

TCHA BOD Meeting on January 12-13, 2019  
At Kerrville, Texas

The meeting was called to order by the President, Bobby Clakley, at 1:05 PM on January 12, 2019.

Roll Call:

Present: Directors Bobby Clakley, Dean McCormick, Larry Patterson, Bill Titus, Richard Buchfink, Wallace Dunn, and Cheryl Bunyard (appointed this meeting.) Also present: Executive Director, Mollie Clakley.

Absent: Directors Aaron Marshall and David Kidder. Recording Secretary, Jamie Kidder.

Bobby Clakley asked Wallace Dunn to take notes of the meeting as the Recording Secretary was absent. Wallace Dunn, being the all-around AWESOME guy he is, graciously volunteered.

The minutes of the meeting held at Abilene, TX on September 22-23, 2018 were reviewed. The date recorded for the Glock Raffle was incorrect. The date was corrected. Wallace Dunn made a motion to approve as amended. The motion was seconded by Bill Titus. The motion carried.

Bobby Clakley suggested that the Agenda be modified to reserve the discussion on the 2019 Annual Conference until we had finished all of the other business before the Board. It was agreed by the rest of the Board.

Due to the vacancy on the board by Deborah Wardlaw's resignation, Wallace Dunn made a motion to appoint Cheryl Bunyard to fill the board position until the member's meeting in March 2019. The motion was seconded by Dean McCormick. The motion carried.

### **Old Business**

Queensborough Storefront. Mollie Clakley gave an update on the storefront. She shared the sales numbers with the Board. There seems to be very low interest. There was some discussion of perhaps lowering the mark-up on the items for sale. There was consensus that we need to do a better job of marketing the website to our members.

During this discussion the potential name change of the Association came up. During this discussion it was agreed that a good target date for the name change would be September 1<sup>st</sup>, to coincide with any new legislation. The Board agreed to present the name change to the members of the Association during the next Member's Meeting in March, 2019.

Quickbooks Online. There was discussion on the steps we need to take to complete the transition to Quickbooks Online for our bookkeeping. Dean McCormick had previously emailed a sample "chart of accounts" to each of the Board Members. That list was reviewed. Dean

McCormick made a motion to authorize the expenditure of up to \$2,000.00 to hire a Quickbooks “expert” to assist the Executive Director in formulating a plan to make the transition. This plan would include a time frame, a budget, a step by step outline, and a proposed completion date of NLT Dec. 31, 2019. The plan will be presented to the Board Members at the March 2019 Board of Directors meeting. The motion made by Dean McCormick included the stipulation that the Executive Director would work with the Finance Committee, made up of Bill Titus, Wallace Dunn, and Richard Buchfink, in locating this Quickbooks expert. The motion was seconded by Wallace Dunn. The motion carried.

The meeting recessed for a short break at 2:30 pm and reconvened at 2:45 pm.

### **New Business**

Executive Committee. Bobby Clakley brought up the issue of the Executive Committee being short one Board Member due to Deb Wardlaw’s resignation. He mentioned that he had made a procedural error by appointing Dean McCormick to the Executive Committee. He apologized to the Board for the mistake. Wallace Dunn made a motion to appoint Dean McCormick to the Executive Committee. Richard Buchfink seconded the motion. The motion carried.

Membership Auto-Renewal. Mollie Clakley presented a couple of problems she is having with the Auto-Renewal process. She suggested it would be easier for her to just do away with it. Larry Patterson made a motion to delete the Auto-Renew option. Bill Titus seconded the motion. The motion carried.

Conference Committee. Mollie Clakley gave a report on the next four years’ Annual Conference dates we had previously chosen. There was two possible dates for 2023 and she proposed the March 24-27, 2023 to keep the timing consistent with the other years.

Mollie Clakley shared with the Board Members the proposed contracts she had received from the YO Ranch. After a short discussion on the terms and deposits required Mollie went to ask Rick Russell, the Sales Manager for the YO Ranch if he could come visit with the Board for a minute.

Rick Russell stated he was very pleased to have the TCHA planning this far out, that it was good for the YO Ranch, and for the Association. He agreed to amend the contracts to reflect a deposit amount of \$100 for each year rather than the \$500 as stated in the contracts. He further agreed to limit the charge for the Vendor Tables to \$25 instead of the \$50 as stated in the contracts.

Dean McCormick made a motion to authorize the President to sign contracts for the next four year dates that the Board had selected. The motion included the authorization to spend \$500 for the deposit for the 2020 dates, and \$100 each for the next four years after that. Larry Patterson seconded the motion. The motion carried.

These are the conference dates as agreed and reflected in the contracts with the YO Ranch.

March 29-31, 2019 (already contracted.)

March 27-29, 2020

March 26-28, 2021

March 25-27, 2022

March 24-27, 2023

Gun Shows. Mollie Clakley brought up the Gun Show dates for Kerrville and Fredericksburg, TX. She and Cheryl Bunyard have agreed to work those shows. There are a total of eight shows, six in Kerrville and two in Fredericksburg. Each show is \$55 for a booth. Larry Patterson made a motion to authorize spending \$440 for the eight gun shows. Richard Buchfink seconded the motion. The motion carried.

Executive Committee Minutes of Meeting. Larry Patterson brought up the issue of a lack of reporting from the Executive Committee to the Board, and also asked the question of how much the Ex. Comm. can spend without the approval of the full board. Bobby Clakley said that the Ex. Comm. will begin providing a report at each Board Meeting on the activities of the Ex. Comm. After some discussion, Richard Buchfink made a motion to authorize the Ex. Comm. to spend up to \$1,000 without the approval of the full Board. The motion was seconded by Larry Patterson. The motion carried. Dean McCormick presented a proposed "Guidelines for Executive Committee Actions and Spending." See attached NOTE. Mollie Clakley noted that these guidelines should be developed and presented at the Board Meeting on March 31, 2019.

Finance Committee. As a result of the previous discussion Mollie Clakley suggested that the Board needs a Budget Policy. It was agreed that the Finance Committee would meet sometime around the first of March to formulate such a policy.

Budget Report. Mollie Clakley presented the Balance Sheet and Profit and Loss Statement provided by Boyd Grimes. Larry Patterson presented an Income Statement as of December, 2018. It was noted that the Balance Sheet and Profit and Loss Statement were only for the period of January through November of 2018. There was considerable discussion about the lack of confidence in our accounting methods.

Certificates and Awards. Bobby Clakley brought up awards to be presented during the 2019 conference. It was agreed that the President and the Executive Director will identify those persons to be awarded and secure appropriate awards to be presented. Larry Patterson made a motion to authorize spending up to \$500 for awards. The motion was seconded by Wallace Dunn. The motion carried.

Training Event. Aaron Marshall had previously offered his Guncraft training class to the Board Members. There was discussion about who was going to attend this event.

The meeting was adjourned at 5:05 PM.

**January 13, 2019**

The meeting reconvened at 8:01 AM.

Roll call was taken and was the same as noted above.

Wallace Dunn reviewed the minutes of the meeting from yesterday at the request of the President.

Annual Conference. Bobby Clakley brought up the issue of “all hands on deck” for the conference. He requested that all Board Members be active and visible at the entire conference. This led to a discussion of Assigned Duties and Roles for Board Members. After some discussion the following assignments were agreed on by the Board members present.

Greeting/Sign In. Richard Buchfink. Plus two more members as recruited volunteers. Mollie Clakley will be present to handle issues as they arise.

Speaker Introductions. Wallace Dunn. Larry Patterson.

This duty will include the sign in sheet for each class. Returning the completed sheet to Mollie Clakley as soon as possible. At the end of each class session this duty will include drawing and presenting for door prizes. If Training Certificates are available they will be handed out at the end of the class.

Technical Support. Bobby Clakley. Richard Buchfink. Coordinate with each speaker and the hotel staff to insure the appropriate equipment is available and in good working order before each class.

TCHA Store. Dean McCormick. Bill Titus. Cheryl Bunyard. (as needed)

Door Prizes and Silent Auction Selection. Bobby Clakley. Wallace Dunn. Select which prizes will be awarded as door prizes and Silent Auction items. It was agreed that each Director will bring the door prizes to the meeting at Dean McCormick’s home at the 1<sup>st</sup> of March. If not available for that meeting, please send a list to the Executive Director no later than March 1, 2019. Mollie Clakley sent out an email during this discussion to all Board Members. This email included a sample request for donations, and a letter from the IRS showing our 501c3 Non-Profit status. It was agreed that each Director is individually responsible for securing at least \$75 worth of items to be used as prizes. It was noted by Mollie Clakley that it is better to get three items worth \$75 than one big item worth \$75.

Photographer. Brad Tarno. Mollie Clakley discussed his past participation in our Annual Conferences. Dean McCormick made a motion to authorize spending up to \$200 as payment for the photographers’ services. The motion was seconded by Wallace Dunn. The motion carried.

Range Activities. Aaron Marshall. Bobby Clakley has a meeting scheduled with Jack Burch for January 20, 2019 to discuss range issues as well as the FFL issues concerning the transfer of guns. Bobby Clakley will also share with him the 4 year schedule that the Board has developed. He will also discuss with Mr. Burch what the Association has been doing with our Steel Shoots.

Tac-Med. Cheryl Bunyard.

Vendors. **No one assigned.** There was discussion on who was coming and who may be coming. Some of the names mentioned were: Hill Country Preppers, Steel Targets Plus, TX Law Shield, John Guandolo, John Corriea.

GUNS. Bobby Clakley and Bill Titus gave a report on the guns available for the Conference. There are six of the SCCY 9mm pistols, and one Just Right Carbine. The Association has a Bond Arms Defender which is committed to a raffle. There was discussion about other possible gun donations. Bobby Clakley is going to follow up with Glock and H&K. It was noted that the TCHA website contains a link to print off raffle tickets for the gun raffle, as well as an Invitation for possible Vendors.

There was some discussion on the IFAK that TCHA had previously made and sold. Bill Titus will follow up with Fox Tactical for a quote.

9:18 AM short break, reconvened at 9:28 AM.

It was agreed that we need to finalize which guns will be placed on the 3 Gun Raffle to be held at the Conference at Dean's place at the beginning of March.

Wallace Dunn will confirm John Guandolo's travel plans.

Hotel Amenities. It was agreed to keep the amenities to coffee, tea, and water for the classroom times. There will be cookies available for Friday afternoon. At the President's Reception the hotel will provide chips/salsa/guacamole.

Award items needed for: Bingo, President's Reception, Door prizes for classroom, Silent Auction. Bobby Clakley said he is going to get a \$50 gift card for Cabela's.

There was discussion about Poker Tables for the 2020 conference. This led to discussion on Survey Questions and Feedback Cards. It was agreed that Mollie Clakley and Larry Patterson will develop a method for feedback from Conference Attendees.

Bobby Clakley reminded Board members to sit at a different table each time and to make sure we interact with our Conference Attendees. There was some discussion about developing a formal way to do this.

Bags. Richard Buchfink made a motion to purchase 125 bags for this year's Conference. The motion was seconded by Larry Patterson. The motion carried.

Conference Coordinator. There was discussion on identifying this role for the Annual Conference. This person should probably be a Board Member, but it is not required. The Coordinator would work closely with the Executive Director and the members of the Board to plan and execute the Conference. Larry Patterson will develop a list of questions for this Coordinator to be aware of the roles and responsibilities of each member of the Board and hold them accountable.

TCHA Email. There was discussion on developing an email account for each member of the Board of Directors. Mollie Clakley will check into it and do it if possible.

Weekly Shot. Mollie Clakley gave a brief report on the Weekly Shot that she prepares.

Journal Articles. Bobby Clakley asked that each member of the Board prepare an article or secure the approvals to use an article for the Journal publication. Articles to be submitted to David Kidder. Due date for inclusion in the next Journal is no later than January 31, 2019.

Bobby Clakley reminded all the Board members to go online and pay for their meals for the Conference.

Dean McCormick made a motion to adjourn. Seconded by Larry Patterson.

The meeting was adjourned at 11:33 AM.

SCROLL DOWN FOR ATTACHED NOTE

NOTE.

Guidelines for Executive Committee Actions and Spending.

Executive Committee should only act when there is a matter of urgency that makes it impractical for the entire Board of Directors to meet and make a decision.

Executive Committee may not spend nor commit any amount over \$1,000.00 without approval of the Board of Directors.

Specific records shall be kept of any Executive Committee meetings and decisions.

Such records will be presented to the Board of Directors by the Presiding Officer of the Executive Committee to the Board of Directors at the next meeting. Such records to be included in minutes of that meeting.