

MEMORANDUM FOR NGA-NE Board of Governors

FROM: Scott Henrickson – Secretary

SUBJECT: Minutes of Executive Committee Meeting on January 28, 2014

1. The National Guard Association of Nebraska (NGA-NE) conducted its monthly Executive Committee meeting January 28, 2014 at the JFHQ, Lincoln, NE.

President	COL Brett Andersen	Present
Vice-President	Col Bob Stevenson	Absent
Secretary	MAJ Scott Henrickson	Present
Treasurer	LT Doug Carlson	Present
Executive Director	Dennis Hayward	Present
Past-President	Col Keith Schell	Present

2. Brett Andersen welcomed everyone.

3. President's Report: Nothing significant to report.

4. Secretary's Report: Nothing significant to report.

5. Treasury Report:

a. Update: Total expenses budgeted \$91,770.00; FY to date-\$29,377.51; Projected by end of FY-\$91,580.44 (see attached income and expense report)

b. Tax Status:

(1) Working with Rob Shafer on 501(c) (3) and (19) status and look to become compliant in near future. Expect IRS fee of about \$800.

c. Foundation Status:

(1) Will work with attorney to set up NGA-NE Foundation

6. NGNE Executive Report:

a. Membership

(1) National website still in beta phase and will remain so until this June. Therefore, both state and national dues will be collected in same manner as previous years.

7. Legislative Committee Update:

a. National Guard Legislative Breakfast February 4, 2014 at the State Capital.

8. 2014 Annual State Conference

a. Golf: HiMark

(1) POC: Dustin Guenther. No issues at this time. Will register via Eventbrite.

(2) Looking to incorporate a \$10,000 hole in one prize.

b. Business Meeting will occur at JFHQ. POC: Army

(1) Speakers: Grace Wasbourne: Legislative Affairs Manager, Joint Programs and Domestic Operations. Need to identify speaking points and determine if there is a need to invite NEMA personnel.

(2) Agenda will be similar to last year's meeting.

- c. Dinner/Awards Ceremony: TBD with dueling pianos as possible entertainment. POC: Air
    - (1) Speaker: Look to invite Governor Heineman and present him an award as well.
    - (2) Award Nominations:
      - i. NGANE Volunteer of the year
      - ii. NGANE Corporate Sponsor of the year
      - iii. Senator Ben Nelson Award
9. 2014 Annual National Conference
- a. 2014 NGAUS Planning Conference attended by Bob Stevenson and Dennis Hayward. (see attached report from Bob Stevenson)
    - (1) 2014 NGAUS Conference is August 22-25 in Chicago. Travel: Will charter a bus for conference attendees. More information will be provided at next BOG meeting.
    - (2) 23 rooms and one "State Suite" reserved at the Hyatt Regency.
10. Old Business:
- a. Nelson medallions: Order will be reduced from 25 to 10 with a cost of \$125/medallion. Will be ordered this week.
  - b. NGA-NE pins: Will order 500 NGA-NE pins in preparation for this year's National Conference and other NGA-NE activities.
11. New Business:
- a. Spring membership mailing will be sent out soon which will include: Presidents Letter, Spring Conference flyer including golf, business meeting, banquet info, and a save the date for the 2014 National Conference.
12. Event Update:
- a. February Officer's Book Club will be on February 20, 2014 with Maj Gen Bohac hosting.

  
Scott Henrickson  
Secretary, NGA-NE

**BUDGET FOR NGA-NE FY 14 (1 JULY TO 30 JUNE)**

FISCAL YEAR 2014 INCOME				PROJECTED AT END FY14	
INCOME	Budgeted	Actual FY to Date	% to Date	Amount	% Received
Corporate Sponsor	\$7,000.00	\$1,150.00	16.43%	\$7,000.00	100.00%
Golf Tournament Income	\$18,000.00		0.00%	\$18,000.00	100.00%
Insurance Income	\$15,000.00	\$4,222.02	28.15%	\$15,000.00	100.00%
AGAU					
Memberships Dues	\$30,000.00		0.00%	\$30,000.00	100.00%
NGAUS Nat'l Conference Attendee Fee	\$4,000.00		0.00%	\$4,000.00	100.00%
NGAUS Rebate for early membership	\$700.00		0.00%	\$900.00	128.57%
Spring Conference Registration	\$3,400.00		0.00%	\$3,400.00	100.00%
Senior Leader's Update Dinner	\$1,300.00		-	\$1,300.00	-
Tailgate Party Reimbursement	\$200.00			\$200.00	-
<b>TOTAL INCOME</b>	<b>\$79,600.00</b>	<b>\$5,372.02</b>	<b>6.75%</b>	<b>\$79,800.00</b>	<b>100.25%</b>

**FISCAL YEAR 2014 EXPENSES**

FISCAL YEAR 2014 EXPENSES				PROJECTED AT END FY14	
EXPENSES	Budgeted	Actual FY to Date	% to Date	Amount	% Spent
Advertising	\$700.00	\$0.00	0.00%	\$700.00	100.00%
Collections (PayPal) Fee	\$300.00		0.00%	\$300.00	100.00%
Membership Incentive	\$1,000.00		0.00%	\$1,000.00	100.00%
AGAU					
Donations/Grants	\$3,000.00	\$289.19	9.64%	\$3,000.00	100.00%
Officer's Club	\$600.00	\$237.10	39.52%	\$600.00	100.00%
Tax Accountant	\$500.00	\$0.00	0.00%	\$500.00	100.00%
Tailgate	\$800.00	\$633.19	79.15%	\$633.19	79.15%
Leadership Lincoln	\$850.00	\$850.00	100.00%	\$850.00	100.00%
Phone	\$160.00	\$86.42	54.01%	\$160.00	100.00%
Executive Director					
Admin Services	\$18,000.00	\$12,500.00	69.44%	\$18,000.00	100.00%
ED Conference Attendance	\$2,000.00		0.00%	\$2,000.00	100.00%
Internet Service Provider					
lpad 3G Service	\$360.00	\$180.00	50.00%	\$360.00	100.00%
Firespring	\$1,200.00	\$875.00	72.92%	\$1,200.00	100.00%
Legislative Lunch	\$1,100.00	\$425.00	38.64%	\$1,100.00	100.00%
Legislative Service	\$3,000.00		0.00%	\$3,000.00	100.00%
National Dues to NGAUS	\$24,000.00	\$646.00	2.69%	\$24,000.00	100.00%

EXPENSES		Budgeted	Actual FY to Date	% to Date	Amount	% Spent
<b>NGAUS National Conference</b>						
NGAUS Convention Attendance	\$3,800.00	\$3,135.00	82.50%	\$3,800.00	100.00%	
NGAUS Hospitality Suite	\$3,800.00	\$96.00	2.53%	\$3,800.00	100.00%	
NGAUS Travel	\$8,600.00	\$8,577.25	99.74%	\$8,577.25	99.74%	
NGAUS Pins	-					
PO Box Fee	\$100.00	\$0.00	0.00%	\$100.00	100.00%	
Senior Leader's Update Dinner	\$1,300.00	\$0.00	0.00%	\$1,300.00	100.00%	
Golf Tournament	\$9,500.00	\$0.00	0.00%	\$9,500.00	100.00%	
Spring Conference	\$3,400.00	\$0.00	0.00%	\$3,400.00	100.00%	
Awards	\$1,000.00	\$0.00	0.00%	\$1,000.00	100.00%	
Supplies	\$500.00	\$26.32	5.26%	\$500.00	100.00%	
Mailings	\$700.00	\$0.00	0.00%	\$700.00	100.00%	
Travel	\$1,000.00	\$821.04	82.10%	\$1,000.00	100.00%	
Accounting & Antivirus Software	\$500.00	\$0.00	0.00%	\$500.00	100.00%	
	<b>\$91,770.00</b>	<b>\$29,377.51</b>	<b>32.01%</b>	<b>\$91,580.44</b>	<b>99.79%</b>	
<b>ASSETS</b>						
<b>Bank Accounts</b>						
Cornhusker Bank Checking	\$46,710.77				CB CD Nov 2013	
PayPal Balance	\$4,309.69				Matured 11/16	
Total Bank Accounts	\$51,020.46			\$49,601.06	41,747.62	
	<b>Total Current Assets:</b>	<b>\$100,621.52</b>		<b>\$49,601.06</b>		
<b>Additional Expenses</b>						
NGEDA Conf	\$	500				
FY15 Conf	\$	2,500				

17 January 2014

**FROM:** NGA-NE President Elect

**SUBJECT:** After Action Report on 2013 NGEDA Conference

**TO:** NGA-NE Executive Committee and Board of Governors

**OVERVIEW:** I attended the 2013 NGEDA Conference in Chicago, IL from 13-16 January. The conference included selection of our hotel for the 2014 NGAUS Convention, a General Business meeting, three break-out training sessions and a key note address by former CSAF, Gen (ret) Ron Fogleman.

**TRAINING:** I attended the Association 101, Association Management, Joint Ethics and the Corporate Programs Training sessions. Takeaways: Clear Understanding of Board responsibilities should be reviewed annually to remind continued BOG members of their obligations/liability but also to train new members. Executive Director status should be in writing for legal clarity of responsibilities and because the ED can put the BOG in legal jeopardy by his/her actions. Charter, By-Laws Federal and State Law requirements must be met. Large and Small business wish to support and do business with your State Association and your state; provide them that avenue, treat them well when they visit/support you. Maintaining your Tax Status is imperative and can limit your effectiveness if lost, as well as get your Association and BOG in trouble with the IRS.

**HOTEL SELECTION:** Nebraska was 28<sup>th</sup> to select their hotel this year. An initial discussion by Big 10 States resulted in a tentative agreement. Once selections started, those agreements dissolved. I gathered a Western Big 10 coalition of MN, WI, IA, IN and NE, (IL opting out due to hosting the Conference) and offered that should a large suite still be available when NE's selection turn arrived, NE would take it if the other states would pay a portion of the nightly cost. They agreed. All large suites were gone upon NE's Selection time. NE put a \$2500 deposit on 23 standard rooms and one ~700 sq/ft "State Suite" at the Hyatt Regency. Room Costs at ~~\$166~~ and \$275 per night respectively. The Hyatt is the largest and most modern hotel on the list and it is also on the McCormick Center Shuttle line. The other 3 hotels are about ¼ mile from that line. The Hyatt is next door to Navy Pier and 2 blocks from the Magnificent Mile. The McCormick Center is approximately 2 miles from all the hotels. In 2015, a single hotel at the Nashville NGAUS Convention will be used; NE will select its rooms and suite 38<sup>th</sup> in the selection order, attendance may not be necessary.

**TRANSPORTATION OPTIONS:** A free shuttle To/From the Hyatt and the McCormick Center will be provided by NGA-IL. Travel from NE to Chicago Options for consideration;

- 1) Every attendee responsible for their own transportation – Round trip airfare is \$200-400 per person. Shuttles cost \$48 round trip per person from O'Hare/Midway. Taxi's are \$40-50

- each way. Parking at the Hyatt is Valet Only and costs \$59 per day. You may Park at the McCormick Center for \$25-30 per day and shuttle to the hotel.
- 2) NGA-NE Lease a charter coach bus To/From the Conference and keep the bus provide around town for NE scheduled or private events.
  - 3) NGA-NE Lease a charter coach bus only TO the conference with attendees arranging their own return. The bus would not remain with the attendees through the week.
  - 4) NGA-NE coordinates AMTRAK Train Travel To/From the Conference. Union Station is ~ 10 min from the Hyatt. (\$200-\$320 Round Trip, leaves at 0300 arriving at 1500.)

**MY EXPENSES FOR THIS TRIP:** Airfare - \$190.80, Hotel – \$555.24, Shuttle To/From Hotel - \$48, Parking at Eppley - \$27 TOTAL – \$821.04 (Receipts attached)

**OVERALL IMPRESSIONS/RECOMMENDATIONS/FOLLOW UP:** This trip opened my eyes to the myriad of larger, smaller, better run, worse run, and potentially dysfunctional Associations with whom we are partners. The NGEDA acts in many ways like the Executive Committee arm of NGAUS(Think HAMAS and PLO). Prices in Chicago are extremely high so whatever we can take from the local economy here for our suite there would be a savings. We need to strengthen Association to Association relationships. We need a Company Grade peer to peer membership drive. We need to establish sponsorship relationships with product vendors we already use and vendors we potentially want to use. I Believe the NGA-NE Executive Committee and subsequently the BOG, should discuss the following COA's:

- 1) Pins, polos and/or hats for NGA-NE NGAUS Convention Attendees
- 2) Coordinated Hospitality party with Big 10 or Western Big 10 states in an outside venue (Day-Cruise boat, restaurant, etc)
- 3) Coordinate State Hospitality Suite offerings to members
- 4) Coordinate what to "pass out" to the masses during State Roll Call
- 5) Coordinate and market a package deal to NGA-NE members including a transportation option outlined above, room, suite access, pins, polo, hat, etc
- 6) Consider opening Spring Conference meeting to DOMOPs local and state agency partners to increase buy-in from those partners and also increase the attractiveness of the event to potential industry sponsors. (Cobham Aerospace, DRASH, any other potential vendor wishing to do business with NE civil authorities but with Military compatible equip, etc)

Please contact me with questions or clarification of any issues enclosed.

Bob Stevenson  
President Elect, NGA-NE