



1. The meeting of the Executive Board of the CIA was held in the Wyndham Garden Hotel, San Antonio, Texas as required by existing CIA By-Laws.
2. The meeting began at 0900 hours. Those in attendance were:
 - a. Mr. Jerry Jodrey, National Commander
 - b. Mr. Earl Kennedy, Senior Trustee/Past national Commander
 - c. Mr. Chris Callen, National Finance Officer
 - d. Mr. J.L. Rhodes, **Trustee/Division Commander
 - e. Mr. Henry Baker, National Deputy/Division Commander
 - f. Mr. Nick Hubbell, National Chief of Staff
 - g. Mr. Larry Eckert, National Blue badge Editor

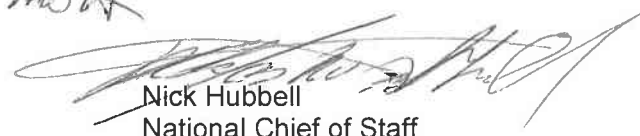
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3. It should be noted, that Mr. Hubbell joined the meeting after the vote count for the new national commander was completed. He was precluded from participating in that vote as he was the sole contender for that position.
4. Mr. Jodrey opened the meeting and introduced Mr. Callen who presented the 2015 – 2016 budget. The board reviewed this. A motion for approval of the budget was made by Mr. Callen and seconded by Mr. Kennedy. All approved by vote. No nays.
5. Mr. Eckert stated that the budget would be placed in the January 2016 Blue Badge. He also stated that the next annual convection will be in Albuquerque, NM in October 2016.
6. Mr. Callen presented all National CIA expenses/income for the last two years. The Board, with no discussion, reviewed this.
7. Mr. Hubbell stated that the focus of the association for the next two years should be to increase our membership by ten to twenty percent. He stated that the association has remained around 3,000 members for the last 8 years. Much of this, he believed was due to a disjointed recruiting program and even less effective renewal effort. He stated that Commander Jodrey's effort over the past year to streamline and computerize these processes was the way to go in the future. There was discussion between Mr. Hubbell and Mr. Rhodes about the exception granted to Mr. Rhodes division to conduct a separate recruiting program. Mr. Hubbell indicated that, if he were elected, he would ensure that all divisions met National's requirements. Mr. Rhodes and Mr. Hubbell agreed to meet late to discuss this.
8. Mr. Kennedy stated that there had been questions about the needed documentation to prove award of the Combat Infantrymen Badge (CIB). He

stated that updated/corrected information on DD214 is usually done using a DD-215. Discussion about the Combat Action Badge versus the CIB ensued.

9. Mr. Callen discussed the new membership forms and the electronic method of payment using "PayPal". He also discussed the new method of scanning in the DD-214 instead of mailing it. This allows for the faster review of the document and quicker processing of the applicant's membership paperwork.
10. There was much discussion about the annual membership fee and the "hardcopy" of the Blue Badge (BB). Mr. Eckert stated that the BB was expensive to print and mail even with the six dollar additional payment from those who wanted a printed copy. Mr. Hubbell stated that we should discontinue printing the BB not later than October 2016. A motion was put forth by Mr. Hubbell to discontinue printing the BB by October 2016. Mr. Kennedy seconded it. All approved. No nays.
11. Both Mr. Kennedy and Mr. Callen recommended that we look at offering free membership to those who are 85 years of age or older. They also indicated that "Lifetime" memberships should be lump sum payments. The association should not be required to carry the debt of the members to procure this membership. The lifetime membership should be made available to those members over 70 years of age. This was tabled, as it will require a re-write of our by-laws. Mr. Hubbell stated that this is an item that must be discussed with the division commanders so that they can talk to their members.
12. Mr. Hubbell pointed out that there are over 1100 members currently assigned to National Headquarters. He stated that this was excessive and most of these members should be reassigned to divisions nearest to their respective zip codes. Both Mr. Callen and Mr. Kennedy cautioned that this could cut into national's funds in future.
13. This was also tabled for later discussion by the board.
14. Mr. Callen put forth a motion to add a National Forms Compliance Officer to the executive Board. Mr. Jodrey seconded that motion. All approved, there were no nays.
15. Mr. Kennedy put forth for consideration that the new National Commander should appoint both a four-year and a junior trustee.
16. The board will seek volunteers to attend a wreath laying ceremony at Arlington Cemetery, Virginia scheduled for 10 November 2015. Mr. Hubbell represented the CIA last year. He stated that this should be considered as an honor and that National should fund it and it should be offered to various divisions within the association. Mr. Kennedy agreed. We will seek volunteers ASAP.
17. Mr. Callen stated that National was setting up a permanent address in Asheville, NC using a UPS office there. This is in compliance with our constitution and by-laws. He also set up a national phone number using "Grasshopper". This will give us a single number nationally and will have extensions for various members in leadership roles.

18. Mr. Hubbell discussed future national conventions. He pointed out that only 25 people showed at this event. There only about 30 to 40 at the one in 2014. He suggested that perhaps we should consider holding them every two years. Both Mr. Rhodes and Mr. Eckert disagreed. After some discussion, it was agreed to keep the current schedule.
19. Mr. Baker put forth that any board members who are required to attend national conventions should be reimbursed up to \$500.00 for expenses. Much discussion ensued but no decision was reached.
20. Mr. Rhodes and Mr. Baker stated that they needed financial assistance with recruiting and advertising. It was decided that National would furnish \$1000.00 per active division to conduct these activities. The requirements for this allocation of funds is contingent on the following:
 - a. That each division furnish all its tax and financial information to the national Finance Officer for inclusion in National EIN submission to IRS.
 - b. That such funds must be utilized within 180 days from issuance and must be used solely for recruiting purposes. These funds may not be re-purposed for anything else.
 - c. That each division must provided the national Finance Officer receipts for those funds at the end of the 180-day period.
 - d. Any funds not utilized within that timeframe will revert back to national headquarters.
21. Mr. Callen said that we would look into procuring a compact folding tent/table for use at conventions/fairs, etc. Divisions could request the loan of this item for their use.
22. There was discussion about making the membership in the association more beneficial to its constituents. We will look into life insurance and estate planning activities that are sponsored by large veterans groups such as the American legion and the VFW.
23. Mr. Kennedy recommended that the board consider adding a Support Member to address support membership issues. This was seconded by Mr. Baker. All approved.
24. Mr. Rhodes motioned to change the dues to \$30.00 annually, with free membership after age 85. Mr. Baker seconded this. It was amended by Mr. Callen that this should take place in October 2016. All approved it. Notification will go out in the January 2016 issue of the BB.
25. It was agreed that the National Commander will employ a part-time administrative person to assist with all activities of the association. The cost will be approximately \$8,000.00.
26. Mr. Callen stated that division commander must ensure that they meet all state tax requirements in their respective states.
27. It was discussed that we have the association attorney begin efforts to have our logo registered and trademarked. This will cost \$750.00.

28. Mr. Steve Huff will develop a new catalog of CIA items for sale using our logo. He will also develop some CIA approved calling cards for review by the board.
29. Mr. Hubbell stated that he would establish quarterly webinar meetings with division and board members.
30. The meeting was adjourned at ^{14:00 MDT} ** hours.



Nick Hubbell
National Chief of Staff

NOTE: Mr Callen provided additional note from this meeting. These are attached for review.

Handwritten signature and date: 3 Mar 15

Addendum To Minutes:

The following topics were discussed at the Annual Executive Board Meeting held in San Antonio in October this year.

- 1) the minutes from this meeting and all future meetings must be posted to the website upon completion
- 2) our next reunion meeting will be in Albuquerque in 2016
- 3) the budget for 2015-2016 was read and approved and must be posted to the website and printed in the upcoming January Blue Badge
- 4) all expenses and income was submitted to the board in a detailed QuickBooks print out which included a two-year time range. Also a fiscal year profit and loss and balance sheet and a copy of the Commanders expenses for the past year were submitted. The fiscal year profit and loss sheet will be printed in the upcoming January Blue Badge
- 5) The goal in main focus over the next two years will be increasing membership-want to get every member to bring in at least one new member every year
- 6) A new member may submit a DD 215 (an amended DD214) to prove earning the Badge. Note-if ever needed this form may be obtained by contacting the Human Resource Center in St. Louis.
- 7) The new member application, that must be updated immediately, will contain our new permanent address and telephone number as well as eliminating the box allowing the Blue badge by mail option. Also there will be a section noting if the member is 85 years or older indicating the membership will now qualify for a free lifetime membership. The lifetime payment option needs to be amended to be available at age 70 and only with a \$400 lump sum payment. Installment payments although longer be available. The website must also be changed as well
- 8) The renewal applications, that must be updated immediately, will continue to offer a \$6 option for the Blue Badge but will contain an extra line requesting the e-mail of a friend or relative that could get the Blue Badge by e-mail and printed off for the member. We will have a note on there that the physical Blue Badge will be discontinued, due to the high cost, as of October 1, 2016. Also there will be a section noting if the member is 85 years or older indicating the membership will now qualify for a free lifetime membership. The lifetime payment option needs to be amended to be available at age 70 and only with a \$400 lump sum payment. Installment payments although longer be available. This must be changed in the bylaws
- 9) It was discussed that any members assigned to National that have a local State Headquarters company to that State headquarters company. The Headquarters unit must be in existence for a set period of time which is not determined. This was tabled for further discussion due to the potential for extreme income loss at National. In essence the dues Could be cut in half if this happened.
- 10) A National Compliance Officer must be selected for the incoming National Commanders Board. This person will be responsible for monitoring all marketing materials and use of the logo. No use of the logo or any alliance with the CIA will be allowed without written approval from the Compliance Officer. A notice will need to be made to all the members who have many marketing materials out there with old logos and marketing materials that they should no longer use them when they run out and only use the one approved logo.
- 11) The National Commander shall appoint a two-year Junior Trustee and four-year Senior Trustee for his new Board.

- 12) The request is made for volunteers to go to the Tomb Of The Unknown this year to lay the wreath. At this time we have no volunteers and it is coming up in less than a month.
- 13) We will immediately begin to contact UPS offices in Asheville, North Carolina to request a permanent mail address at their location. They will then forward all mail received weekly to Chris Callen's office in Westerville Ohio for processing. This new address will be posted on all the applications and on the website and on any national letterhead and cards
- 14) It was discussed that future annual reunions should be held at either of Fort Hood, Fort Lewis, of Fort Benning. Also the possibility of at least once every third year or once every second year at Fort Benning.
- 15) It was discussed that it should be mentioned in the Blue Badge or in the National Commanders letter to the Division Commanders that they will be responsible for reporting to the respective's state Attorney Gen. to register at their nonprofit if in fact they have a nonprofit corporation in that state. This must be done annually. This will be necessary to get a tax exempt status from their state in order to buy things without paying tax
- 16) It was discussed that the bylaws presented at this meeting should be amended to not require the National Commander to have a written okay to print the Blue Badge. The editor shall have this responsibility however it was recommended that the National Commander you a copy before going to the printer. It was also recommended that the bylaws be changed on paragraph 3.3 to be identical to the Constitution 3.3 section
- 17) It was decided that the physical hard copy of the Blue Badge will be discontinued after October 1, 2016. This must be discussed and available for the members knowledge in both Blue Badges next year so they will be familiar with. We are going to request that they provide an e-mail address that we can e-mail the Blue Badge to a family member or friend that can printed off for them. If this is not possible they shall need to contact their Division Commander who will be given money for paper and ink to print them off for any members that require a hard copy. The should be added to the new bylaws before approval
- 18) It was requested that lifetime memberships begin at age 70. Also that all lifetime memberships now be paid in a lump sum of \$400 with no annual installments. This is to discourage lifetime membership and continue annual payment members as much is possible. This will need to be added to the new bylaws before approval
- 19) It was discussed that any Board member that is required to attend the National Reunion should be reimbursed up to \$500 for their expenses. This is still under discussion and needs to be finalized before next year's meeting
- 20) There was discussion of a loss Blue Card for a new company being started in Texas. Recommend the National Cmdr. get with the Texas Cmdr. get this figured out and see if we can find it. Make check with Laurie and Chris Callen's office to see if she may have it somewhere
- 21) The new Illinois Finance Officer for the Illinois Headquarters company has volunteered to serve the Board for any financial advice that may be required. He is a retired CPA
- 22) The use of the new program Constant Contact was discussed. Laure and Chris Callen's office will be setting this up shortly. Once set up we will be able to send the Blue Badge by PDF without requiring a login number.
- 23) Three new names were introduced as potential Board Members. Teddy Jackson, from Washington, Erwin Fishman from Illinois, Bill Castro from Hawaii and Paul Gill from New York.

- 24) It was noted that Hawaii has their own website. www.CIBaloha.com
- 25) It was pointed out that the Division Commander shall receive any financial splits from National until they submit their annual financials and annual board position forms. These must be submitted no later than November 1 annually.
- 26) It was approved that upon receipt of the annual financials from the Division Commanders national will allow up to \$1000 per division to spend on recruiting advertisements. In order to get the thousand dollars they must submit receipts totaling at least \$1000 within six months of receiving the check. Any money not spent on recruiting by that time shall be returned to National. All receipts shall be submitted at one time and not individually to the National Finance Officer. This should be posted in the Blue badge and the online blue badge on the website.
- 27) It was decided that National shall purchase a silk eight-foot banner and corresponding 6 foot hanging sign, black table skirt and CIB pop-up tent for use by any commander in the country. It will be That National and anyone wishing to use it to make reservation and pay the shipping cost to have it sent every turn. The unit will be responsible for the entire cost of the shipment if it is not returned.
- 28) The discussion of adding benefits for our membership would be beneficial to help increase and retain membership. We must give them a reason other than just joining to become a member. Chris Callen recommended adding the American Benefits Network plan with about 30 different benefits including \$20,000 of guaranteed issue life insurance for the member for \$49 a month. An additional hundred and \$50,000 of term life insurance may be purchased on a guaranteed issue basis (no medical questions or exams) for the member as well is up to \$50,000 of guaranteed issue for the spouse and \$10,000 for any dependent children. The board but this was a good idea and should be added to the website. The flyer should be printed in the blue badge and on the website under a special Of benefits for the members. Chris Callen, as a licensed agent in all states next plan available all members in the country. Though the plan is not available in five states. Chris Callen has agreed to give the Association 25% of all monthly dues payments in the form of a commission paid directly to the Association from the network plan on a monthly basis.
- 29) It was recommended that a board member consist of a Support Member will be responsible for building Support Members.
- 30) It was discussed over the next two years that a new unit Start Up Handbook shall be created and made available on the website for all of the commanders starting a unit
- 31) It was approved that the online PayPal membership option is to be changed to \$26 to reflect the same amount as is done on paper. The \$32 auction will no longer be available to do members as we will not be mentioning the purchase of a hard copy Blue Badge
- 32) It was decided to hold a second raffle payment annually in order to fund the cost of running the administrative office. This will be run in a midyear time with recommended drawings in May or June. The winning will be for a trip to the National Per unit including \$500 of airfare and a full package stay at the event. This should be a value of around \$1100-\$1200. There is no discussion of a second third or fourth parts. This needs to be calculated before doing the raffle. This should be started up immediately to get the word out to get the money and so we can draw in May or June to allow the member time to make arrangements to come to the reunion. This also needs to be mentioned the blue badge and also on the website. It can also be mentioned in the commanders letter to the new members and renewal members that is set out in January.
- 33) It was determined to leave the dues payments the same as they are and October 1 next year. At that point the dues we changed a flat \$30 per member or new and renewal members. The Blue Badge hard copy will be discontinued at that time as well. This should be discussed in the upcoming Blue Badges so the membership will be aware of the change before it happens

- 34) The date of October 1, 2016 needs to be logged down by the administrative staff to note that beginning that day the website needs to be changed to a \$30 flat dues payment for new and renewal members. The applications will need to be changed at that time as well as anything on the website referring to this.
- 35) It was agreed that the National Commander will employ a part-time administrative person one day per week and annual cost of about \$8000. This would be in addition to the cost of Dina's work handling the membership roster and website. Total annual cost should be a round \$14,000. It was noted that this is substantially less than the \$60,000 per year professional association management firms requested to do the same thing.
- 36) It was discussed that do splits will not be paid until the end of each year, we are in a fiscal year. This will allow the commanders time to get the finance reports to the National Finance Officer by 11/1 each year
- 37) It was discussed and recommended that our attorney Gary begin the process of registering and trademarking our logo immediately. This is a discounted cost of \$750
- 38) It was discussed the quartermaster Steve Huff would contact Vista print and create two or three business card designs, and letterhead designs, that can be used universally for all commanders. This way the use of our logo will be consistent with business cards
- 39) It was discussed that be Association will provide police officers and police departments one of our plaques as a first responder.
- 40) It was agreed that the quartermaster would contact over the next three months every other vendor on the website offering products to our members. You will consolidate all these products and services as he sees fit and incorporate them into his catalog. You attempt to get a discount from these people so he can pay a royalty to the Association for everything ordered by our members. Steve Huff will be reporting back to the board within three months of his progress. Once the catalogs done he will send it to the administration office to post to the website. It was also recommended that the catalog can be set out by constant contact
- 41) It was determined that the National Cmdr. will be holding quarterly meetings using a webinar service. This would keep the board in touch on what is happening and what is going on.


Chris D. Callen
National Finance Officer