

Marion Military Institute  
Alumni Brigade Board of Directors Meeting  
September 16, 2017

**Roll**

Present: Lewis Shirley, Camie Jones, Reki Mae Garland, Bill Bright, Lesley Dyer, Logan Gray, Sam Givhan, Ed O'Neal, David Coleman, Lee Baker (phone), Lee Liles (phone) David Bone, Lani Strange, Dan Hartzog, King Curry, O'Neal Holmes, Suzanne McKee, and David Mollahan,

**Welcome**

Brigade President Lewis Shirley called the meeting to order at 10 AM, welcomed and thanked everyone for their participation, welcomed the new board members, and opened the meeting with prayer.

**Approval of Minutes**

Reki Mae Garland made a motion to forego the reading of the minutes and approve as provided; David Bone seconded the motion. Motion passed.

**Campus Report:**

**Career Center:** Eva Painter gave an overview of the newly established Career Center. It is an arm of the Academic Success Center and is funded by the Title III grant. Mrs. Painter explained that the mission of the Center is to facilitate effective career and major exploration and goal setting, and to equip students with resources and tools necessary to secure opportunities that will provide experience and aid in their decision making process. The services offered by the Center are career counseling, major exploration, transfer college search, career interest assessment, business correspondence, interviewing skills, summer internships, and job shadowing. Mrs. Painter asked for the Alumni Brigade's support in identifying possible volunteers. She also invited the Board to the Job and Transfer Fair on November 13, 2017 from 1-3pm.

**MMI Alumni Connect:** Mrs. Holmes updated the Board on the progress of MMI Alumni Connect. Since the launch, there are 118 active users, 52 willing to volunteer, 38 willing to be a class agent, 89 willing to answer industry specific questions, 89 willing to be a mentor, 9 offer internships, and 65 review resumes.

**MMI President's Report:**

**Personnel:** Lt Col. John Raczkowski joined MMI as the Deputy Director of the Leadership Center. He will be charged with expanding the guest speaker series and the leadership symposium. Carmon Paige Fields joined us this spring as the Director of HR and Title IX Compliance.

**Enrollment:** Fall 2017 enrollment is 446 cadets. This is the largest incoming class in recent history with 310 freshmen. The SAP sponsored cadet number was smaller this year due to more direct admits, but the ECP is larger. COL Mollahan reported that he met with BG Bennett, the Deputy Commander of Cadet Command, this summer to discuss the ECP program. He commented that he is very pleased with the quality of this year's cadet.

**Sports:** There was an addition of two new sports this academic year, Men's and Women's Cross Country and Golf. The Cross Country team has already started their season. Last year four athletic teams were recognized as All Academic. Calhoun Community College has cancelled their athletics program, but Col. Mollahan reassured the Board that MMI's athletic program will continue.

**Engagement:** The 175<sup>th</sup> Celebration coincided with the Cresting Ceremony this year. The Chancellor participated in the ceremonial activities including a cake cutting and a proclamation from the Governor's office. Col. Mollahan reported that the Chancellor is optimistic about the upcoming state appropriation.

Will Ainsworth, a State Representative in North Alabama, visited campus in September and was impressed with the school. Col. Mollahan informed the Board that all the letters from the Congressional Delegation have been sent to the Service Academies. Additionally, they are scheduling a meeting with the governor. Logan Gray

recommended that the school visit Senator Greg Reed and Ed O'Neal recommended Senator Clay Scofield. Col. Mollahan will present a brief to the ACCS Board in October.

**Hall of Honor:** Without a Director, the Hall of Honor will remain in a status. Col. Mollahan has asked the state for \$150,000 to hire a full time director and recoup costs incurred by college. This fall's ceremony with commemorate the centennial celebration of World War 1 followed by a memorial to COL Gibler.

**Strategic Plan:** The strategic plan, facilitated by Dr. Stephen Porch, is complete. The new plan includes a new mission and vision statement, as well as, a detailed plan to become the Alabama College of Leader Development. The five goals are to Enhance Academic Environment; Develop Future Leaders of Character; Improve Quality Enrollment (470 is goal); Upgrade Facilities, Technology, Safety and Security; and Secure Resources to Support MMI Vision and Goals.

**Capital Campaign:** The new Capital Campaign, Marion Made, and will secure resources to support the Strategic Plan. Mrs. McKee reported that they have raised 52% of their goal of \$9,240,000. The Chair is Jimmy Rane, and the Co-Chairs are Finley McRae and Frances Chaney. She reported that they will work from the inside out and focus on support from the following: faculty and staff, Foundation Board, PAC, and the Alumni Brigade Board. The theme of the campaign, developed by Cayenne Creative, originated from West Point cadets who inscribed "Marion Made" in their class rings. This theme has resonated with a large group of alumni, parents, and friends. O'Neal added that the 175<sup>th</sup> committee gifted "Marion Made" tshirts to faculty, staff, and cadets.

Dan Hartzog asked if the city of Marion has approached nation foundations for help. O'Neal explained that Marion is now a designated city from Main Street Alabama which will provide \$60,000 in consulting for downtown revitalization. Also, Jazz on the Square will take place at the end of September.

#### **Brigade's President Report**

Lewis Shirley reported Move-in-Days was a great event and thanked the volunteers who attended. He let the Board know that he will not be seeking re-election next term and encouraged people to consider running for an office.

**Strategic Plan Committee:** Mr. Shirley appointed Logan Gray to chair the Strategic Planning and David Coleman, Ben Lee, Lee Baker, Ed O'Neal, and Lani Strange to serve as members of the committee.

**Nominating Committee:** Mr. Shirley appointed Dan Hartzog to sit on the Nominating Committee.

#### **Treasurer's Report**

Stewart Crawford presented the financial report with the following balances from all accounts: MMI Foundation- \$36,595; the Arthur Wilkerson CD at Marion Bank & Trust- \$11,000; the Community Foundation of Greater Birmingham- \$66,764; with total assets of \$114,359. Mr. Crawford pointed out that the main expense has been the grant of \$187,724 to the Foundation for the QM Renovation.

Mrs. Holmes presented the management report through August 31<sup>st</sup>. She noted that Move-in-Days grossed \$6,800 in memberships. She also shared that the Brigade is beginning to see a return from the investment in merchandise. Ms. Dyer asked how many mixers the Brigade hosts each year. Mrs. Holmes responded with 5-7 mixers depending on the year.

Mrs. Holmes presented the proposed budget for FY 2018 (attached) and noted the addition of the emergency cadet fund for the United Appeal Fund. She also pointed out that the projections were conservative, so the additional revenue will be utilized for school support. Stewart Crawford made a motion to accept the proposed budget and Camie Jones seconded the motion. Motion passed.

Reki Mae Garland made motion to accept the Treasurer's report as read and David Coleman seconded. Motion passed.

## **Bylaws Committee Report**

Mrs. Jones thanked the committee members for their work on the bylaws. She asked Mrs. Holmes to summarize the proposed changes:

**Article 1: Name and Purpose:** Mission Statement rewritten

**Article 2: Members**

- Addition of Parents Platoon Member, Complimentary Member, and Honorary Member
- Extended the complimentary membership to 3 years from 1 year
- Removed Basic Member, Organizational Member, and Director Member because it is no longer applicable to the organization
- Changed notice of annual meeting to at least 30 days from 7-60 days' notice.
- Relocated Section 3-4. Nomination of President and Nomination of Officers– moved to Article 4
- Deleted Section 5-6. Special Procedure – no longer relevant; Dues are addressed in Section 1.
- *Comments/Additions: Ed O'Neal pointed out a misspelling in the membership section and asked to have it corrected.*

**Article 3: Board of Directors**

- Section 1 – changed board composition from 3-36 members to 5-20 board members.
- Section 2 & 3 – Relocated election procedures for president to Article 4; removed first year procedures. Board Terms remain at 3 year terms w. 1-year gap in terms.
- Added language about Ex-Officio members.  
Added Nomination Procedure as Section 4 (consolidated from other areas of bylaws) – old procedure was outdated (ten members to nominate, written nominations, etc.)
- Section 5. Added Commitment to Serve.
- Relocated Section 6-7 Chairman of Board and Other Officers Language to Article IV
- Changed meeting frequency to reflect current structure of quarterly meetings.
- Updated Committee Language – removed Audit, Endowment and Investment Committee.
- Executive Committee, Nominating Committee, Finance Committee, Membership Committee.
- Consolidated language regarding vacancies, resignations, and removal.
- *Updated Nomination Language – “Any voting member in good standing may nominate a candidate for the Board. The Board shall appoint a nominating committee no less than 180 days prior to the annual meeting. Nominations shall be solicited from the Brigade members at-large and compiled by the Nominating Committee for placement on a ballot to be submitted for Board approval. The nominees, announced via electronic means at least 30 days prior, will be voted on by the membership at-large during the annual meeting.”*
- Added Conflict of Interest Language consistent with MMI Foundation
- *Comments/Additions: Mrs. McKee proposed in Article III Section II to strike “Director of Alumni Affairs” replace with “Executive Director of the Alumni Brigade” to be consistent with the proposed affiliation agreement.*
- *Comments/Additions: Lesley Dyer explained the rationale behind the change to the nominating procedure because the nominations for Board members are proposed to be opened up to the general membership.*

**Article 4 – Officers**

- Added that President and Ex. VP must serve on board for at least 1 year before taking office.
- Terms – Changed from 3 to 2-year term limits – to promote. 5 year max cumulative service.  
Section 5 covers the duties of the officers. O'Neal pointed out that the Executive Vice President will chair the nominating committee and preside over board members' orientation. Mrs. Holmes pointed out the addition of the Vice President of Joint Fundraising Initiatives roles.
- Section 6 covers the Powers and Duties of Officers: fleshed out responsibilities.
- Added language about Past Presidents roles and responsibility.
- *Comments/Additions: Ms. Dyer responded to Ed O'Neal's question and stated that a member could seek reelection after the one-year break.*

- *Comments/Additions: Ed O'Neal asked if an ex-officio member can serve on a committee and Mrs. Holmes responded that any member of the Alumni Brigade can serve on a committee.*

## **Article 5 – Executive Director**

- Updated roles and responsibilities to reflect current duties.
- Deleted language about Alumni Chapters & Distinguished Alumnus Award, moved endowment fund language to addendum.
- *Comments/Additions: Mrs. McKee proposed to add the sentence in Article V, Section 1. Add “The MMI President will assign an appropriate MMI staff member, normally the Director of Alumni Affairs, to serve as the Board Executive Director.*
- *Lee Liles asked if the current structure complies with the separation of Brigade and the State. Suzanne responded that the governance has changed and the school is now governed by the ACCS.*

## **Article 6 – Finance**

- Updated language regarding contracts and changed fiscal year end to Sept 30th to match.
- Added language about budget, financial reporting, & investments (Mr. Baker moves to add a qualifying statement) – *“Section 6. Quarterly Financial Statements. The Finance Committee shall cause standard quarterly financial statements to be produced in accordance with the Financial Accounting Standards Board (FASB) current bulletin for Presentation of Financial Statements of Not-for-Profit Entities and presented to the Board at the Board meeting following the end of the quarter for which the quarterly financial statement was produced.”*
- Article 8 – Mr. Baker explained that the committee proposes to move the Endowments Article language to the amendments until the Board can vote to remove them at the annual meeting.
- *Removed Affiliation Agreement from Bylaws – will be a separate stand-alone document.*
- *Mrs. Dyer added that the Committee added the specific financial governances and procedures to the bylaws for clarity and continuity.*

## **Article 9 – Amendments**

- Amendments must be approved by 2/3 majority vote at annual meeting. Changes must be submitted to President for review prior to meeting.
- *Sam Givhan asked if these proposed bylaws have to be approved by the general membership.*

Mrs. Holmes answered that with the exception of the Endowment language, the bylaws can be approved by the Board. She also points out that under the proposed bylaws, the general membership would have to approve future amendments. Lee Liles commended the board for this change in procedure.

Affiliation Agreement language was removed from proposed bylaws because it is language that should be revisited more frequently than the bylaws document. Ms. Dyer also mentioned that in order to keep the document brief, the committee removed procedural details from the bylaws and placed them in the standard operating procedures.

*Lee Baker proposed to correct the number of the Articles to remove the two article VIIs and in Article VIII strike “society” and replace with “Brigade”. Lani Strange also proposed to remove word “the” before the committees under Article III section 8.*

David Coleman made the motion to accept the presented draft of the bylaws with proposed changes as discussed. Reki Mae Garland seconded the motion. The motion passed.

## **Nominating Committee Report**

Camie Jones reported that there are several nominations for the Brigade Board including, Robert Fuller, Caleb Logan, Lennie Logan, Ethan Hamilton, Brian Miller and Pat Rudicell. Mrs. Jones asked that the board please submit additional candidates. Mrs. Jones also asked the Board to submit brigade board nominations for officers and honored teacher. Lesley Dyer moved to accept the nominating committee report and Stewart Crawford seconded the motion. The motion passed.

### **Executive Director's Report**

**Memberships:** The Alumni Brigade has 1102 members, annual 419, parents platoon 315, and lifetime 368.

**Events:** Mrs. Holmes thanked Lani and Curtis Strange, Jonathan Hard, and Jody Sanders for hosting the Huntsville New Cadet Dinner in July. The event had almost 50 people in attendance. Mrs. Strange added that the parents are very grateful for the event for last minute questions to current cadets. Ms. Dyer asked if there is any other region that has a concentration of cadets where the Brigade could replicate the event. Mrs. Holmes responded with Birmingham, Mobile, and West Alabama. MMI was a sponsor of the Birmingham Barons this summer and the Brigade hosted a Sunday event in August for 20 people. The attendees were mainly young alumni. Move-In-Days was another successful event raising more than \$6,000 in memberships. The Brigade also hosted a family BBQ for freshman families. The Robinson's and the Smith's hosted the Auburn Mixer in August and was well attended by elected officials, friends, and alumni.

**Website:** Mrs. Holmes demonstrated the new website and showed the 175<sup>th</sup> site including the interactive timeline. She also encouraged the Board to browse the new website and to please provide feedback. Mrs. Holmes played the "Happy Birthday MMI" Video and the "Legacy" video for the board.

**Alumni Directory:** Publishing Concepts, Inc. will be producing the alumni directory and collecting the data from July 2017 until December 2017. There have been 1391 respondents so far.

**Community Affairs:** The cadets are to perform at Jazz on the Square on September 24<sup>th</sup>.

**Merchandise:** The most popular items are the MMI Polo and the t-shirt. The pullover is expected to gain popularity in the fall with cooler weather. The school is still working on online bookstore capabilities.

### **Upcoming Dates:**

Oct. 13 & 14: Parents Weekend

Oct 19<sup>th</sup>: Dove Shoot

November 9<sup>th</sup>: Veterans Day Parade

November 30<sup>th</sup>: Christmas Reception

December 9<sup>th</sup>: Graduation and Commissioning

January 27<sup>th</sup>: AB Board Meeting

Camie Jones made a motion to accept the report as read. Lesley Dyer seconded the motion. The motion passed.

### **Old Business**

**QM:** O'Neal invited the Board to the QM Dedication October 14<sup>th</sup> at 11:15 am during Parents Weekend.

**Class Agents:** O'Neal reported that the Membership Committee will begin to work on the Class Agents Program this fall.

**Dove Shoot:** O'Neal reported that the sponsorships for the dove shoot totaled \$40,150 which is on track with last year's revenue. The sponsors are listed in the handout.

The next meeting was scheduled for Thursday, November 16, 2017 at 5 pm.  
With no other business, the meeting was adjourned.

Respectfully submitted,

O'Neal Holmes  
MMI Alumni Brigade



## MMI Alumni Brigade Proposed Budget 2018

<b>Income</b>	<b>Budget</b>
<b>INCOME</b>	
Dove Shoot	\$20,650.00
Alumni Weekend	\$7,000.00
Memberships/ Donations	\$13,000.00
Mixers	\$2,000.00
Interest Income/ Wilkerson CD	\$150.00
Merchandise Sales	\$5,000.00
Emergency Cadet Fund	\$1,500.00
<b>Total Income</b>	<b>\$49,300.00</b>
 <b>EXPENSES</b>	 <b>Budget</b>
<b>Campus Events</b>	
Alumni Weekend	\$15,000.00
Move-In Days	\$5,500.00
Parents Weekend	\$500.00
General Support	\$1,000.00
<b>School Support</b>	
MMI Alumni Connect	\$4,000.00
Campus Projects	\$3,500.00
<b>Special Project</b>	
Emergency Cadet Fund	\$1,500.00
<b>Regional Events</b>	\$4,000.00
<b>Operating</b>	
Executive Director Salary	\$5,000.00
Insurance	\$300.00
Materials and Supplies	\$4,000.00
<b>Merchandise</b>	\$5,000.00
<b>Total Expenses</b>	<b>\$49,300.00</b>