VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

555 Court Street, Rockford, IL 61103 – 815-516-2850 – VAC@wincoil.us

MINUTES OF VAC MONTHLY MEETING

Date: November 13, 2019 @ 1730 hours

I. OPENING

A. Salute the Flag, Pledge, Moment of Silence for POW/MIA

B. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates

C. Officers present: Dave Davis, President; Nancy Clark, Vice President; Todd Burton, Treasurer; John Guler, Sergeant of Arms; Julie Weis, Appointed VAC-A Secretary, Steve Thomas, Superintendent.
Officers: 4 Delegates: 8 Alternates: 4 Cert. Org. 10 Quorum: Yes

D. Recognition of Guests and or Visitors:
Guests: 1 Visitors: 0 Names: Phyllis Orrison

E. Accept the AGENDA: Any additions or changes to be made?
NOTE: Additions may be made. NO MOTIONS or VOTES TAKEN until next meeting. First Vote by Roll Call (R/C). Subsequent votes will be by Show of Hands (S/H) with R/C votes as needed.

1. Todd Burton asked to have Audit Vote removed from financial reports section II-6-I of the Agenda.

Motion presented by reading of the Agenda. 2nd Celestine Anderson
R/C vote: Y 10 N 0 ***Result of Vote:*** Passed

F. Reading and Disposition of 11SEP2019 minutes. ***Motion presented by reading.***
2nd John Hood ***S/H vote:*** Y 10 N 0 AB 0 ***Result of Vote:*** Passed
Reading and Disposition of 09OCT2019 minutes. ***Motion presented by reading.***
2nd Roger Beving ***S/H vote:*** Y 10 N 0 AB 0 ***Result of Vote:*** Passed

II. REPORTS

A. VAC-Administration Reports

1. **President:** Dave Davis
   - **a.** Commission Membership form with Superintendent letter to be ready by 11DEC2019 meeting to be sent out by 01JAN2020
   - **b.** They will have 60+ days to reply with 01MAR2020 cut off.
   - **c.** Thanks to all that attended the Veterans Dinner 02NOV2019
2. **Administrative Committee:** Nancy Clark
   - **a.** 11/14 Meeting – Services and Issues from 10/9 VAC Meeting
   - **b.** 11/21 Meeting – Finance
   - **c.** 11/28 – NO Meeting – Thanksgiving
   - **d.** 12/05 Meeting - Month end wrap up Agenda Preparation for 11DEC2019 meeting.
3. **Services:** No Report

4. **Personnel Committee:** No Report

5. **Appeals Committee:** No Report

   Motion presented by reports given. 2nd Richard Martin

   S/H vote: 10 Hands Raised ***Result of Vote***: Unanimous

6. **Finance Committee**
   - **a.** See Handouts
   - **b.** Revising Finance Reports in QuickBooks
   - **c.** Surplus in Monies last Year. Probably won't happen this year.
   - **d.** MUNIS report from Winnebago County
   - **e.** New Finance Reports will include a Balance sheet and an Income Statement
   - **f.** Todd explained the reserve money system with the county
   - **g.** Only want to keep about 90 days' worth of expenses in checking account
   - **h.** We will put about 20% of vehicle cost in a designated fund to replace the vehicles as necessary
   - **i.** Private audit will cos about $4K not $10K as previously reported
   - **j.** Audit may still be done by the county
   - **k.** County still looking for lease

   Motion presented Finance report given. 2nd Celestine Anderson

   R/C vote: Y 10 N 0 AB 0 ***Result of Vote***: Approved

B. VAC-Operations

1. **Superintendent Report with Handouts.**
   - **a.** See handouts
2. **Client Assistance**
   - **a.** See handouts
3. **Veterans Service Officers**
4. **Outreach**
5. **Transportation**
   - **a.** See Handouts
   - **b.** Will be using our 2 vehicles to transport veterans to the Christmas Dinner 12/22/2019
   - **c.** Old DAV van is going to Vet Drop-in Center

   Motion presented by reports. 2nd John Scott

   S/H vote: 10 Hands Raised ***Result of Vote***: Approved

C. CORRESPONDENCE – No Report

D. OLD BUSINESS – No Report

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E. NEW BUSINESS

1. Financial Policy handed out for review to be voted on next month
2. The County and our Accountant have reviewed the policy

   Celestine Anderson had to leave at 1825, Todd Burton will vote in her place as the alternate.
3. Decals for van windows will be discussed in the future

F. GOOD OF THE ORDER

1. Dist. 6 Commander of the VFW reported that a Ken Peltz is going around to many veterans' organizations looking for help of $100.00 cash. He wouldn't except his help to go and take his shopping for whatever he needs. Be on the lookout for scams.
2. Accepting Donations for the Christmas Dinner on 22 DEC
3. Volunteers needed for dinner
4. SPAM breakfast
5. John Frederickson celebration of life at AM LEG Post #1207 1-5pm on 16NOV
6. Braveheart group is amazing at no cost for veterans

G. CLOSING

1. Next Meeting 08 JAN 2020 @ 1730 hours

***Motion to Adjourn* by** John Guler 2nd John Scott

Voice Vote: 10 Ayes ***Result:*** Passed

2. Stand and Salute Flag
3. Meeting Adjourned at: 1840 hours

J. Weis / Secretary for the VAC **Meeting Recorded and Minutes Filed**