

AAFM Spring 2020
Board of Director Meeting Minutes
25 April 2020
10:00 AM – 11:30 AM (MDT)

Attendees:

Jim Warner
Lance Lord
Bob Kelchner
Jock Dodson
Don Alston
Hank Habenick
Mark Silliman
Michael Kenderes
Tom Cullen
Bob Parker
Randy Tymofichuk

Absent:

Shane Finders – excused for disaster control
Bob Mattson

Call in facilitated by Bob Kelchner:

- Zoom <https://us02web.zoom.us/j/2439983710>
- Meeting ID: 243 998 3710

President Gen Lord's opening remarks:

Gen Lord thanked everyone for taking the time to attend the meeting and said he would like to see more of these meetings, maybe quarterly. He noted that he and Executive Director Jim Warner had talked through the agenda in advance and both were ready to go.

Agenda:

The Executive Director welcomed everyone to the meeting and thanked Bob Kelchner for setting up the live feed. As we discussed at the last meeting, this opportunity to meet virtually keeps all of us in touch on current topics and allows the ED to keep the board posted on activities. Jim agreed with Gen Lord that we should try to meet quarterly through some live forum like Zoom.

- National meeting decision
- Board Election voting status
- New website
- Membership drive
- Committees
- Dues increase
- Sponsorships
- Grants
- Open forum

National Meeting:

The National Meeting is currently planned for Salt Lake City, 7-11 Oct 2020. The only commitment we have made so far is to the hotel—the contract is signed, the meals are planned,

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and a deposit (5K) is in place. Jim has been trying to reach someone at the hotel to discuss the potential of rescheduling but to no avail. Randy asked if there was a Natural Disaster clause in the contract—Jim wasn't sure but would check. The board discussed the options of keeping the date, moving a year, or moving two years but keeping the location of SLC. Mike Kenderes noted that it only took one or two asymptomatic members to show up and considering the average age of those attending the whole group could be in jeopardy. Mark Silliman noted that many families that had summer plans will be moving those into the fall so we would now have more conflicts than before. Jim noted that social distancing could increase the bus requirements and cost. Bob Parker moved that we delay the meeting a year and Jim take the related actions to move the meeting. Jock Dodson seconded the motion. The voice vote was unanimous to delay the meeting one year. Jim will update the membership via email and newsletter.

ACTION: Jim will reach out to the RL Hotel and notify them of our decision to postpone and reach an agreement on a new date

ACTION: Jim will send an email to the membership on the postponement and will follow up with news in the next newsletter

Board Election voting status:

The Nominating Committee of Don Alston, Mark Silliman and Randy Tymoficuk was established to find nominees for an open board position. During the process there was a discussion if all board members had to run for reelection or if we were just replacing one board member who was retiring. We discussed this with the previous executive director, Charlie Simpson, who noted that if the board members wanted to stay then the vote was normally a “blessing” of the slate and then a vote for a new member. Don and Jim decided to use the current process for this election but that the committee needed to review procedures and codify them in the by-laws for the future. The board was notified of the current status but there were still a few days left to vote so a winner could not be announced. Jim will announce the results via website, email, and newsletter once the ballot was closed on April 30th. In the future, the new website (see below) will allow for on line voting and vote tally.

ACTION: Mark Silliman and his committee will capture the nominating committee process and make recommendations to the board for possible incorporation into the by laws

ACTION: At the end of the month, Jim will notify the board and candidates of the election results, post results of the election on the web site, notify membership via email and prepare an article for the next newsletter.

Web Site:

Jim reached out to his employer, Booz Allen Hamilton, and secured the pro bono support of two web developers. The developers completely redesigned the web site and helped update the content. While the development was ongoing, Jim also secured the volunteer time of Dennis Brooke (member # A2290). Dennis was a Malmstrom crew member who had a career in IT after his crew tour. Jim was concerned that our data was stored on multiple sites and he was using a

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lot of time replicating actions that could be combined if done from one site. Dennis, with his wife Laurie, helped review multiple sites and helped determine the Wild Apricot could provide more updated services than what we had in place today. After a trial program, we rolled it the new backbone on 19 April 2020. This new site will be more interactive and give members more access to each other allowing for auto notifications of dues renewal and opening potential chat sessions. The cost for operating the new site will be about \$2,400 per year but allows for membership growth. Mike Kenderes asked if the site could count site visits. After the board meeting Jim verified it could and will.

Membership Drive:

Jim briefed membership status. We now have a total of 1937 active members with an additional 256 members that are overdue. Mark Silliman asked what percentage of membership had we lost over the last years. Jim could not answer that but he did note that there are XXXX expired and lost contact members. Our hope is to regain contact and reduce that number. Bob Kelchner has what percentage of the membership was enlisted. Jim didn't have those numbers. Bob Kelchner is the Membership chair and will get access to the membership data on our new data base and build a plan to grow.

Committees:

Jim noted that he has a great talk with Tim McMahon who is now the Director of the Colorado Model Railroad Association with a membership and budget much bigger than ours. Tim helped Jim understand what it really takes to run a volunteer organization and the need to get not only the board but members involved in deciding how the association operates. Jim asked that each committee chair develop rules and guideline for their committee and then brief the board. He suggested each chair seek non-board members to work on the committee.

- a. Bob Parker is the chair of the Finance (Budget) Committee and has two non-board members with CPA/Finance experience on his committee Jim Lurie and Jim Knapp. Bob noted that he has received previous year's budget and financial data from Jim but it was more of a balance sheet rather than a budget. Jim Warner noted that previous spend plans appeared to be ad hoc and that he was hoping the Budget committee might codify that. He also reiterated the need to tie our strategic objectives to the budget. This year will be a transition year.

ACTION: Jim will provide data to Bob Parker on budget requirements (income, expenses, etc)

- b. Don Alston is the chair of the Strategic Planning committee. This is the foundation of our organization—who are we and where do we want to be in the future. Don and his committee will establish a plan and report back to the board.
- c. Jock Dodson is the new chair for the Recognition committee which includes the Missleer Wall of Fame at the SAC Museum. Both Don and Jim have had conversations with the Museum Director. There is a lot of space devoted to an increase in the ICBM display and he is looking for our inputs. Jim will get with Jock and fill him in on discussions with the SAC Museum. Jock and his team need to establish selection criteria for the wall and

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then work with the Museum on how to roll out the presentations. It was discussed that we might have a large inaugural class recognized at our National Meeting and then a smaller group each year after that.

ACTION: Jock and his committee will develop criteria for the Wall of Fame and develop a nomination procedure and then report to the board.

- d. Randy Tymofichuk will chair the Marketing Committee which helps share our strategic plan with the larger community. Once a marketing strategy is developed, Randy will brief the board.
- e. Mike Kenderes will continue as the Grants Committee chair with Bob Parker and Jock Dodson as members of his committee. Mike has already established a Grants Procedure checklist.
- f. Mark Silliman will now chair the Nomination Committee along with Randy Tymofichuk and one member to be named.
- g. Tom Cullen will chair the Governance committee which is responsible for updating the by-laws. Tom and Jim have been working on some proposed edits to the by-laws. Tom will get some additional members on his committee and then bring recommendations to the board.
- h. Bob Kelchner will chair the Membership Committee. He will be given access to the membership data on the web site. He will develop a new membership campaign and bring that to the board. Jim will give Bob Kelchner admin access to the membership directory so he can start his membership drive

ACTION: All Committee chairs will develop action plans and report status at the next Board Meeting.

ACTION: All Committee chairs will provide budget requests to Bob Parker NLT 31 May 2020

Committee	Description	Chair	Member	Member
Strategic Vision	Sets the mission and goals	Don Alston		
Governance	Updates by laws	Tom Cullen		
Finance	Sets the Budget	Bob Parker	Jim Lurie	Jim Knapp
Membership	Focus on retention and growth	Bob Kelchner		
Marketing	Executes vision with messaging	Randy Tymofichuk		
Recognition	Recognition/Wall of Fame	Jock Dodson	Hank Habenick	
Museum	Grants and brochures	Mike Kenderes	Bob Parker	Jock Dodson
Nominating	Nominates potential board members	Mark Silliman	Randy Tymofichuk	

Sponsorships:

Tom Cullen suggested we engage corporate sponsors to help support our budget. The Board was interested in hearing more. Jim suggested he and Tom continue discussion about who to contact and what to ask for and the report back to the board. Jim suggested that before asking for donations with need a strategic vision and a budget to support it. Then we can tell potential sponsors how we might use their funds.

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Grants:

Thanks to the hard work of Mike Kenderes, his son Michael, and Bob, we have distributed an AAFM Museum brochure to 33 museums around the country in effort to share the ICBM heritage message.

Mike volunteered to continue as the chair of the Grant Committee with Bob Parker and Jock Dodson agreeing to stay on the committee. Mike asked for ideas on where we might extend the museum grant program. Randy Tymofichuk noted that he is now part of the Air Force Museum board. He noted that the AF Museum is focused on building a better ICBM story. They already have a good representation of Minuteman, Titan, and Peacekeeper but could use more pictures and videos and also find a way to relate the mission to aircraft. Randy also noted that there are facilities to host meetings and conferences so we should consider this for a future national meeting location. Mike Kenderes suggested that we could share Charlie's briefing on the Cuban Missile Crisis. Jim noted that with the future deployment of the new Ground Based Strategic Deterrent, we need to focus on getting items like MM III ops and maintenance trainers out to museums.

Bob Kelchner asked how we determine the dollar amount of grants we give each year. Jim noted there is none--that's why we need a budget so we can build a grant program to planned funds available.

Open Forum:

Jim suggested that in honor of the significance of General John Gordon's passing we do some recognition more than simply in the newsletter...and in hall of fame. General Lord suggested we make a donation in John Gordon's name and the association to each of the missile bases.

ACTION: Tom will reach out to three Chambers of Commerce to see if we can work a joint tribute to Gen John Gordon to the local foodbanks for COVID relief

Mike Kenderes asked what the cost of Zoom was for this meeting. Since Bob Kelchner has his own account for his business, the call was "free". However we all agreed that we might want to set up our own account for future meetings to reduce travel costs. There is a low rate for nonprofits. Gen Lord recommended we have a virtual meeting one a quarter. Bob Kelchner noted that the meeting was recorded and he would send each of us a link for future reference.

Jim closed the meeting by thanking everyone for attending and wishing all members to stay safe, stay healthy, and stay in touch!