

GUIDANCE ON PREPARATION AND SUBMISSION OF MEETING MINUTES

Our Association's legal documents and bylaws require that the USAWOA home office receive a copy of the minutes of all meetings, financial reports, and audit records. USAWOA operating manuals specify that regions and chapters will receive a rebate, on a (calendar) quarter basis, from the dues paid by their members during the quarter, **providing minutes are submitted in a timely manner**. There are **three important facts** to know about this subject:

- **Minutes do not need to be approved or signed before submission.** The use of the Minutes Transmittal Form shown in Manual 300-1 is optional and it is not required to be sent to the USAWOA Home Office. Minutes and/or memorandums may be sent by email (usawoamdb@verizon.net), mailed to USAWOA, 462 Herndon Pkwy Ste 207, Herndon, VA 20170-5235), facsimile (703-742-7728), or hand delivery. The Financial Report Form shown in Manual 300-1 is optional provided the information is reported in minutes submitted to the Home Office. Please include our webmasters at usawoa-online@verizon.net and meeksfd@sudenlink.net so that they can insure that you Chapter information is up to date on our websites. It is also a courtesy to provide you Region Director with a copy of you minutes. You also need to be aware that your Chapter Minutes are reviewed by the National Awards Committee to select the winners of National Level Chapter awards presented at the Annual Meeting of the Members. Detailed reporting in the minutes could mean an award for your Chapter.

- **A memorandum must be prepared and submitted in situations when a region or chapter attempts to hold a meeting but cannot due to insufficient attendance such as lack of quorum, deployments, OPTEMPO, PERSTEMPO or weather.** This will serve in lieu of official minutes.

- **To be receive a rebate the USAWOA home office must receive minutes or memorandums according to the following schedule:**

<u>When minutes are received:</u>	<u>The percent of earned rebate that will be paid is:</u>
Not later than <u>the 5th working day</u> after the end of the quarter.	100 %
Not later than <u>30 calendar days</u> after the end of the quarter.	75 %
Not later than <u>45 calendar days</u> after the end of the quarter.	50 %
Later than <u>45 calendar days</u> after the end of the quarter.	0 %

To assist region and chapter leadership, the USAWOA home office will:

- Accurately record receipt of minutes/memorandums to official USAWOA records.
- Advise region/chapter leadership of such receipt.
- Advise region/chapter leadership when a region or chapter rebate is in jeopardy due to non-receipt of minutes or memorandums.
- Accurately record new members and renewals in USAWOA membership records.
- Accurately calculate earned rebates based on the membership records.
- Pay rebates to qualifying regions/chapters within 60 days after the end of the quarter.

Rebates are based on the following calculations:

- \$ 2.50 is earned for each regular new member and renewal.
- \$ 1.50 is earned for each new retiree membership and renewal.
- No rebate is earned on introductory memberships (WO1 no cost initial membership).
- Either \$ 1.50 or \$ 2.50 is earned from the first payment of a life membership.
- New chapters (those within the first 24 months of activation) receive double the rebate amounts above.

Army Regulation 210-22, Private Organizations on Department of the Army Installations, 22 October 2001 – contains specific for private organizations organized on or meeting on Army Installations including the ARNG and USAR.

- Paragraph 2-1c requires that copies of by-laws, minutes, financial reports, names & addresses of officers and copies of audit reports be submitted to the installation commander's designee.
- Paragraph 3-1 contains restriction of the letterhead and heading of minutes or memorandums.
- Paragraph 4-2a(4) restricts Army employees from using their titles, offices, or positions in connection with their private organization. Therefore it is strongly recommended that ranks not be used in minutes or on forms used in USAWOA operations. It is important that the first time an individual is mentioned that their full name be used for identity and historical purposes.
- AR 210-22 is available for download at http://www.apd.army.mil/pdf/files/r210_22.pdf.

Call 800-587-2962 or send an email to the Home Office at usawoamdb@verizon.net if you have any questions.