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**EXECUTIVE BOARD MEETING MINUTES**

A special meeting of the Executive Board of the Family Motor Coach Association was held on Wednesday, November 9, 2022. The National President and Secretary were both present. National President Rett Porter called the meeting to order at 3:00 p.m.

Members present:

Rett Porter	National President
Gary Milner	National Senior Vice President
Kathie Balogh	National Secretary
Barbara Smith	National Treasurer
Phyllis Britz	National Vice President, Eastern Area
Jamie Erickson	National Vice President, Rocky Mountain Area
Bob Golk	National Vice President, Western Area
John Jacobs	National Vice President, Midwest Area
Ken Lewis	National Vice President, Great Lakes Area
Dennis Martin	National Vice President, Northwest Area
Paul Mitchell	National Vice President, International Area
John Traphagen	National Vice President, Northeast Area
Patricia Voyna	National Vice President, Southeast Area
Jon Walker	Immediate Past National President (non-voting member)

Members not present:

Herman Mullins	National Vice President, South Central Area
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Guests present:

Dianna Huff	Senior Vice President, South Central Area
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Staff present:

Chris Smith	Chief Executive Officer (non-voting advisor)
Anne Baumgartner	Director of Marketing
Barb Feiler	Event Coordinator
Penny Gortemiller	Director of Chapters and Governance
Pamela Kay	Director of Communications
Sherry Light	Project Manager
Larry Pennington	IT Manager
Danielle Powell	Chapter Services Coordinator
Doug Uhlenbrock	Director of Events
Aaron White	Director of Membership

President Porter recognized Dianna Huff, Senior Vice President of the South Central Area, who will be sitting in on today's meeting to keep the South Central Area informed, since Herman Mullins was not able to attend the meeting.

President Porter called on the Secretary for the reading of the previous meeting minutes from the meetings held in Lincoln, Nebraska. Kathie Balogh noted that the minutes were approved as distributed. The meeting minutes approved are as follows: Executive Board held August 20, 2022; Governing Board held August 24, 2022; Annual Membership Meeting held August 27, 2022; and Executive Board held August 27, 2022.

***Kathie Balogh moved to approve the minutes of the meetings held in Lincoln, Nebraska. The motion was seconded.***

A roll call vote was taken to approve the meeting minutes:

Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.

***The motion carried unanimously.***

President Porter called on Harry Hentschel for the Membership/Member Services Committee report. (Attachment #1)

***On behalf of the Membership/Member Services Committee, Harry Hentschel moved to approve the MicroAir proposal. The motion was seconded.***

Chairman Harry Hentschel mentioned the Micro-Air Easy Touch thermostat and explained that the Easy-Start soft starter system unit allows RV A/C units to start on low power sources like smaller inverters, small generators, and floppy or low utility power. It allows two A/C units to start on 30-amp campground power or one on 20-amp power. This product is like Sort Start RV's equipment and will allow members options on using these type of products.

A roll call vote was taken:

Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.

Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.

***The motion carried unanimously.***

***On behalf of the Membership/Member Services Committee, Harry Hentschel moved to approve the FMCA Health Plan provided by RV Insurance Benefits. The motion was seconded.***

Harry explained that this proposal is a full-service health insurance agency under Philadelphia Life Insurance Company and allows health care options with plans focused on the RV community and has optional coverage for dental and vision. They offer a full complement of health insurance and Medicare options from more than 20 companies to assure the best options for clients. Harry reviewed the plan summary and highlights. It was clarified that in order to take advantage of the dental and vision policies, you must purchase a medical policy.

A roll call vote was taken:

Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted no.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.

***The motion carried with 11 votes “yes” and one vote “no.”***

***On behalf of the Membership/Member Services Committee, Harry Hentschel moved to approve the Circle K Fuel Discount proposal. The motion was seconded.***

Harry explained that this is a \$0.10-per-gallon discount for gas and diesel with a 20-gallon limit per day. The program is expected to appeal to towable RVs, smaller motorhomes, and daily drivers because of fuel station convenience. Circle K is working to increase the daily limit in the coming months. This program is not available in Canada, but Canadian members can use the benefit when they are in the U.S. The committee felt that the fuel savings information is important to pass on to members.

A roll call vote was taken:

Bob Golk voted yes.  
John Jacobs voted no.

Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted no.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.

The motion carried with 10 votes “yes” and two votes “no.”

***On behalf of the Membership/Member Services Committee, Harry Hentschel moved to approve the TSD Logistics fuel discount program. The motion was seconded.***

Harry explained that although the TSD card is not an exclusive FMCA benefit, it is the committee’s recommendation to make the members aware in order to take advantage of the substantial discounts to save on diesel. The discount applies to only diesel fuel, and TSD is affiliated with major truck centers including Loves, TA, Petro, and more.

A roll call vote was taken:

John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.

***The motion carried unanimously.***

President Porter thanked the Membership/Member Services Committee for their efforts and called on Chairman Bob Weithofer for the Policy and Procedure Committee report. (Attachment #2)

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #1000, Bylaws Amendments, as presented. The motion was seconded.***

Chairman Bob Weithofer explained that the amendments are being made to adjust the timeline for Bylaws changes. The timeframe is being changed from January 1 to five (5) months prior to the Governing Board meeting at which they are to be discussed. This change also reduces the number of days that the Governing Board members have to receive the amendments prior to the meeting, but

allows additional time for Bylaws Amendments to be submitted. Bob noted that this policy and procedure is Governing Board approval level.

A roll call vote was taken:

Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #1003, FMCA Responsibilities, as presented. The motion was seconded.***

Bob explained that this change was requested to add electronic communications to the policy statement. Bob noted that this policy and procedure is Executive Board approval level.

A roll call vote was taken:

Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #3009, Chapter and Associate Chapter Application, as presented. The motion was seconded.***

Bob explained that the suggested amendment is being made to allow for electronic intent to join a new chapter instead of actual signatures. Bob noted that this policy and procedure is Governing Board approval level.

A roll call vote was taken:

Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #3011/B, Chapter Bylaws Format, as presented. The motion was seconded.***

Bob explained that the suggested amendments came from the Constitution and Bylaws Committee, as an update since the Governing Board passed the motion to make the Alternate National Director an optional officer position and added a section on liability. The liability article was added as a result of the same information being included in the FMCA National Bylaws. Bob noted that this policy and procedure is Executive Board approval level.

A roll call vote was taken:

Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #4000, Committee Responsibilities, as presented. The motion was seconded.***

Bob explained that the suggested amendment is being made to allow a quorum to be set in both the National Bylaws and Policies and Procedures. Bob noted that this policy and procedure is Executive Board approval level.

A roll call vote was taken:

Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #4001, Committee Member Appointments, as presented. The motion was seconded.***

Bob explained that the change is being recommended to require a resume to accompany all nominations for committee members. This is to assist the Executive Board in the decision-making process for committee members. Bob noted that this policy and procedure is Governing Board approval level.

A roll call vote was taken:

John Traphagen voted yes.  
Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.

***The motion carried unanimously.***

***On behalf of the Policy and Procedure Committee, Bob Weithofer moved to approve Policy and Procedure #4002, Commercial Council, as presented. The motion was seconded.***

Bob explained that the amendment is being made to establish a quorum of nine for the Commercial Council meetings, to allow for electronic meetings, and to allow for a designated representative to attend on behalf of a Commercial Council member. Bob noted that this policy and procedure is Governing Board approval level.

A roll call vote was taken:

Patricia Voyna voted yes.  
Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted yes.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.

***The motion carried unanimously.***

Bob also noted that the committee is working on new policies and procedures for the CAN-SPAM Act, Contract Reviews, and the chapter rally visitation travel distribution for Policy and Procedure #2031/A. President Porter noted that Policy and Procedure #2031 states that the reimbursement must be submitted within 30 days, and that there may be a change needed for this procedure.

The report was accepted for file. President Porter thanked the Policy and Procedure Committee for their continued efforts.

***Under unfinished business, Kathie Balogh moved to extend the Canadian dues discount program with the following changes: using our own resources to promote; email blasts; National Vice President Communications; and RV shows. The motion was seconded.***

Kathie explained that while visiting Canadian chapters on the way home from Lincoln, she discovered that members did not receive the original email blast where they were notified about the discount. She noted that on other specials, members did not have to ask for the special, and requested that the discount be given or applied to any Canadian member calling in. She also noted that Canadian members cannot participate in every member benefit that FMCA currently offers.

Aaron White, Director of Member Services, explained that the promotion was kicked off as soon as possible after the promotion was approved. The promotion was done over social media as well as in the original email blast announcement. He noted that the current members took advantage of the discounted renewal, but the promotion did not obtain the desired results for new members.



CEO Chris Smith noted that the promotion has been running for 13 months and there have been 22 joins. Canadian members are taking advantage of the discounted renewal rate.

It was noted that FMCA should do whatever it takes to retain membership. It also was noted that there would be no additional funding spent on this promotion. Promotion would be done by word of mouth. It was mentioned that the area vice presidents should inform members in their area.

A roll call vote was taken:

Kathie Balogh voted yes.  
Phyllis Britz voted yes.  
Jamie Erickson voted no.  
Bob Golk voted yes.  
John Jacobs voted yes.  
Ken Lewis voted yes.  
Dennis Martin voted yes.  
Gary Milner voted yes.  
Paul Mitchell voted yes.  
Barbara Smith voted yes.  
John Traphagen voted yes.  
Patricia Voyna voted yes.

***The motion carried with 11 votes “yes” and one vote “no.”***

Under new business, President Rett Porter set the date for the Annual Membership Meeting for August 26, 2023, in Gillette, Wyoming. This was done to accommodate the magazine printing schedule and to conform with the requirement listed in the National Bylaws for notification to the members.

Future area rally dates were discussed. There were no new dates or rallies added to the list.

The Board members discussed the CAN-SPAM email compliance issue. Suggestions were made that FMCA should manage a compliant service for the chapters. CEO Chris Smith noted that the chapters have the option of having FMCA send their email blasts at no cost to the chapters, and all emails being sent by the FMCA national office are compliant with the Act. An example was provided that one chapter uses social media platforms as an alternative, which has been successful and complies with the law. CEO Smith noted that the emails are not being edited by staff. When members manage their preferences, they can choose to see the chapter emails only, if they wish. The national office is encouraging the members to edit their email preferences. It was noted that FMCA offers web services to the chapters and areas.

Chris noted that simply adding a statement at the bottom of emails regarding opting out is not compliant with the CAN-SPAM Act. The opt-out methods must be automated. It was noted that there are members who do not use social media.

It was requested that the national office set up a system for the chapters to deploy email blasts that is compliant. CEO Smith noted that national could do that for the chapters, and the cost would be about

\$12,000 per year. Chris reiterated that the national office will send the email on behalf of the chapters at no cost to them.

President Porter noted that the goal is to inform the chapters and ensure compliance with the law.

President Porter noted that the Policy and Procedure Committee is still working on the distribution of funding for chapter rally travel reimbursements. He noted that the policy has a deadline for submitting travel reimbursement requests.

A recap of submitted travel reimbursement expense reports was requested, and Chris indicated that they can provide running totals for each Board member.

The meeting was adjourned at 4:10 p.m.



Kathie Balogh  
National Secretary



Rett Porter  
National President

**MEMBERSHIP/MEMBER SERVICES COMMITTEE**

**REPORT TO THE EXECUTIVE BOARD**

**NOVEMBER 9, 2022**

A meeting of the Membership/Member Services Committee of the Family Motor Coach Association was held on November 3, 2022, by video conference. The committee is forwarding the following recommendations to the Executive Board:

1. To recommend to the Executive Board to approve the Micro Air proposal to offer smart units at a discounted rate to FMCA members. (EasyTouch RV thermostat and EasyStart soft starter units)
2. To recommend to the Executive Board the FMCA Health Plan provided by RV Insurance Benefits proposal, which will provide a variety of health insurance plans focused on the RVing community with optional coverages for dental and vision.
3. To recommend to the Executive Board the Circle K Fuel Discount proposal on a discount coupon code. The code is active for five minutes. Members can receive one coupon per day with a 20-gallon limit per day. The discount is good for any grade of gasoline and diesel.
4. To recommend to the Executive Board the TSD Logistics Fuel Discount Program. Although not a specific discount for only FMCA members, it provides a significant discount of 40 – 60 cents per gallon for users. FMCA would notify members of the discounted diesel fuel card availability. They are receptive to some form of a co-promotion arrangement in which each organization would promote the other through email blast and advertising.

**POLICY AND PROCEDURE COMMITTEE  
REPORT TO THE EXECUTIVE BOARD  
November 9, 2022**

A meeting of the Policy and Procedure Committee was held on November 3, 2022, via Zoom conference. The committee is forwarding the following recommendations to the Executive Board:

**1. P&P #1000 Bylaws Amendments**

Governing Board approval level

The suggested amendment is being made to adjust the timeline for Bylaw changes.

**2. P&P #1003 FMCA Responsibilities**

Executive Board approval level

The suggested amendment is being made to add electronic communications to the policy statement in #1003.

**3. P&P #3009 Chapter and Associate Chapter Application**

Governing Board approval level

The suggested amendment is being made to allow for electronic intent for chapter formation.

**4. P&P #3011/B Chapter Bylaws Format**

Governing Board approval level

The suggested amendment is being made in accordance with Governing Board approval of Alternate National Director being an optional position. Also added article V liability.

**5. P&P #4000 Committee Responsibilities**

Executive Board approval level

This suggested amendment is being made to allow a quorum to be set in both the National Bylaws and Policy and Procedures.

**6. P&P #4001 Committee member Appointments**

Governing Board approval level

This suggested amendment is being made to require a resume to accompany all nominations for committee members.

**7. P&P #4002 Commercial Council Quorum**

Governing Board approval level.

This suggested amendment is being made to establish a quorum of nine for the Commercial Council meetings and to allow for electronic meetings.

The Committee also discussed other topics including P&P #1002, #4010, and the subcommittee formed to review the processes. Contract reviews, CAN-SPAM Act, #2031/A AVP Travel Distribution, #4008 Nominating Committee, possible new membership category, and future rebranding processes.