



VETERANS TRUST FUND OF SOUTH CAROLINA

Veterans' Trust Fund of South Carolina Board Meeting Minutes

12 November 2014

1. **Call to Order:** The Board Meeting of the SC Veterans' Trust Fund (VTF) was called to order at 1:00PM, by Mr. Bernie Chapman, Chair.

2. **Attendance:**
 - a. Present: Howard Metcalf, Bernie Chapman, Gloria Evans, Jimmy Lee Wallace, Bevin Studstill, Dale Ellenburg, James White, James Brown, Ronald Taylor, Jim Lechner, Robin Helms.
 - b. Absent: Calvin Lewis, Valerie Brunson.

3. **Old Business:**
 - a. Status of VTF Bylaws. Bylaws have been finalized and approved.
 - i. Secretary of State does not require a copy of the Bylaws for their records.
 - ii. Copy of Bylaws sent to Governor Haley's legal staff for review and recommendations, if any.
 - iii. Mr. Metcalf proposed an amendment to the Bylaws regarding establishment of time limits for elected officials. There was discussion regarding this proposal.

The Board voted unanimously to:

 1. Limit terms for President, Vice President, and Parliamentarian to two years;
 2. Exempt Secretary and Treasurer positions from term limits to allow for continuity;
 3. An elected official could also be removed by Board recommendation or voluntary resignation.
 - b. Taskings from last meeting.
 - i. Status of committee SOPs – reports were submitted. Committees were later allowed to break out into committee sessions to continue to work on their SOPs.
 - ii. Committee Member contact lists were provided.
 - iii. After privately polling the Board regarding the proposal to begin each meeting with a prayer, it was decided to allow for a moment of silence following the Pledge of Allegiance.

- iv. Ms. Di Chiara talked with the SC Department of Revenue regarding fees charges for tax check-off (were these negotiable), but was referred to someone who had not been available. Mr. Brown knows someone who works with this and will also follow-up on the charges
- c. South Carolina POW Commission – POW Medal from the State of SC
 - i. Original request for \$250 was approved by the Executive Meeting upon receipt of a written application
 - ii. Mr. Metcalf sent a request to Mr. Chapman requesting an additional \$250 to pay for the mold that had to be made to create the medals. Due to time considerations, the Executive Committee considered the additional request and approved the additional \$250 pending receipt of a forma amended request for the grant adjustment.
 - iii. Mr. Metcalf then presented an amended request to the Board asking the VTF to pay \$875, the full amount of the invoice. He explained the POW Commission originally requested 50 medals from D & R Military Specialties; the company contracted to produce the medals, but was later told they could only produce them in increments of 100.
 - 1. Discussion ensued regarding this matter. Concerns expressed:
 - a. Mr. Wallace asked if matching funds were available. Mr. Metcalf explained that while the law provided for donations to be collected by the SC Treasurer, there were none at this time.
 - b. Mr. Studstill was concerned that the provider of the medals was not a South Carolina based company. Mr. Metcalf explained the company was one used by the SC National Guard, who worked in conjunction with SCDVA and the POW Commission in the design of the medal.
 - c. Board members were also concerned that someone would come back for an increase in the future for additional medals.
 - 2. Mr. Wallace made motion the VTF pay the full amount of invoice (\$875) upon written request from the POW Commission. This was approved by the Board.
- d. Pending Grant Requests. Grant request from Emergency Assistance Program (\$10,000) and Veterans Treatment Court Program in Richland and Kershaw Counties (\$30,000) to be referred to the Grant Distribution and Management Committee for their recommendation to the Board.
- e. Committee assignments' review. At this time all members are on a committee in which they are interested.
- f. Other Old Business: Nothing at this time.

4. New Business:

- a. Secretary's Report: Ms. Di Chiara reported on the status of the fees being charged by the SC Dept. of Revenue and the Bylaws.
- b. Treasurer's Report was included in packet provided to each member. \$15,564.36 is currently available for disbursement for this year.
- c. Committee Policy and Procedures.

- i. Breakout Committee Sessions. Each committee met until 2:30
- d. The VTF Board needs to consider the larger mission of the VTF of SC. This will be held for future consideration.
- e. Other New Business.
 - i. Business Cards for Board Members: referred to Public Relations (Marketing) for further considerations and recommendations to the Board.
 - ii. COL Taylor suggested having someone from the Charities Division, Secretary of State, come speak to the Board for about 15-20 minutes. This was well received by the Board and this will be scheduled for a meeting after the New Year. Mr. Metcalf and Ms. Di Chiara will follow up on scheduling this with the Secretary of State's Office.
 - iii. Increase monies. The Board discussed ways to invest current funds to increase monies (i.e. investment company), and asked if there were any guidelines or restrictions. Mr. Brown explained the VTF invested in CDs at one time. This will be pursued by Ms. Di Chiara.
 - iv. Mr. Chapman will schedule another meeting in December with Executive Committee, Committee Chairs, and any other interested Board Members to finalize SOPs. He also encouraged committees to get together before then to work on SOPs.

5. Taskings and "Due Outs":

- a. Committees to finalize their SOPs in order for Committee Chairs to present to Executive Committee on 17 December.
- b. Secretary to check the see if there are any restrictions regarding the use of an investment company to increase earnings.
- c. Secretary to check with Charities Division, Secretary of State, to see if someone would be willing to speak to the Board
- d. Treasurer and/or Secretary will contact Dept. of Revenue to see if the fees charged for tax check-off are negotiable.
- e. Update Bylaws to include term limits and provides finale copy to Board.

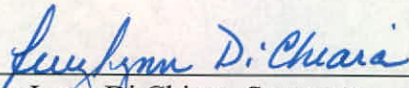
6. Identification of Next Meeting:

17 December 2014.

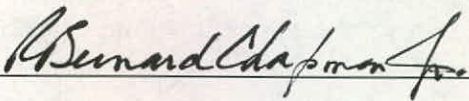
11. Adjournment – the meeting adjourned at 3:30 PM or earlier, 12 November 2014

Attachments:

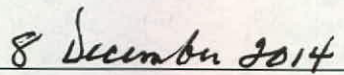
Financial Report



Terry Lynn Di Chiara, Secretary



R. Bernard Chapman, Jr., Chair
Veterans Trust Fund of South Carolina



Date of Approval