Secretarial Duties

Fred Westfall has a USB drive that contains all the files referenced in this document as well as all past Secretarial files dating back to 2000.

The basic Secretarial Duties include:

1. **Taking Minutes of Lunch and Board Meetings**
2. **Maintain Membership Database**
3. **Updating MOAA and the Florida Council of Chapters on Member Status**
4. **Create Chapter Directory**
5. **Input to Defender**
6. **Sending emails to the membership**

1. **Taking minutes of lunch and board meetings**

   I use a template located in the MINUTES directory to take minutes at the lunches. There are many recurring protocols followed during meetings so mostly all you do is fill in the fields with the appropriate information. That template is then converted to the meeting minutes using the existing minutes, also located in the MINUTES directory, then saving with the new date. Minutes are then emailed to the President for approval or changes. Once the President approves the minutes, they are sent to the board members. At the next board meeting the minutes are formally approved by the board.

   Page two of the template is used for board meetings. Board meetings are not held each time there is a lunch. When the President calls for a board meeting, he/she usually asks for agenda items in advance. The Secretary will send the request for agenda items to the board members about a week before the meeting. If any agenda items are noted, they can be pre-entered on the template to help keep the meeting on track. The final agenda should be sent to the board members a few days prior to the meeting.

   For board meetings the Secretary should take the minutes of the previous meeting and the template to the lunch and/or board meetings.

2. **Maintaining Membership Database**

   This activity is the most time-consuming of all and consists of several different areas.
   The ROSTER folder contains all the changed rosters from 2015 to present. There are also rosters from before that time in the FROM SCOTT folder on the USB drive.
   Each time there is a change to the membership roster, a new file is created. I have used the protocol: **roster_mm-dd-yy_FW**. Changes to the roster include new members, updated payment information and resignations and deaths of members.
   You will be notified of new members, resigned members and updated payment information from the Treasurer. Once received, enter the new information on the existing spreadsheet

and enter all appropriate information. For new members, insert a row in alphabetical order. Enter the year joined in the New/Year area (column S). For payment updates, enter the new date in the EXPIRES column and enter the appropriate info in the DATE area (column N). Save the spreadsheet with the appropriate new designation.
You may be notified of member deaths in one or more ways. I scan the obituary section of the newspaper each day but sometimes another member will send me an email notifying me of a member death. When that occurs, I enter the info on the comments section of the roster (column U) and save the file. I then remove that listing (row) from the spreadsheet and save it with a new date. The board is notified of all deaths and new members. I also have a file in the DEATH OF MEMBER folder called **New-Death.xlsx** which lists information about new members and death of members which is used for notifying MOAA, the Florida Council of Chapters and the Defender input. More on that later in the next section.

3. **Updating MOAA and the Florida Council of Chapters on Member Status**
When a member passes, MOAA and the Florida Council of Chapters (FCOC) need to be notified. For MOAA, a TAPS form makes that easy. Go to their website and fill out the form. The address is: https://www.moaa.org/tapsform/. Enter as much information as you have on the member. If you reported that the deceased member has a living spouse, MOAA will send you an email with the surviving spouse's new MOAA ID number. This can then be considered a new chapter member and can be added to the roster.

To report a death to the FCOC, you must first log into the site which is http://www.moaafl.org/Default.aspx. Then click on **Member Access** and select **Chapter Admin**. You will be required to log on. Then select **Report, Manage>>**. Then select "Report the Death of a Chapter Member". Fill in as much information as possible then submit the form.

After you have reported the death of the member, you will also have to manually remove them from MOAA's roster. Go to MOAA as usual. Type in the name of the deceased individual, click on the result which will take you to his/her record. Edit the information and fill in the "To" field for the date of death. Save the information.

Adding new members is a bit different. For FCOC, go to the site above and follow the same process but select **Members Manage>>** instead. Add any information you have on the new member and submit the form. You can also change information on existing members if needed, like a new mailing address. To add a new member to MOAA, the person must first be in the MOAA database or have a MOAA ID number. First go to the MOAA website, which is: https://www.moaa.org/. Then LOG IN. Then select **Account, My Profile Info**. Then select **My Groups**. Then select **Add Chapter Member or Officer**. Then add the new member's email address and/or the MOAA number. If you come up blank, you are done…you can't add the new member if they do not have an email address on file or there is no MOAA ID

number on file. Log out and call it a day. MOAA is working on this and hopefully they will have it fixed soon.

Updating the entire roster. This process varies. In January each year MOAA will usually send an email announcing how the updated roster process will work. It has been different each year that I have served as Secretary. The last year was the easiest. MOAA sent a roster of what they had on file for our chapter. Compare their roster with the latest roster you have on file. Make the appropriate changes and resubmit as directed in the email they sent outlining the process for that year. MOAA offers a $50 incentive to update the rosters within a certain time period. I believe they stopped doing that in 2021. You can be proactive here. Anytime you want a full roster, you can go to MOAA as usual. Go to My Groups and under the search area click the box for Customer ID. That will select all records. Then click "Go" next to Export to File. Do comparisons and send the new roster (in their format) to MOAA.

The Florida Council of Chapters just recently changed how they process total roster changes. Since they have never done this before, the process next year may change. They will send you a roster of our chapter and like the MOAA roster, compare both rosters and make changes as necessary. Then resubmit the roster as directed in their email. You can now download a roster from their website to do the comparison. You can be proactive here. When you logon to MOAAFL.ORG you go to Chapter Admin and select "Export Roster" under the Members area. Compare their roster to your latest roster, make any changes and submit the new roster (in their format) back to MOAAFL.

I have created a video on how to manage MOAA and MOAAFL databases so that will help you understand how to do these things.

Notifications about chapter roster updates sometimes goes to the President rather than to the Secretary so alert the President in January to be looking for the email about chapter roster updated.

As the new Secretary you should go to the MOAA and FCOC websites, log in, and change the positions to reflect you as the new Secretary and update any new officers or board members. For MOAA, go to their main website, https://www.moaa.org, then login. Click on **My Profile Info**. Your personal information will be shown. Click on **My Groups**. To change or add a position, click on Add Chapter Member of Officer on right side. Enter the email address or MOAA ID number and click on **Check**. The name should appear. Click on **Continue**. Enter the information then click **Save**. You should also change any previous officer or board member by pulling up their file and enter an end date then check to make sure they are still listed as a "Member". To make changes on the Florida Council of Chapters, go to their website and click on Member Access and select Chapter Admin. Login.

Click on Leaders Manage>>. Use the form to select the position and assign a person's name to that position. Clicking on the position on the left side populates the position on the right side. Select the new person and click **Update**. Pretty simple.

4. **Create Chapter Directory**

   The membership has been published periodically over the years. Due to the cost of printing, it has not been published for a couple of years. I created one in January 2019 but it was not published. The file is created in a mail-merge Word document using the latest roster as the source file for the mail-merge. If it is decided that a new directory is desired, the files needed are in the Directory folder on the USB drive.

5. **Input to Defender**

   Each month the Secretary submits an input to the editor of the Defender. Only two categories of information are submitted: New Members and In Memorium (death of a member since the last printing of the Defender). The editor will send an email with the date the input is needed to make the next publishing date.

6. **Sending emails to the membership**

   Emails announcing the upcoming meeting and other information that the President wants to get to the membership is sent using a third-party software called MailChimp. This is a very user-friendly software that prevents us from being tagged as sending SPAM. The account was created by me but can be used by anyone who has access rights. The current updated roster of members (those who have shared their email addresses on the roster) are what provides the email "audience". When a new member is added to the roster, that person should also be added to the MailChimp audience. There are only 4 areas to fill in to send an email: (1) the audience (who will receive the email…all on one list), (2) who the email is being sent from (this can change to any name you desire), (3) the subject of the email, and (4) the text of the message. I will walk you through the process when you have time.

Below is the approximate timeline for Secretarial activities.

SECRETARIAL SUSPENSES

1 JANUARY to FCOC secretary (Send to Jon Gordon (the secretary): jmkpl@aol.com and John Snyder (web site): jhsnyder41@gmail.com

A. Current data base in Excel format. Delete fields which are not appropriate for FCOC and include only members listed as REG, HON, or AUX. Exclude any other category listed in STATUS column. Update our website to reflect the number of members.
B. Update FCOC website to reflect newly elected officers.

1) 5 JANUARY TO NATIONAL chapters@moaa.org
   A. Current data base in Excel format. There is a financial incentive if we submit before 1/15. Delete fields which are not appropriate for MOAA and include only members listed as REG or AUX. Exclude any other category listed in STATUS column.

2) 1 FEBRUARY TO FCOC SECRETARY
   (Send to Jon Gordon (the secrtary): jmkpl@aol.com and John Snyder (web site): jhsnyder41@gmail.com
   A. List of Deceased Members and Spouses. List should include name, rank (if applicable), and service of each Chapter member and each spouse who died during the previous calendar year (1 Jan-31 Dec). Rank should be indicated by the branch of Service's accepted abbreviation. Non-military spouses who die and whose military spouse is still living should be listed by name and "spouse of" (followed by member's rank, name, and service). Deceased auxiliary members should be listed by name followed by "AUX" or by category used by the Chapter. These names will be included in the program for the Memorial Service at the annual convention.

3) 1 FEBRUARY TO NATIONAL
   A. Communications Award submissions due (see Appendix J of the Council and Chapter Policies and Procedures Guide).
   B. NOTIFY CHAPTER BOARD WELL IN ADVANCE OF THIS SUSPENSE TO ALLOW TIME FOR SUBMISSION PREPARATION.

4) 1 MARCH
   A. Chapter members who have not renewed are considered inactive and should no longer receive the newsletter or any informational correspondence from the chapter. Check with treasurer to ensure that aren't any late notice renewals then delete members from database who still show prior year expiration date. IMPORTANT: Save spreadsheet under new file name (perhaps using 1 Mar or 1 Apr in file name) so you can go back and copy information on members who subsequently renew. To prevent confusion about which spreadsheet is the current one, store the previous one in the DIRECTORIES AND PAST ROSTERS directory.

5) NLT 1 APR INPUT: Renew Corporation charter to the state of Florida. Go to sunbiz.org and click on Electronic Filing. Our document # is 743579. Pay the fee and request reimbursement from treasurer. Update officers. The secretary should be the principal agent and provide email and physical mailing address.
   A. Submit using MOAA Debit Card
   B. Our FEI/EIN is 237434498

6) 1 JUNE TO NATIONAL, CHAPTER MEMBERS, AND IRS
   A. Chapter Levels of Excellence Award Submissions due (see Appendix J of the Council and Chapter Policies and Procedures Guide)
   B. Chapter directory sent to chapter members.

C. File 990 EZ with IRS if treasurer hasn’t done it.
D. NOTIFY CHAPTER BOARD WELL IN ADVANCE OF THIS SUSPENSE TO ALLOW TIME FOR SUBMISSION PREPARATION.