

Mormon Battalion Association
Minutes & Action Items
From Friday, June 10th Executive Staff Meeting
Sons of Utah Pioneers Headquarters Building
3301 East 2920 South, Salt Lake City, Utah 84109

The following are the minutes and the list of action items that were discussed at the last Executive Staff meeting of the Mormon Battalion Association on Friday, June 10 2011.

Motion to Amend the By-Laws Section 2.01 = APPROVED

Items in **BOLD** shall be eliminated

- Membership is a person at least twelve years of age who pays the annual Battalion Membership fee. **or, in lieu of the membership fee, contributes a minimum of 40 approved documented service hours to the Battalion. Previous Identifying membership classifications shall be grandfathered in.**

Membership Record Designation Policy = APPROVED

Membership numbers can be assigned by taking the date of a member's application and a letter[s] of their name.

Example for the first applicant today would be – 06102011-A

When applications are scanned into a database it is then easy for the membership officer to search by number to determine what month an individual needs to renew. Life member applicants can simply have an "L" in front.

Financial records and membership records are greatly simplified for tracking member dues.

Additions & Modifications to Handbook/Policy Manual = APPROVED

Requirements for a Detachment to become a Company:

- Have enough members to fill leadership positions mirroring that of the Executive Staff.

- Have been regularly submitting monthly reports of all its activities for at least six months.
- Submits an official request for designation as a company which would include a full leadership roster for membership verification.
- Plan, organize, and follow through with at least one community service project or event that:
 - Enhances their community, or otherwise honors the memory of the original Battalion Members in both word and deed.
 - Projects should be approved in advance by the Executive Staff, and is documented as part of a monthly report.

Report Form = APPROVED

Designation Change of Forms = APPROVED

Jerome will address this in an e-mail to all company leadership when ready to implement, the Commander and Webmaster will receive forms.

Companies and Detachments will report using the Website.

A new form will be created on the website for ALL units to fill out on a monthly basis.

The form will include the following:

- Unit name
- Person Submitting Report
- Date
- Upcoming and Planned Events
- Summary of Previous Events
- Eagle Slide Presentation Summaries
- Membership Attendance
- Membership Growth
- Problems or Concerns for Executive Staff Consideration
- Request for Materials – Slides, Pamphlets, Cards, Etc...

This may be used in lieu of a P.O. form for internal use products
[see MBA Bylaws section 6.19 and 6.20]

Title Change of Publications to Communications Officer = APPROVED

- Simplify Change in membership classifications.
- Post *report form* on Captains Corner page.

- Have Commander & XO send out e-mails indicating that this will be the new procedure.
- Commander & XO collect membership and leadership data for ALL battalion units.
- Make necessary changes to the Policy Manual and Handbook.
- Re-designate Publications Officer as the Communications Officer/Director supervising:
 - Publications
 - Website
 - Public Relations [Online and Internal]
- Add appropriate changes to all necessary documents.
- Responsible for all publications of the Mormon Battalion Association.
 - Content
 - Legal
 - Etc.

Adjutant as the point of contact for all At-Large units = APPROVED
-Oversees the “Project Request Form” for At-Large units = APPROVED
-Becomes the ad hoc “Captain” for all At-Large units = APPROVED

[Project Request Forms = PRF]

- PRF forms will be available for online download.
- The PRF will assist with tracking the Detachment funding [if available].
- PRF processed by the Adjutant, as the “Acting Commander” for all Detachments [Formerly At-Large members].

Note: This simplifies the command structure and eliminates the “Division Commander” position.

- PRF helps provide budget information for current and future events.
- When used appropriately it allows for accurate tracking of all event expenditures.
- The PRF eliminates the “Last Minute” mentality.

This requires that ALL events be planned and organized in advance. – No less than three months prior to an event. [Some events may take six to twelve months to organize and plan.]

Expenses not listed on the Project Request Form or that go over the approved budget may/will be the individual’s responsibility. [Executive Staff Discretion]

Printing of Mormon Battalion Materials = APPROVED

- 4500 Business Cards
 - 9 Different Business Cards [Up to 500 per Card Design]
 - Can be divided up as needed. [More generic items & less personal.]
 - 500 Receipts/Reimbursement Forms [Ten Books of 50 Each]
 - 1000 brochures
 - Can be divided among Eagle or Generic [Up to 500 each]
 - Centralized printing costs Average less than .14 cents per item.
- Printing our own materials in house is not economically viable.
We simply cannot compete with the larger print stores.

General Financial Policies = APPROVED

Open a Wells Fargo Bank Account = APPROVED

Amendment to the Two Man Rule = APPROVED

The two man rule shall read;

“Two persons should be present whenever possible for member’s protection, but not required.”

Amendment to Financial Policy = APPROVED

All approved Budgets are to be treated as having been authorized. Persons designated as the account administrator [Company/Detachment Commander or Executive Staff Member] shall have full authority to spend and dispense such budgeted funds as needed and at their discretion provided that:

- Total purchases do not exceed amount listed on annual budget for the account.
- Items or projects that exceed budgeted amounts are requested via the PRF form and approved.
- All original receipts and payment/reimbursement forms are turned into the Executive Staff, Financial Office for proper accounting.
- Copies of all receipts and payment/reimbursement forms are filed with the Company/Detachments office.
- Any item that exceeds a given budget allotment and that has not approved either by a PRF or by a budget amendment via majority vote of the Executive Staff shall be the responsibility of the individual making the purchase.

General Consensus and Approvals:

- Move all financial records and materials to Battalion office.
- Move all Membership records and materials to the Battalion office.
- Make all Executive Staff members signatories on the Battalion accounts.
- All financial transactions should to be processed within a week of being received.
- Financial policies to be updated in the Policy Manual.
- Handbook to be updated with Duties and Responsibilities once completed.
- Purchase needed supplies for the Battalion office.
- Re-stock needed Multi-Media supplies. [Have not ordered supplies in over 2 years.]
- i4 will continue to host our website.
- Renew our domain name of “MormonBattalion.com”.
- Digital Recorder needed for archives and production. We need to stop using personal computers. Too many recording problems.

ACTION ITEMS

Jerome to follow up with Max on:

Making product affordable and targeting the right audience.

Final asking price: [Selling Price]

Slides = \$20

Wall Plaque = \$30

Paper Weight = \$25

Pins = \$10

DVD – A Soldiers Tale = \$20

Patches = \$5 [May also be mounted on a plaque = \$10 - \$15]

Needs to cost less than \$15.00 to produce.

Needs to be sold for less than \$30.00

Regular Slide attached to cost effective 6x8 or 7x9 inch backing.

Black print on gold tone name plate.

Approximately \$15.00 estimated production cost.

Sold for approximately \$30.00

Glade [To be followed up with Jerome.]

-Establish an account at Wells Fargo Bank.

[This account will be tied into the on-line PayPal account.]

-Have all Executive Staff members sign as signatories on accounts.

Jerome

-Pin Inventory and move pins to the SUP.

Max

Look into Microsoft Windows and the licensing needed for the Battalion.

Layne & Johnny & Anthon

-Follow-up with possible computers available for the Battalion needs.

Anthon

- Follow-up with and set-up an account with a shipping agent.
- Purchase shipping supplies.
- Print approved Battalion materials.
- Define roles of all Executive and Leadership positions.
- When approved, add definitions of roles to Handbook.
- Purchase software needed to develop web forms.
- Continue to develop web pages needed for the Battalion.
- Research additional hardware & software to fit the Battalions needs.
- Coordinate with i4 regarding website automation.

Johnny

- Price a 4-drawer lockable file cabinet. [Finance & Membership Materials]
- Price for a secured safe for the Battalion office.
- Prepare materials for the Eagle Kits.
- Follow-up with the SUP on a phone line and internet access.
- Heritage Day Report
- Keep the Executive Staff informed on the SUP damage and clean-up.
- Report on the damage to the Battalion equipment and supplies.
- Prepare and supply office with needed materials.
- Re-stock needed Multi-Media supplies.
- Renew domain name.
- Renew i4 as website host.
- Digital Recorder for July Meeting.