conference. The committee is forwarding the following recommendations to the Executive Board:

The committee recommends amendments to the following P&Ps.

**1. P&P #1010, Assumed Business Name (new)**

Governing Board approval level

The suggested new Policy and Procedure is being introduced as a recommendation from the Long-Range Planning Committee to fulfill the obligations of the proposed Bylaws Amendment and is contingent on a change to the Bylaws being approved by the Governing Board.

**2. P&P #1017, Membership Fees and Dues**

Governing Board Approval level

This amendment is contingent upon the Proposed Bylaws Amendment being approved by the Governing Board for a new membership category. *The Executive Board amended this proposed policy and procedure to delete the sentence that reads "A Pathfinder membership is limited to a maximum of 24 months."*

**3. P&P #1018, FMCA Emblem**

Governing Board Approval Level

This amendment is being recommended by the Long-Range Planning Committee to modify the method of approving emblems.

**4. P&P #1018/A, FMCA Logos (new)**

Governing Board Approval Level

This amendment is being recommended by the Long-Range Planning Committee to modify the method of approving logos.

**5. P&P #3000/A, Area and Chapter Contract Review (new)**

Executive Board Approval Level

This is a new policy and procedure to outline the process of having contracts reviewed.

**The Subcommittee Report on P&P #1002 Constitution, Bylaws, and Member Code of Ethics Enforcement & #4010, FMCA Review Council Responsibilities**

The suggested amendments are for future changes to both P&Ps. These changes come from the subcommittee appointed to assess the Review Council duties and procedures. The subcommittee's report was accepted by the Policy and Procedure Committee. The proposed amendments are being sent along with a request to direct the Constitution and Bylaws Committee to prepare the necessary amendments to the Constitution and Bylaws for implementation. The policies and procedures are not being proposed until after those amendments.