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Texas Silver-Haired Legislature

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2014

## **Texas Silver-Haired Legislature Foundation Archives 2015-2023 inventory and correspondence**

Texas Silver-Haired Legislature

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## TSHLF Archives 2015- 2023

- (1)  
2025-2023 Rosters Foundation Board of Directors
- (2)  
TSHLF/TSHL MOU 2023  
TSHLF 2021 Amended Bylaws  
TSHLF 2023 Amended Bylaws
- (3)  
Board Minutes from January 29, 2015 – December 8, 2023
- (4)  
TSHLF Financials  
Tax Returns 2015-2023
- (5)  
Advisory Council Minutes (2014-2015)

**Bruce Bower**  
**P.O. Box 90003**  
**Austin, TX 78709-0003**  
**(512) 791-3455**  
**bbower1555@outlook.com**

June 24, 2024

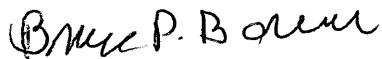
Pat Gleason-Wynn, PhD, LCSW, RN-BC  
Secretary  
Texas Silver-Haired Legislature  
5009 Sheridan Court  
Arlington, TX 76017

Dear Pat,

Enclosed are paper copies of the tax returns of the Texas Silver-Haired Legislature Foundation for 2015 – 2022.

These have also been sent via Dropbox.

Very truly yours,



Bruce P. Bower  
Past Secretary  
Texas Silver-Haired Legislature Foundation



Pat Gleason-Wynn <tshlpatgleason@gmail.com>

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**Re: TSHLF documents for the Archive**

1 message

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**Bruce Bower** <bbower1555@outlook.com>

Mon, Jun 24, 2024 at 1:21 AM

To: Pat Gleason-Wynn <tshlpatgleason@gmail.com>

Cc: "jperkins@longbow-partners.com" <jperkins@longbow-partners.com>

Pat,

I have sent to you this morning 8 tax returns for 2015 - 2022. They were sent by Dropbox; here is a link in case the Dropbox function did not get the tax returns to you directly: <https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dropbox.com%2F1%2FAABjkhHFVwIYW2WVHPOSjxInQtzS82A4i-U&data=05%7C02%7C%7Ca7e366ca2eea417c16cb08dc940d9f10%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638548033423735635%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEkaWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=ALru0KGC71%2BTQCXtlzumgVcSnnd0MD9NI9YhE5V2mnQ%3D&reserved=0.>

Jennifer Perkins was very helpful in sending me certain of those returns; others I downloaded from the IRS website.

Thus, item 6. c. from the "Proposed papers to be filed with TSHL Archives" has been sent electronically. The paper copies of those 8 returns are ready to be placed in the mail and they will be mailed to you later today.

Regarding item 2 (Advisory Council Roster), I do not have knowledge of an advisory council after 2015. Attached are TSHL Advisory Committee Meeting Minutes for January 8, 2015. I do not have a separate roster; the first paragraph lists who the participants at the January 8, 2015, meeting were. These minutes will also be sent by mail today. It was expected that a new advisory council would begin in 2016, but I do not have any record that that occurred. This expectation was mentioned in the attached email of November 5, 2015. I have communicated with two past TSHLF leaders and neither had any further information about the advisory council beyond what I am sending with this present email.

Regarding item 7., Conflict of Interest Documents, I did not regularly receive those and thus do not have but a few. My understanding is that Jennifer plans to institute *annual* signing of a form.

Regarding items 6. a. and b., Jennifer plans to see what the office of the former treasurer may be able to provide. Regarding item 6. d., it is my understanding that there has not been an independent financial review since November 5, 2015 (when the "Proposed papers to be filed with TSHL Archives" – attached – appears to have been created).

I will see what I can locate regarding item 5.

Thank you for the update that you provided in your email of Friday (below). I am glad to have been able to send you, previous to this email, the items which you have added. Thank you very much for having added those.

Bruce Bower

Proposed papers to be filed with TSHL Archives,  
Abilene Christian University Brown Library Special Collections

TSHL (end of each term; filed by Sept 1)	TSHL Foundation (end of each year; filed by March 1)
1. New Edition, TSHL Directory	1. Board Roster
2. New Edition, Official Documents book	2. Advisory Council Roster ?
3. New Edition, TSHL Election Kit	3. Bylaws, if amended
4. TSHL Legislative Report	4. Minutes
5. Silver Bulletin editions for term	5. Fund raising event program, promotion, photos, news clippings, film, recordings
6. Financial records	6. *Financial Records
a. Approved budget	a. Approved budget
b. Comptroller's Reports	b. Treasurer's Reports
c. Internal Financial Review	c. Form 990
7. Minutes	d. Independent Financial Review
8. Training material; ie, handbooks	*Note that TSHLF retains financial records in its possession at least 3 years. (Texas Comptroller requirement)
9. Media: news clippings, audio, photos	7. Conflict of Interest documents
10. Other	

Preparing Papers and Material for Archives:

1. TSHLF Secretary and TSHL Secretary retain signed, corporate documents in their possession for their respective agencies; copies of corporate documents may be placed in Archives.
2. Agent packs and indexes all papers and materials to be retained in Archives.
3. Agent consults with President, TSHL Foundation and TSHL Speaker for final review of Index of Papers for delivery.
4. Agent hand delivers papers and materials to:  
Dean Carisse Berryhill, PhD.,  
Associate Dean for Digital Initiatives,  
Special Collections and Univ. Archives,  
Abilene Christian University Brown Library  
Box ACU, Abilene, Texas 79699  
325.674.2538  
[carisse.berryhill@acu.edu](mailto:carisse.berryhill@acu.edu)
5. Secures receipt from Dr. Berryhill for acceptance of papers and material; Agent transmits receipt To TSHL Foundation Secretary and TSHL Secretary.

Submitted, Nov 5, 2015  
Chris Kyker, Agent  
TSHL Archives

**Deed of Gift of the Papers  
of the Texas Silver-Haired Legislature Foundation, Beginning 1985**

I, James R. Hine, as President of the Texas Silver-Haired Legislature Foundation and on its behalf, hereby donate and convey to Abilene Christian University, for the benefit of Brown Library, all rights, title, and interests that TSHLF possesses, other than copyright interests which are discussed below, in the following materials:

**Description: Papers of the Texas Silver-Haired Legislature Foundation, Beginning 1985**

1. Corporate documents, including Articles of Incorporation, Amendments to Articles, IRS exempt status,
2. Employee ID, Bylaws and policies.
3. Form 990 IRS Non-profit Reports
4. Minutes (1986-2000-incomplete)
5. Annual Financial Statements, (unaudited & audited)
6. Financial Reports (Beginning 1989)
7. Investment Policy
8. Reimbursement Policy and Procedure for TSHL incurred expenses
9. Bylaws and amendments
10. Organization Files of TSHL Sessions (Beginning 1986)
11. Board Rosters
12. Biennial Budgets
13. Acknowledgment letters to donors
14. Grant Development and letters to Foundations
15. Hotel Contracts for TSHL Orientation Sessions
16. Agreement with Investment companies
17. Memorandum of Understanding between TSHL and TSHL Foundation
18. Task Force Study on Conflict of Interest
19. Correspondence, meeting notices, agendas, reports
20. Brochures, logos and letterhead for stationary – a few for historical purposes
21. Publications including: TSHL Legislative Reports, TSHL Bylaws, Election & Credentials Manual, Policy and Procedures Handbook, Silver Directories, TSHL Election Kit, Town Hall Forums
22. Numerous photos and newspaper clippings
23. Miscellaneous files

I understand that the location, retention, cataloging, and preservation of the materials, or other considerations relating to their use or disposition are at the discretion of Brown Library in accordance with its access and use policies and standard collection practice. These donated Materials shall be preserved, organized, and made available for education and research in accordance with the Brown Library processing and access principles.

At the discretion of Brown Library, the Materials, in whole or in part, may be reformatted (e.g., digitized, transcribed, bound, and the like) for preservation and/or access purposes. Materials shall be accessible to all persons qualified to use the materials in Brown Library as well as beyond the Library, if digitized.

In the event that the Texas Silver-Haired Legislature Foundation may, from time to time, hereafter give, donate, and convey to Abilene Christian University, for inclusion in Brown Library, additional Materials, title to such Materials shall pass to the University upon their delivery, and all the provisions of this instrument of gift shall be applicable to such additional Materials. A description of the additional Materials so donated and delivered shall be prepared and attached hereto and incorporated herein. The TSHL Foundation will appoint its agent for the archives and liaison with ACU library for the purposes of this gift and subsequent gifts.

**Copyright Interests:**

X  I represent and warrant that TSHLF as creator controls the copyright in some of the donated materials. (Please indicate below the materials for which the Foundation controls the copyright and the nature of its copyright control, e.g. joint/sole creator, heir, literary executor, etc.)

The TSHL Foundation Board of Directors controls the copyright of publications and media productions including: TSHL Legislative Reports, TSHL Bylaws, Election & Credentials Manual, Policy and Procedures Handbook, TSHL Directories, TSHL Election Kit, Town Hall Forums and training & promotion videos.

X  Whatever copyright to this gift TSHLF owns, is hereby conveyed.

**Copyright Conveyance:**

I hereby transfer, convey, and assign to Abilene Christian University, for the benefit of Brown Library, any and all copyright interests that TSHL Foundation controls in the above-named materials, subject to limitations, if any, as stated below:

Name:

James R. Hine, President  
TSHL Foundation

12-18-13

Date

If you do not wish to transfer copyright, but give permission for the Library to make copies for users of the materials, please initial here:  J

**Limitations:**


In the event an opportunity presents itself that would allow revenue to be produced from use of the materials, listed in Copyright interests above, ACU or the TSHLF shall make the other party aware and shall mutually agree to a revenue sharing agreement to share revenue as may be mutually agreed, between ACU and the TSHLF. Absent the ability to mutually agree, revenue would be split 50%-50% to each entity.

Limited to future consideration of the Board of Directors, TSHL Foundation.

I represent and warrant that I am the authorized representative of TSHLF which is the sole owner of the materials described above (except, as applicable, copyright interests which are specified above) and that I have full right, power, and authority to give the materials to Abilene Christian University. I further represent the Materials are free and clear from any and all encumbrances and that there has been no prior pledge, option, or gift of any part thereof to any person. I will defend, indemnify, and hold Abilene Christian University harmless from claims or allegations arising from or relating to conduct that would be a breach of Donor's warranties or representations herein if established. I have received an Explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by my signature below.

If applicable, I understand the sections on "Copyright Interests" and "Copyright Conveyance" and acknowledge that the information I have provided is accurate

FOR: Texas Silver-Haired Legislature Foundation

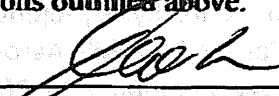
  
James R. Hine, President  
TSHL Foundation  
401 W 15th St, Suite 870  
Austin, TX 78701  
Phone 512-517-7876  
Email: [ppsijmhine@msn.com](mailto:ppsijmhine@msn.com)

12-18-13  
Date

ACU Reception and Signature

Date material received on site (to be supplied by the Library): January 24, 2014

Abilene Christian University gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

  
[Representative with signature authority]

2-14-2014  
Date



TSHL Foundation Archives  
Transferred to ACU Library  
January 24, 2014

BOX 1

- TSHLF Articles of Incorporation
- Board of Directors
- IRS 501 (c) 3 Papers
- Reports to Secretary of State
- TSHL Foundation & TSHL MOU
- TSHL Organization & Development, 1985
- 1<sup>st</sup> TSHL Orientation, July 27-30, 1986
- 1<sup>st</sup> News Clips, 2 notebooks, 1986
- 1<sup>st</sup> TSHL Legislature, 1986-1988
- 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> TSHL
- Silver Bulletin Newsletter 1987-2013

BOX 2

- Bylaws, Election & Credentials, Manual, and Policy & Procedures Handbook, 1988-2015
- Legislative Reports 1986-2013
- Operation Papers

BOX 3

- Minutes, 1986-2000
- AG Edwards statements 1992-1994
- Investment Policy/account, 1992-2000
- Financial Records & Form 990, 1986-2010
- TSHL Foundation Endowment Committee

BOX 4

- TSHL Silver Directories, 1987-2013
- TSHL Master list, 1986-2015
- 8<sup>th</sup> Membership Forms, 2000-2002
- 9<sup>th</sup> Membership Forms, 2002-2004
- 10<sup>th</sup> Membership Forms, 2004-2006
- Comptroller Records 2002-2010
- Strategic Plan 2006-2014

BOX 5 (retained for additional indexing)

- ~~TSHL Foundation Treasurer records 2011~~
- ~~TSHL Foundation Treasurer records 2012~~
- ~~Treasurer Records — early records~~
- ~~Various notebooks~~
- Acknowledgments

BOX 6

- Training Notebooks
- TSHL Foundation Notebook, 2010
- 11<sup>th</sup> TSHL Orientation Notebook
- 12<sup>th</sup> TSHL Orientation Notebook
- 12<sup>th</sup> TSHL General Session notebook
- 13<sup>th</sup> Resolutions
- 13<sup>th</sup> Legislative Session

BOX 7

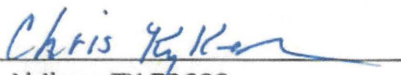
- 12<sup>th</sup> TSHL Legislative Session Notebook
- Resolution Tracking
- 14<sup>th</sup> TSHL Orientation Notebook
- 14<sup>th</sup> TSHL Legislative Session Notebook
- 14<sup>th</sup> TSHL General Session Notebook

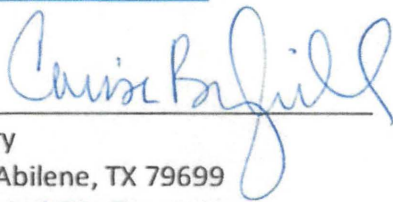
Box 8

- Video Tapes – Legislative Sessions
- Photos
- Brochures
- Programs
- DVD Online Training TSHL Course

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These 7 boxes containing TSHL Foundation Archives were transferred with a signed copy of the Deed of Gift, from Chris Kyker, Agent for the TSHL Foundation to Carisse Berryhill, Associate Dean, ACU Brown Library on January 24, 2014.

Chris Kyker   
P.O. Box 5996, Abilene TX 79608  
325-668-6322 [ckyker@aol.com](mailto:ckyker@aol.com)

Carisse Berryhill   
232 Brown Library  
ACU Box 29208, Abilene, TX 79699  
325-674-2538 [cmb04c@acu.edu](mailto:cmb04c@acu.edu)