

National Association for Members

of Campground Resorts, Condominiums and Timeshares

Minutes

Annual Meeting

April 23, 2005

1. Call to Order

The meeting was called to order at 2:00 PM at the Abe Martin Lodge, Brown County State Park in Nashville IN by President Dan Hopper. Those present were: Barbara Bowen, George Bowen, Dan Hopper, Norma Hopper, Murna Lindsey, Frank Rhoades and Lois Rhoades.

2. Reports

- A. **Secretary** – The minutes of the October meeting were approved as presented.
- B. **Treasurer** – The financial report was presented by Barbara Bowen for Laura Pate. It was approved as presented. (See attachment #1)
Funds for NAM in the amount of \$4250 were received for services rendered by placing pertinent information to the membership on the web site for both the Trustees of TAI of MS bankruptcy and the TAI bankruptcy in IA. Dan Hopper will be paid \$600 per year for the loan he gave NAM. That check will be sent to him by the new treasurer.
- C. **Newsletter** - The secretary reported that several of our newsletter subscribers appear to be opting to get their newsletters on-line from the web site so we don't have as many envelopes to stuff and mail out each quarter.
- D. **Web Site** - Dan gave information as to the NAM web site. Barbara suggested that when any Board Member has information for the web site or the newsletter please pass it on to Dan at least two weeks prior to the preparation of the quarterly newsletter. The news items are due in February, May, August, and November.
- E. **AGs** - Dan reported that he is planning to write other state Attorneys General about the camping membership problems and when he receives positive feedback from these AG offices he will forward copies of their letters to the Florida AG office to further encourage them to do more for the people having similar problems in Florida. Dan discussed several examples of letters that he has received favorable comments back from different state AGs that show that we are making an impact on helping those members who cannot help themselves.
- F. **Illinois Chapter** - Murna Lindsay gave information on the Willow creek Campground. She stated that the clubhouse has had some renovation done to it and the campground is in the process of being sold. Dan and Murna plan to draft a letter together for the members of Willow Creek.

3. Old Business

- G. **Hardware and Software** – Dan needs a computer for the RV so he can continue to do job on the road. Barbara made a motion with a second by Lois to allot Dan \$1200 toward the purchase of an iMac G5 computer. The motion was carried. Murna volunteered to contact several on-line companies who have software and hardware for non-profit organizations (such as Guide Star, Gifts In Kind, and Tech Soup) free of charge.
- H. **Job Descriptions** – Barbara presented a list of responsibilities for the Officers of the Board of Directors and another list of job descriptions appropriate for the day-to-day staff work of the organization. The suggestions have not been adopted yet as the by-laws may be affected. A special meeting to review the by-laws is necessary. This can be done by phone or computer. Dan will post the by-laws on the web site for our review.

4. New Business

- a. **Election of Officers** – The new officers to serve for 2005 – 2006 (or as defined in the by-laws) are:
 - President** – Barbara Bowen
 - Vice-President** – Daniel Hopper
 - Corporate Secretary** – Lois Rhoades
 - Treasurer** – George Bowen
 - Recording Secretary** – Norma Hopper
 - Chapter Liaison** – Murna LindsayRon Lindsay was elected to the Board of Directors unanimously and he and Frank Rhoades will serve as Members-at-Large.
- b. **Plan of Action** - Barbara presided over the meeting at this point and a plan of action was adopted.
 - i. NAM needs four more members on the Board of Directors.
 - ii. Our goal is to add three more Chapter Presidents
 - iii. We need a source of continuous funding
 - iv. NAM would like the NAAG to recognize the problems facing the people we are trying to help. The IA AG office might be able to help with that.
- c. **Next Meeting** – The next annual meeting of NAM will be held April 29th at a location to be determined at a later date. NAM will pay costs up to \$50 per night per couple.
- d. **Close of Meeting** – Frank Rhoades made a motion the meeting be adjourned with a second from Lois Rhoades. The meeting was adjourned at 4:30 PM.

Respectively submitted,

Norma M. Hopper
Recording Secretary

3 Attachments:

1. Financial Report January – December 2004
2. NAM Board of Directors Responsibilities – Draft
3. Agenda – 2005 Board Meeting

**NAM Financial Report
January - December 2004**

Start			3,800.49	
Income	Donations	590.00		
	Other	4,250.00	<u>4,840.00</u>	
			8,640.49	
Expenses	Bank Fees	49.00		
	Conference	15.84		
	Court Documents	82.00		
	Interest Expense	15.75		
	Internet Expense	971.42		
	Lodging	912.11		
	Office Equipment	0.00		
	Office Supplies	85.02		
	Postage	100.78		
	Print Newsletter	184.50		
	Promo Expenses	147.15		
	Software	275.13		
	Travel	167.77	<u>-3,006.47</u>	
Balance on hand January 1, 2005				5,634.02
 LOAN FROM DAN HOPPER				
	Beginning balance	11,292.38		
	Paid to date	<u>-6,557.08</u>		
	Balance Due		4,735.30	

Respectfully submitted,
Barbara Bowen for Laura Pate

NAM BOARD OF DIRECTORS RESPONSIBILITIES

(Drafted April 2005)

PRESIDENT

Presides over all of the board meetings. Responsible for committees and committee reports.

VICE-PRESIDENT

Presides over board meetings when President isn't available.

CORPORATE SECRETARY

Signs all legal documents for the corporation. Maintains the corporate papers and by-laws.

RECORDING SECRETARY

Responsible for the minutes of meetings of the Board of Directors. Distributes Agendas and minutes to members of the board.

TREASURER

Responsible for maintaining accurate accounts of the income and expenses of the organization. Prepares tax returns for the corporation.

CHAPTER LIAISON

Responsible for coordinating and reporting activities of Chapters.

MEMBERS-AT-LARGE

Participate on committees for fund raisers, rallies and other events.

NAM STAFF RESPONSIBILITIES

EXECUTIVE DIRECTOR

Represents the agency in its day to day operations with other agencies.

WEBMASTER

Maintains web site.

NEWSLETTER EDITOR

Collects and/or writes articles for the quarterly newsletter. Submits articles to the webmaster.

CHAPTER PRESIDENTS

Keep up to date on events in their chapters and make reports for the newsletter and webmaster. Maintain a good working relationship with the State Attorney General's Office. Report to the Chapter Liaison.

AMBASSADORS

Conduct meetings and pass out literature about the work of NAM. Establish contacts to create Chapters.

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Annual Board of Directors Meeting

April 23, 2005

Agenda

1. Call to Order
2. Reports
 - A. Secretary
 - B. Treasurer
 - C. Project Updates
 - D. Operations Report
3. Old Business
 - A. Hardware and Software Requirements
 - B. Job Descriptions
4. New Business
 - A. Election of Officers
 - B. Plan of Action
 - C. Next Year's Meeting