

### BOARD OF DIRECTORS MEETING MINUTES

A regular meeting of the Board of Directors of Family Motor Coaching was held on Wednesday, November 20, 2024, via Zoom conference. National President Paul Mitchell called the meeting to order at 5:05 p.m. Eastern Time.

Members present:

Paul Mitchell	National President
Bob Weithofer	National Vice President
Barbara Smith	National Treasurer
Bill Dees	Board Member
Dianna Huff	Board Member
John Jacobs	Board Member
Connie Jones	Board Member
Dick Lowman	Board Member
Gary Lyons	Board Member
James McDaniel	Board Member
Bill Newton	Board Member
Barbara Schleuse	Board Member
Kevin Watters	Board Member

Member not present:

Pamela Richard	National Secretary
Gary Milner	Immediate Past National President (non-voting member)

Staff present:

Brian Bacik	Controller
Penny Gortemiller	Director of Chapters and Governance
Pamela Kay	Director of Communications, Publishing
Sherry Light	Project Manager
Larry Pennington	IT Director
Danielle Powell	Chapter Services Assistant
Doug Uhlenbrock	Director of Events
Aaron White	Director of Membership

National President Paul Mitchell asked for corrections to the minutes of the Redmond, Oregon, meeting. There were none, and the minutes were approved as distributed.

President Mitchell called on Barbara Smith for the Treasurer's Report.

Treasurer Smith stated there were no changes from the report submitted to the Executive Board.

The Treasurer's Report was accepted for file.

There was no unfinished business.

Under new business, President Mitchell called on Doug Uhlenbrock for discussion of area rally artwork.

Doug Uhlenbrock reminded the board members that there is only one full-time employee and one part-time contractor for all of the artwork for FRVA and FMC. It has been a challenge getting the artwork done for the area rallies. Doug explained that normally the areas would submit a design idea for artwork, and our graphics department would take the idea and personalize it for the registration form, badge art, pins, etc. There is not enough staff for that to happen now. Doug explained that since the registration forms must be published in the magazine, they must be completed in a particular software program that is suitable for the magazine. It was emphasized that Microsoft Word and Publisher are not acceptable formats for items that are published in the magazine. Doug reported that he can work in those types of software versions for badges, posters, etc.

It was reiterated that the software used is a professional art program, and unless the person is trained in how to operate that software, files will not be suitable for the magazine. The only other option is for the areas to hire their own graphic artists. A question was raised regarding whether the issue would be solved by going to a digital magazine. It was noted that would not solve the problem. There are not enough designers to do the art for area rallies. A question was raised regarding training other employees to use that software. It was reported that there is no one to train, and not everyone has art skills. It was pointed out that each of the areas has received an invoice stating the hours worked on their rally art, etc. It was also noted that if the areas were to hire their own artist, they would pay commercial rates for graphic designers.

***Dianna Huff moved to have one knowledgeable person to work with and to funnel all the area rally artwork through, whether that would be to hire another contractor, or add another employee, and figure out how to support the areas with artwork. The motion was seconded and carried.***

***John Jacobs moved to approve the banking resolutions one through six as follows. The motion was seconded.***

- ***To establish a checking account, credit card deposits, money market account, and payroll account with U.S. Bank.***

***To establish signatures on the checking account, that being National President (Paul Mitchell); National Treasurer (Barbara Smith); Director of Communications (Pamela Kay); Director of Chapters and Governance (Penny Gortemiller); Director of Events (Doug Uhlenbrock); Director of Membership (Aaron White); Editor (Robbin Gould); and Commercial Records Coordinator (Bridget Lynn). Two signatures are required on amounts over \$5,000.***

***To establish the investment firm with Corient Wealth Management.***

***To establish signatures on the investment account, that being National President (Paul Mitchell); National Treasurer (Barbara Smith); and Controller (Brian Bacik).***

***To establish signatures on the convention account, that being National Treasurer (Barbara Smith); National Vice President (Bob Weithofer); Director of Chapters and Governance (Penny Gortemiller); Director of Membership (Aaron White); Editor (Robbin Gould); and Controller (Brian Bacik).***

***To establish signatures on the payroll account, that being National President (Paul Mitchell); National Treasurer (Barbara Smith); Director of Communications (Pamela Kay); and Director of Chapters and Governance (Penny Gortemiller).***

***The motion was carried.***

***Bill Newton moved to establish signatures on Notes, that being the President (Paul Mitchell); Vice President (Bob Weithofer); Secretary (Pamela Richard); and Treasurer (Barbara Smith.) Two signatures are required. The motion was seconded and carried.***

***John Jacobs moved to establish legal counsel to be named by the President (Paul Mitchell) as necessary. The motion was seconded and carried.***

***Bill Dees moved to establish accounting firms other than the auditing firm to be named by the President (Paul Mitchell) as necessary. The motion was seconded and carried.***

***Gary Lyons moved to establish a Parliamentarian to be named by the President (Paul Mitchell) as necessary. The motion was seconded and carried.***

The meeting was adjourned at 5:30 p.m.



Pamela Richard  
National Secretary



Paul Mitchell  
National President