

**Texas Silver Haired Legislature Foundation
Minutes of Meeting of Board of Directors**

Details: December 10, 2012
Time: 9:00 – 10:00 AM
Place: Wyndham Hotel
Minutes taken by: Cindy Adams

Attendees:	Alice Latino Chris Kyker Pat Porter Cindy Adams Walter Graham Carlton Lancaster Jim Hine (by phone) Bruce Davis Barb Maxwell	Guests:	Betty Trotter Cecelia Gutierrez Mr. Gutierrez Betty Streckfuss
Absent:	Susan Merrick Sue Anne Zerze Al Campbell		

Meeting Purpose: This will be a formal meeting of the TSHL Foundation to discuss 2013.

Discussion Items: The following discussion and action items occurred:

Agenda Topic	Discussion / Action
Roll Call. Quorum	Alice Latino called the meeting to order. quorum established at 9:17 am
Review of Minutes	Alice Latino asked members to review & approve the minutes from the Sept. 14 th board meeting.
MOTION:	Chris Kyker moved for approval, Pat Porter seconded. September 14 th minutes were approved as presented.
TSHLF MOU Amendments (Transfer of Funds Procedure from TSHLF to TSHL)	<p>Chris Kyker & Bruce Davis explained MOU must be re-signed today by Speaker, President & 2 secretaries. Jim Hine gave verbal authority for Alice Latino, Vice President, to sign.</p> <p>Amendment has been added outlining procedures for advancing funds to TSHL & procedures on how those will be accounted for.</p> <p>Good reporting mechanism with quarterly report to TSHL. Added on page 4 that the Speaker or Speaker Pro Tem and TSHL Comptroller must approve all requests for reimbursement.</p>
MOTION:	Cindy Adams moved for approval, Jim Hine seconded. TSHLF MOU Amendment was approved as presented.
Financial Report	<p>Bruce Davis presented the 7/1-9/30/12 Comptrollers Report. Applied \$100 per member for everyone coming to Sept session.</p> <p>Chris Kyker presented report through 12/7/12. \$368,004.11 current balance. Copies of TSHL Comptroller's Report 09/30/2012 & TSHL Foundation Treasurer's Report 10/01/2012 – 12/07/2012 attached.</p>
MOTION:	Pat Porter moved to approve, Cindy Adams Seconded. Financial Reports were approved as presented.

TSHL F Proposed Budget
for 2013

Chris Kyker presented the actual 2011, actual 2012 & proposed 2013 Budgets explaining they give a good picture of years with larger expenses for orientation & those without.

- Total Carryover \$38,021.20 balance
- Noted Line-item 3 - Directory sales doubled to \$44,000.00 in 2012

	<p>Identified an \$8000 directory sales line-item for 2013, but 2014 will be much higher as published in alternate years.</p> <ul style="list-style-type: none"> • Line-item 6, Fund Raising, kept fairly constant, increasing by \$5000. • Line-item 8, Grant for Websites, budgeted \$5000 expense should grant be awarded. • Total revenue: \$62,010 • Comment column contains the following expenses to be paid from the TSHL account: <ul style="list-style-type: none"> ○ Line-item 16, Publication – TSHL Silver Bulletin - \$1200.00 ○ Line-item 18, Storage - \$600.00 ○ Line-item 20, Bonding - \$300.00 ○ Line-item 27, Training Committee - \$250.00 ○ Line-item 28, Awards Committee - \$600.00 ○ Line-item 29, Legislative Issues Committees (9) - \$1395.00 ○ Line-item 30, TSHL Officers/Executive Committee - \$2610.00 ○ Line-item 32, Communication – printing, postage, media - \$1600.00 ○ Line-item 33 – Election & Credentials - \$250.00 ○ Line-item 34, Legislative Action - \$1020.00 ○ Line-item 25, Finance Committee - \$925.00 ○ Line-item 25, Advance to TSHL - \$10,650.00 TOTAL
MOTION:	Cindy Adams moved for approval, Pat Porter seconded. Budgets were approved as presented.
Shelton Family Foundation Grant Application	<p>Chris Kyker explained the application itself is a 2 page letter plus attachments. Online academy is not making enough to pay for itself. Met with faculty in Nov. to review options & decided to maintain it & go after funds to support it & promote it in any way they could. Also discussed adding additional courses that would appeal to baby boomers who are now aging.</p> <p>Applying for \$5000 to a local foundation in Abilene. Application will be tailored to reflect local grantor priorities. Hope to also enter into an agreement with Ben Dickerson & Darryl Watkins' company Higher Value Solutions. Submitted for Approval & Signature. Will be calling for a proposal</p>
MOTION:	Alice Latino moved for approval, Jim Hine seconded. Alice Latino verbally authorized to sign.
TSHL Star Award Nominations	<p>Susan Merrick was not in attendance so this will be added to next Board meeting. Jim talked to Chris, Susan & Carlton on who might receive a Star nomination. Discussion of 2 potential awardees – Oscar Garcia (Chris in process of contacting governor's office to confirm attendance at reception.) Motion to proceed to recognize Oscar's nomination. Also recognizing Homer Lear. Creating a new award in Homer's name combination of TSHL & TSHLF's Board/Speaker recommendation. Couldn't be a joint award as TSHL has regulation about what awards they can give. Need to determine criteria for Homer Lear Memorial Award.</p> <p>Alice will brainstorm with Susan & come back to the Board</p>
MOTION:	Pat Porter moved for approval to establish the HL MA & will establish criteria between now & 1/15, Alice Latino seconded.

TSHL Star Award Nominations Cont.	Annual recognition process with criteria. Need response from governor's office to move forward. Recognition for TSHL members who go above & beyond. Chris is optimistic on approaching governor & his attendance
MOTION:	Chris Kyker moved for approval to present Star award to Oscar Garcia at the awards reception &/or dinner, Alice Latino seconded. Jim will play whatever role in recognizing Oscar. Bruce Davis made a recommendation that the Board may want to make a sub-account endowment fund when a significant member dies & active fundraising for that endowment. Will get additional input from Susan Merrick.
TSHL Banquet Update	<p>Jim Hine explained Sponsorship packages, run of show with head table for speakers with the potential to have 15 minute segment "educational event" on healthcare or aging issue by HHSC executive staff. 8-10 minute talk & part of sponsorship would be if someone pays more money, could have a slot at the head table. Jim also discussed outreach to other companies TSHLF hasn't traditionally touched like banks, investment companies, pharmacy companies, funeral homes, LTC insurance. Members & TSHL guests in attendance agreed to make contact with sponsors.</p> <p>Reception will begin at 5:30 & dinner starting at 7:00? Alice will get that out today. Pat has a work plan for run of show. Will accommodate</p>
Fundraising Target for TSHL Adopted Budget 2013-2014	Carlton Lancaster said \$45,000 budgeted. Will defer sine die event discussion to next meeting.
2013 Sponsorship Package	Still questions around banquet vs. dinner sponsorship, head table opportunity, etc.
MOTION:	Pat Porter moved for approval to move forward with sponsorship package pending changes for head table, potential to intro governor & potential for governor attending, Cindy Adams Seconded. Walter Graham would suggest we get the package out asap & decide if we will sell single tickets. Full page
TSHLF Board Nominations - Nominations Committee	Alice Latino presented slate of officers to continue in current offices for 2013. Need one person whose term expires 2015 to move to 2016. Jim Hine would like to nominate Dr. Charles Bell but hasn't been able to speak with him yet. Alice Latino will speak with Sue Ann Zerze & if that is open will speak with Jim Casey, owner of a home health & rehab company in San Antonio
Ben Dickerson	Chris Kyker explained Ben Dickerson has made a commitment to Seniors, founded the gerontology center at Baylor, continues to be involved in education as adjunct professor, very active politically, was a White House Conference on Aging delegate 2 times. Would like to nominate Ben to a term ending in 2016. If TSHL enters into a contract with Mr. Dickerson he would need to abstain from any votes related to that contract
MOTION:	Cindy Adams moved for approval of the nomination of Ben Dickerson, Alice Latino Seconded. All members approve the nomination of Ben Dickerson to a term ending in 2016.
TSHLF Board Officers for 2013	Alice Latino presented slate of officers for consideration.
MOTION:	Pat Porter moved for approval of current officers, Carlton Lancaster seconded. Bruce Davis noted 3 of the 4 officers have term limits next year so Board has development to do. Duly noted by Board officers.

TSHLF Board Meeting Dates for 2013	Jim Hine Proposed to coincide with Executive Committee dates: 4/8, 7/18, Sept & Dec.
Next Meeting / Adjournment	The next meeting date will be April 8, 2013. Details will be sent closer to that date. Adjourn - approximately 10:55 am

TSHL Foundation Treasurer's Report

Oct 1, 2012 - December 7, 2012

TSHL FOUNDATION TREASURER'S REPORT

4th Quarter (part) Oct 1, 2012 - December 7, 2012

Wells Fargo Accounts		1-Oct-	7-Dec-	Varian
1. Investments Value	\$		329,982.9	\$
2. Checking	\$		35,231.4	\$
3. Special (grants)	\$		2,789.7	\$
Total	\$	\$		\$

Note 1. Investment Value based on Wells Fargo Advisors account, Dec 7, 2012. Note 2. Check for bookkeeping service.

Note 3. Special grants account includes checks for Web Master and for www.txshl.org Hosting system

Submitted,



Chris Kyker, Treasurer
Dec. 10, 2012

1/15/2013

	GRAND TOTAL	\$	\$	\$	\$	\$	\$
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TSHL Foundation Proposed Budget 2013

TSHL Foundation Budget 2013		Actual	Budget	Actual	Budget
Comment					
1.Beginning Balance carryover Checking	\$	\$	\$	\$	As of 12/31/12
2. Beginning Balance carryover Grants	\$	\$	\$	\$	As of 12/31/12
Total carryover	\$	\$	\$	\$	
Revenue	\$	37,16	37,16	\$	
3. Sale of Directory and Ads	8,86	20,00	44,46	8,00	
4. Program registration fees	5,14	10,00	12,72	12,00	
5. TSHL Session Sponsors	1,10	3,00	-	2,00	
6. Fund raising activities-Awards Dinner	30,02	30,00	500.	35,00	
7. Town Hall (TCoA) sponsors	-	-	9,50	-	
8. Grant for Websites	-	-	-	5,00	If funded
9. Interest earned & TSHL return	41.27	7.00	5.10	10.0	
10. Total	\$	\$	\$	\$	
11. Total Projected Funds	\$	\$	\$	\$	
Expenses					Pd from TSHL Acct
12. Fund Raising Activities -	\$	\$	\$	\$	
13. Fund Raising Activities - Sine Die	-	20,00	-	-	
14. Publication - TSHL Silver Directory	-	20,00	21,20	-	
15. Publication - Official Documents &	1,48	3,10	-	800.	
16. Publication - Silver bulletin	-	1,88	-	-	1,20
17. Publication - Brochures	-	-	-	2,00	
18. Storage	540.		-	-	600.
19. Insurance	1,41	1,41	1,06	1,41	
20. Bonding	-	300.	-	-	300.
21. Town Hall Meetings & TCoA	2,00	6,00	9,60	500.	
22. Professional fees - Accounting	2,20	2,40	1,47	2,40	
23. Professional fees - Web master	1,20	800.	550.	800.	
24. Professional fees - financial review	2,00	2,10	2,10	2,10	
25. Technology, Website and Online	346.	2,50	521.	6,20	
26. PO Box rental and Stamp Embosser	57.50	50.0	47.0	50.0	
27. Training Committee	-	250.	-	-	150.

Prepared by Chris Kyker 1/15/2013

TSHL Foundation Proposed Budget 2013

28. Awards Committee	340.	300.	-	-	600.
TSHL Foundation Budget 2013		Actual	Budget	Actual	Budget
Pd from TSHL Acct					
29. Legislative Issues Committees (9)		2,66		-	1,39
30. TSHL Officers/Executive Committee	122.	2,00	-	-	2,61
31. Operations -TSHL Session	37,13	20,00	11,73	45,00	
32. Communication-printing, postage,	-	300.	-	-	1,60
33. Election & Credentials	-	135.	-	-	250.
34. Legislative Action	-	200.	-	-	1,02
35. Finance Committee	-	-	-	-	925.
35. Advance to TSHL	1,00	-	15,00	10,65	\$
36. Total Projected	\$	\$	\$	\$	
37. Projected Ending Balance,	\$	\$	\$	\$	
38. Investment Value on	\$	\$	\$		
Submitted by Chris Kyker, December 10,					
Adopted by TSHL Foundation Board December 10, 2012					
Updated for year end balances, December 31, 2012					

Prepared by Chris Kyker 1/15/2013