

**MINUTES**  
**Board of Directors Meeting**  
**Military Writers of America**  
**Tuesday, 17 December 2019**

1. The scheduled quarterly meeting of the MWSA Board of Directors was called to order by president Bob Doerr at 4 pm EST. Attending the meeting by telephone were Doerr, John Cathcart, Joe Epley, Larry Greeley, Phil Keith, Hugh Simpson, and Jim Tritten. Participating as a visitor was Jim Greenwald.  
Vice President George Jackson and Past President Dwight Zimmerman were not present.
2. On a motion duly made and seconded, minutes of the 15 September meeting were approved as submitted. **APPENDIX A**
3. **Treasurer's report:** Hugh Simpson presented the treasurer's report, which showed a positive financial strength of the Society at the end of the year. **APPENDIX B**
4. Simpson presented a **budget for 2020**, which was, on motion duly made and second, approved with the addition of \$4,640 for Dispatches, making a total of \$29,340. **APPENDIX C**
5. **Awards Committee:** John Cathcart reported that the judging period for books would begin and mid-January and continue through July. During 2019 MWSA deemed 39 books of more than 70 reviewed worthy of awards: 14 -Gold, 14-Silver, and 12- Bronze.
6. **2020 Annual Conference:** Jim Greenwald presented a report of the 2020 Annual Conference.
  - a. On motion duly made and second, fees for the conference were approved to cover the sessions cost. **APPENDIX D**
  - b. Since favorable conditions exist, on motion duly made and second, the board approved modifying the bylaws to permit the annual meeting to be held 19 September.
  - c. On motion duly made and second, the board approved appropriating approximately \$900 for a student writing contest to be held in conjunction with the annual meeting. Funds to be appropriated from the MWSA Operations account.
7. **Membership Committee:** John Cathcart reported that MWSA has 301 current dues-paying members, Of these, 258 are current with one-year dues, 8 members have paid for 2 years, 6 members paid for 3 years, and 32 are life members.
8. **Nomination committee report:** On motion duly made and seconded, Joe Epley's proposal on the committee's procedures and timetable were approved. The timetable for nominations is compatible with the bylaws. Other me **APPENDIX E**
9. **Old Business:** there was no old business to be taken care of.

10. **New Business;**

- a. On a motion made and seconded, the Board approved a one-year contract extension on the Red Engine Press contract to produce four Dispatches at a fee set at \$4,640 for the year.
11. The next Board meeting was set as a conference call at 4pm EST, Wednesday, 11 March.
12. There being no further business before the board, on motion duly made and seconded, the meeting adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joe Epley". The signature is written in a cursive style with a large, stylized initial "J".

Joe Epley, Secretary

**MINUTES**  
**Board of Directors Meeting**  
**Military Writers Society of America**  
**12 September 2019**

1. With proper notice given, the quarterly meeting of the Board of Directors was held at annual conference 12 September 2019 in Albuquerque, New Mexico at the Hotel Albuquerque. Attending were Bob Doerr, President; George Jackson, Vice President; Hugh Simpson, Treasurer; Joe Epley, Secretary, and board members John Cathcart, Phil Keith, Jim Tritton, Larry Greenly and Bill MacDonald.  
. Doerr called the meeting to order at 4:00 pm MDT.

2. **MINUTES** of the August meeting, on motion duly made and seconded, were approved as presented. APPENDIX A

3. **TREASURERS REPORT.** Simson presented the treasurers report which was, on motion duly made and seconded, approved. APPENDIX B

4. **2019 ANNUAL MEETING REPORT.** Conference Committee chair Jim Tritton presented a report on the annual meeting stating attendance was above projection. APPENDIX C

5. **2020 ANNUAL MEETING.** President Doerr said the meet in 2020 would be held in New London, Conn. And that Jim Greenwald had agreed to be coordinate the meeting. Phil Keith will assist.

6. **AWARDS COMMITTEE REPORT** John Cathcart said 15 14 13 metals were awarded. The 2020 awards beins in January.

7. **MEMBERSHIP REPORT.** Cathcart reported for the membership chair that the current membership was 296 paid members.

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**i. Elections.** 2020 will require an election of officers and directors. The President designated Joe Epley as chair and members to include Dwight Zimmerman. Epley is to have procedures for the election process at the next meeting of the Board.

10. **NEXT MEETING** will be a conference call at 4 PM EST on 4 December 2019.,

11. There being no further business, the meeting on motion duly made and seconded, adjourned.

3:23 PM  
09/07/19

**MWSA**  
**Reconciliation Summary**  
**MWSA Operating Account, Period Ending 08/31/2019**

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		Aug 31, 19
<b>Beginning Balance</b>		37,550.19
<b>Cleared Transactions</b>		
Checks and Payments - 10 items	-2,314.43	
Deposits and Credits - 43 items	4,512.68	
<b>Total Cleared Transactions</b>	2,198.25	
<b>Cleared Balance</b>		39,748.44
<b>Uncleared Transactions</b>		
Checks and Payments - 3 items	-555.00	
Deposits and Credits - 3 items	210.00	
<b>Total Uncleared Transactions</b>	-345.00	
<b>Register Balance as of 08/31/2019</b>		39,403.44
<b>New Transactions</b>		
Checks and Payments - 2 items	-314.00	
Deposits and Credits - 13 items	3,806.00	
<b>Total New Transactions</b>	3,492.00	
<b>Ending Balance</b>		42,895.44

Treasurers Report for August 31, 2019

Attached please find Reconciled August 2019 Bank Statement and Reconciliation for MWSA Pioneer Account.

Cash on Hand as of:	July 31,2019	August 31, 2019
Program Acct:	\$6,598.44	\$9,466.64
Awards Acct:	\$5,933.86	\$5,902.82
<b>Total Cash on Hand:</b>	<b>\$37,550.19</b>	<b>\$39,748.44</b>

Notes: Amounts in Program and Awards accounts are included in Pioneer Account. Program account carries a

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<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Bill Pmt -Check	05/28/2019	1003	Vire Press, LLC	X	-74.17	-74.17
Bill Pmt -Check	08/02/2019	Draft	Affini Pay	X	-39.17	-113.34
Bill Pmt -Check	08/12/2019	1004	First Florida Insuran...	X	-740.00	-853.34
Bill Pmt -Check	08/15/2019	Draft	Amazon	X	-59.35	-912.69
Bill Pmt -Check	08/19/2019	1007	Red Engine Express	X	-1,110.00	-2,022.69
Bill Pmt -Check	08/20/2019	Draft	PR Log Systems	X	-49.00	-2,071.69
Bill Pmt -Check	08/22/2019	Draft	John Cathcart.	X	-54.00	-2,125.69
Bill Pmt -Check	08/27/2019	Draft	Amazon	X	-3.74	-2,129.43
Bill Pmt -Check	08/28/2019	Draft	Wild Apricot	X	-160.00	-2,289.43
Bill Pmt -Check	08/29/2019		Facebook	X	-25.00	-2,314.43
<b>Total Checks and Payments</b>					<b>-2,314.43</b>	<b>-2,314.43</b>
<b>Deposits and Credits - 43 items</b>						
Deposit	08/01/2019			X	140.00	140.00
Deposit	08/02/2019			X	50.00	190.00
Deposit	08/02/2019			X	120.00	310.00
Deposit	08/02/2019			X	229.00	539.00
Deposit	08/05/2019			X	300.00	839.00
Deposit	08/06/2019			X	229.00	1,068.00
Deposit	08/07/2019			X	50.00	1,118.00
Deposit	08/09/2019			X	50.00	1,168.00
Deposit	08/13/2019			X	4.45	1,172.45
Deposit	08/14/2019			X	50.00	1,222.45
Deposit	08/14/2019			X	150.00	1,372.45
Deposit	08/15/2019			X	140.00	1,512.45
Deposit	08/16/2019			X	50.00	1,562.45
Deposit	08/16/2019			X	350.00	1,912.45
Deposit	08/19/2019			X	50.00	1,962.45
Deposit	08/19/2019			X	50.00	2,012.45
Deposit	08/19/2019			X	50.00	2,062.45
Deposit	08/19/2019			X	55.00	2,117.45
Deposit	08/19/2019			X	100.00	2,217.45
Deposit	08/19/2019			X	150.00	2,367.45
Deposit	08/19/2019			X	229.00	2,596.45
Deposit	08/20/2019			X	50.00	2,646.45
Deposit	08/20/2019			X	50.00	2,696.45
Deposit	08/20/2019			X	50.00	2,746.45
Deposit	08/20/2019			X	300.00	3,046.45
Deposit	08/21/2019			X	50.00	3,096.45
Deposit	08/22/2019			X	50.00	3,146.45
Deposit	08/23/2019			X	50.00	3,196.45
Deposit	08/24/2019			X	50.00	3,246.45
Deposit	08/24/2019			X	150.00	3,396.45
Deposit	08/25/2019			X	50.00	3,446.45
Deposit	08/25/2019			X	55.00	3,501.45
Deposit	08/25/2019			X	498.00	3,999.45
Deposit	08/26/2019			X	50.00	4,049.45
Deposit	08/27/2019			X	50.00	4,099.45
Deposit	08/27/2019			X	229.00	4,328.45
Deposit	08/28/2019			X	17.77	4,346.22
Deposit	08/28/2019			X	50.00	4,396.22
Deposit	08/28/2019			X	50.00	4,446.22
Deposit	08/29/2019			X	6.36	4,452.58
Deposit	08/29/2019			X	50.00	4,502.58
Deposit	08/30/2019			X	3.47	4,506.05
Deposit	08/30/2019			X	6.63	4,512.68
<b>Total Deposits and Credits</b>					<b>4,512.68</b>	<b>4,512.68</b>
<b>Total Cleared Transactions</b>					<b>2,198.25</b>	<b>2,198.25</b>
<b>Cleared Balance</b>					<b>2,198.25</b>	<b>39,748.44</b>

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<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	06/08/2019	Draft	Kathy Rodgers		-140.00	-140.00
Bill Pmt -Check	08/29/2019	1006	Mark Mayerstein.		-199.00	-339.00
Bill Pmt -Check	08/30/2019	Draft	Square Space		-216.00	-555.00
<b>Total Checks and Payments</b>					-555.00	-555.00
<b>Deposits and Credits - 3 items</b>						
Deposit	08/29/2019				50.00	50.00
Deposit	08/30/2019				50.00	100.00
Deposit	08/30/2019				110.00	210.00
<b>Total Deposits and Credits</b>					210.00	210.00
<b>Total Uncleared Transactions</b>					-345.00	-345.00
Register Balance as of 08/31/2019					1,853.25	39,403.44
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	09/06/2019	1008	Robert Kidera		-229.00	-229.00
Bill Pmt -Check	09/06/2019	1009	Holley Vogel		-85.00	-314.00
<b>Total Checks and Payments</b>					-314.00	-314.00
<b>Deposits and Credits - 13 items</b>						
Deposit	09/01/2019				100.00	100.00
Deposit	09/01/2019				249.00	349.00
Deposit	09/01/2019				249.00	598.00
Deposit	09/01/2019				369.00	967.00
Deposit	09/02/2019				50.00	1,017.00
Deposit	09/02/2019				55.00	1,072.00
Deposit	09/02/2019				55.00	1,127.00
Deposit	09/03/2019				229.00	1,356.00
Deposit	09/03/2019				2,190.00	3,546.00
Deposit	09/04/2019				50.00	3,596.00
Deposit	09/04/2019				110.00	3,706.00
Deposit	09/05/2019				50.00	3,756.00
Deposit	09/06/2019				50.00	3,806.00
<b>Total Deposits and Credits</b>					3,806.00	3,806.00
<b>Total New Transactions</b>					3,492.00	3,492.00
<b>Ending Balance</b>					<b>5,345.25</b>	<b>42,895.44</b>

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**MWSA Draft FY 2020 Budget**

<b>Income</b>	2020 Estimate	Notes
Membership Dues	15,500	With decrease in dues..leave the same
Book Review/Awards	3,200	
Conference	5,500	?
Donations/Stickers/Other	<u>500</u>	?
Total Income	24,700	
 <b>Expenses</b>		
REP Contract	4,500	Dropped 11,000/No pricing new Contract
Book/Review Awards	3,200	
Conference	5,500	
Board Meetings	1,500	Including Founder Hotel and Airfare \$1478
Outreach (VA Class, etc)	1,500	
CPA	0	I do cpa filings. \$500 on last years budget
Dues, Renewals, Misc. Fees	<u>2,000</u>	
Total Expenses	24,700	

Note: Estimates for income are based on prior year's experience. Estimated expense is based on the corresponding income item. As the year goes on, specific income and expense numbers will be documented. Dues go into Operations account and cover all expenses of running MWSA. Conference(s) and book awards program need to pay for themselves and fees in each not geared for making anything but a very small profit. That very small excess is necessary to cover any unexpected expense, and if not needed, should be used to decrease cost of future program activities.

**2020 CONFERENCE FEES**

1. Early Bird Full Conference - \$170.00 ends May 31.
2. Full Conference - \$200.00
3. Nonmember - \$220.00
4. Half Conference (arriving after lunch on Friday)- early bird - \$90.00 , after May 31 - \$100.00
5. Spouse /guest Meals only full conf - \$125.00
6. Spouse/guest Meals only half conference - \$80.00
7. Banquet Only - \$50.00.

**TIME TABLE FOR NOMINATION COMMITTEE**

The nominating committee consist of Joe Epley, chairman; Dwight Zimmerman and Joyce Faulkner.

In keeping with the time table prescribed in the bylaws of MWSA:

17 December	Board of Directors approve preliminary schedule
30 January	Nomination committee hold initial meeting, agree to the schedule and assign task
30 April	Nomination committee meets again, reviews names of potential nominees
1 June	Email all members for recommendations and self-nominations. Announce procedures for nomination by petition.
30 June	Nomination Committee meets, selects nominees
15 July	Advise members of committee report, advise how nominate by petition
30 July	Deadline for petitions
13 Aug	Ballots prepared and emailed to all members
25 Aug	Voting deadlines
30 Aug	Nomination Committee meets to ratify election results
6 Sep	Report election results to members.
17 Sep	Report to the membership, secretary introduces new officers and directors

Nominees will be a member in good standing, preferably having a background that includes leadership positions.

No candidate will be a nominee unless he/she agrees to participate in board meetings and attend the annual meeting