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Texas Silver-Haired Legislature Foundation Minutes, 1986-1987

Texas Silver Haired Legislature Foundation

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Jan. 29, 1987

The Silver Haired Legislature Foundation Board of Directors met November 5, 1986 in the Library of the Texas Department on Aging. Those in attendance were Judge Scott Bailey, President; Sue F. Craig, Secretary; Elenor Holmes, Connie Castillo, Dr. Edmund Anderson, and Allen Baca. Paula Johnson, TDOA Staff, and Dan Roberts met with the Board.

Tenure of office were ratified and reviewed.

1. Bert Scheinbrum, Mr. Baca and George Blevins four year terms.
2. Those serving three terms are Sue Craig, Elenor Holmes and Judge Royce Smith. Jan. '89
3. Those serving two year terms are Kenneth Ure, Dr. Anderson and Harriett Griffin. Jan. '88
4. One year terms for Judge Bailey, Connie Castillo and Judge Douglas Smith will expire in January, 1987.

A motion was made by Mrs. Holmes and seconded by Mrs. Castillo to correct the typographical error in Article III, Section 1. The Section should read, "To provide financial assistance for the continued operation of the Texas Silver Haired Legislature." All voted aye.

Mrs. Craig made the motion that Judge Bailey serve as the sole spokesperson for the Foundation in the upcoming meeting with the Executive Committee of the Silver Haired Legislature. The motion was seconded by Mrs. Castillo and all voted aye.

Judge Bailey declared a recess for the joint meeting with the SHL Executive Committee in the TDOA Board Room.

During the Joint meeting, Judge Bailey endeavored to explain the Foundations view on the agreement attached to the SHL Resolution to endorse the SHL Foundation. He emphasized that the Foundation Articles of Incorporation and the By-laws clearly stated the purpose and guidelines for the operation of the Foundation.

Judge Bailey noted that the Foundation Board members would reconvene their meeting at the conclusion of the Joint meeting to further consider the outlined agreement the Speaker of the SHL session had proposed.

Janeen Arbon and David Sugimoto from Inter-First Bank in Austin addressed the Joint meeting concerning the operation of the Foundation. They explained their role and answered questions regarding the financial status of the Foundation to date.

The meeting of the Foundation Board members reconvened. The following points were discussed as applies to the "agreement",

- #1. The Foundation revenues and expenditures are adequately monitored by the IRS Accountants, and the "Open Record Act" serves as an additional check.
- #2.#3., and #4.- Amending the By-laws to comply with these demands would violate the Articles of Incorporation and the IRS Application for Recognition of Exemption and jeopardize the legal standing of the Foundation.
- #5. Consider inappropriate.

At the conclusion of the discussion Mrs. Holmes made the motion that action on the above items be postponed until a meeting of the full Board. Mrs. Castillo seconded the motion and all voted aye.

An appropriate time for a meeting will be set later.

Respectfully submitted.

Sue F. Craig, Secretary

Judge Scott Bailey, President

CORRECTION:

Addition of Judge Douglas Smith's name to those present at the November 5, 1986 meeting.

BOARD MEMBERS FOR TSHLF

No minutes for anything before January 29, 1987 reporting meeting held on November 5, 1986. Nothing showing election of officers.

Minutes of 1-29-87 reported Tenure of office ratified and reviewed on 11-5-86.

Serve '86, all of '87, '88, '89
4 year term will expire 12-31-89 (1-31-90)
Bert Scheinbrum (ill but no action to remove)
Allen Baca
George Blevins

Serve '86, all of '87, '88
3 year term will expire 12-31-88 (1-31-89) *12-31-92*
Sue Craig *12-31-92*
Elenor Holmes
Judge Royce Smith

These three re-elected January 1989. Serve through '93 (1-31-94)

Serve '86, all of '87
2 year term will expire 12-31-87 (1-31-88) *12-31-91*
Ken Ure
Dr. Edmund Anderson *12-31-91*
Harriet Griffin

Serve '86,
1 year term will expire 12-31-86 (1-31-87)
Judge Scott Bailey
Connie Castillo
Doug Smith

Minutes of 2-11-87

Minutes of 5-13-87

Dan Roberts ask for financial report beginning with opening of account in June or July of '86. He suggested report show interest earned and donations posted separate columns. 100 documentary video tapes were purchased at \$15.00 each. Grant application Dunaway approved \$10,000. Budget review committee recommended that Paula spend no more than \$450.00 for 3 month period.

Minutes of 8-12-87

Raise Dunaway budget from \$10,000 to \$11,265.00.

Interest of \$1,763 through May.

Recommendation that list of donors and contributions be compiled.

Paula authorized to get envelopes and 5 month supply of stationary with Board Members listed.

Paula suggested that when elect officers in '88, get Agent.

Sue Craig says that every member going off 12-31-87 is eligible for re-election: Griffin, Ure, Anderson.

Bailey and Ure didn't think they could serve again.

Minutes of 12-9-87

Bill Harper listed as member of Board. (No record)

Castillo distributed a prepared list of donations to SHLF account. (No copy found in file).

Griffin moved that letter be sent to members and candidates stating that TSHL expenses will not be paid, (travel and lodging). (I never got one)

Allen Baca appointed Agent.

Motion made that copies of annual financial report, bylaws of TSHLF and a policies and procedures manual be provided 28 AAA.

Paula resigned as Agent. TDoA awards \$42,000. (\$1500. to each AAA)

Election: Jerry Ribnick (replace Scheinbrum) (12-31-90)(1-31-91)

Griffin elected to 4 year term. '91 (1-31-92)

Wallace elected to Board 4 year (12-31-91)(1-31-92)

Anderson and Ure did not choose to serve another term.

Motion to move January meeting to February.

Minutes of 1-29-87

Trust fund balance \$31,000.

Talked about meeting Feb. 13th and inviting Bill Harper to attend. (Last minutes said he was a member)

Griffin, Chairman of Nominating Committee recommended that those term expiring be appointed for 4 years, Castillo, Bailey, Doug Smith. (Should serve through '90) (1-31-91)

Craig, President; Bailey, Vice-President; Baca, Secretary; and Castillo, Treasurer.

Minutes of 2-10-88

Castillo submitted list of contributions. Balance of \$39,414. as of 2-10-88. Aliceanne Wallace member but nothing saying whose place she took. Officers re-elected. Baca said that all records, files and books had been given to the treasurer, Castillo. Checks and cash deposited in bank and receipts sent to Castillo. Bailey reported that permission to use seal should be checked through Sec. of State. Next meeting June 1, 1988. (No minutes if held)

Minutes of 7-5-88

Balance \$50,648.18. Doug Smith resigned. Accepted. Elizabeth Logan appointed to fill this place. Request from IRS about year 1 & 2. Baca ask for 30 day extension. Approval to use seal for TSHL and TSHLF but under condition that it would not be used in commercial promotions. Move to apply for copywrite. Carried. Request from Baca to approve funds for postage, letterheads and envelopes. Craig said that supplies account set up for this purpose could continue. (I have seen nothing that set up this account. It may be in treasurers records.) Approval for any expenditure from this account would be on "Request for Reimbursement Form" motion passed to approve \$450./year for expenses. Change term "training" to briefing". Not more than \$19,000. for "Briefing Program". Copies of this budget were to be sent to Finance Chairman, Johnson and Hulsey. (I am sure I never saw this.) Ribnick Chairman of TSHLF Brochure Committee.

July 27, 1988

Letter about death of Elizabeth Logan. Poppy Hulsey appointed to fill Logan and Doug Smith place. (1-31-91)

Transcription of August meetings:

Minutes of 8-9-88 (Not in standard form. Transcribed from tape.) (Probably should not be included in minutes book)

Bailey ask if everyone understood about the Property Rider's Foundation Seal.

Reimbursement Form still not finalized.

Page 4 addresses \$1000 fund in interest bearing account.

Whether it will be transferred to Foundation remains to be seen but letter going out over Gov. signature is asking funds for Foundation. This will get a tax break. Perhaps not.

Discussion followed of designated funds and \$100,000. I was promised a copy of this letter if it ever went out because I sent a mailing list of Foundations and contributors to Gov. office.

(I never even received a thanks or acknowledgement from that office.)

State surplus property list again brought up.

Board terms expire for Craig, Holmes, Royce Smith. All eligible for another term. Cannot hold same offices. Have served two terms. Next meeting Dec. 7, 1988.

Now Minutes of 8-10-88 Poppy voted in. Treasurers report \$51,872.68. Get CD and checking account convenient for Baca. Take out \$25,000. for CD, leaving \$26,872.68 with \$19,000. for Training leaving \$7,872.68 for Money Market Checking. Paying \$600.00 per year for bank charges. (I don't think this includes IRS.) Moved to get \$25,000. CD for 6 months. Get it before 12-1-88. Training rooms, meals, parking tickets, and notebooks.

Cost of training \$13,366.60 (about 5000 under budget). Again asked to be on TSHL mailing list. The "\$1000.00" discussed to help pay postage on newsletter. Send letter for \$100. donation and card for less. After Logan memorial motion to send letter for \$100. and memorials and cards otherwise. Page 28, paragraph 5:gives total of \$610.00. \$300. for stamps, \$200. for acknowledgement letters, \$200 for brochures, letterheads, executive sheets etc. (This totals 700). Add \$1000. for brochures making budget \$1,610.

Minutes August 10, 1988. (If these were taken from the transcript to do these minutes, these items I did not find in transcript)

10 to 20000 printed depending on cost break.

Passed budget for \$1610.00 (Official minutes said, \$1,700. for brochures through Sept. 1, 1989)

Request for expenditures should be 3 months prior to need so Board can act. (Is this official?)

Recommendation to put on Budget request and "Reimbursement".

"These funds are not to be used to promote anybody's favorite friend, religion, or race. They will be used only in accordance with the Federal Exempt Certificate 501 (c)3.

A motion to approve a letter of instructions on procedure of submitting Budget Requests, time frame of 3 months, note concerning the use of these funds and the revised Request for R. form.

Minutes say that Griffin would serve as chair of nominating committee. In transcript she said no, (page 13). In reality, Wallace was chair, with Bailey and Hulsey serving on committee. Not corrected but Board accepting report turned in by Wallace: President, Holmes. Vice-President, Ribnick. Secretary, Hulsey. Treasurer, Smith.

Minutes of 12-7-88

Amend budget to pay \$300 to NCNB for preparing form #990.

Passed.

Changed order of business so some could attend Bobbitt party. Would reconvene at 7:00 A.M. on Dec. 8th.

Financial report: Balance \$16,206.62
CD 25,000.
Interest 473.70
Total \$41,686.32

Committee to revise bylaws with changes submitted by 1-15-89 so members could study recommendations.

New nominating committee appointed with Aliceanne Chair. Elenor and Connie on committee. (The other committee had already met and had report ready).

Motion to adopt new Reimbursement forms. Passed. (No copy attached to minutes.)

Anderson not heard from since 2-10-88. Sent letter of appreciation for opportunity of serving on Board.

TSHLF should have representation at TSHL meetings. (Someone thought that was Bill's job,)

Minutes of 1-23-89 La Quinta Motel.

Treasurers report: \$18,936 includes \$850.60 in banks all over state. (Don't know how she came up with amounts from these banks.) \$25,000. CD earned \$762. Total assets are: \$44,698.55 with all bills paid. Bylaws committee met that afternoon and changes on bylaws accepted. (No copy of these changes with minutes.)

Nominating committee report accepted and voted in.

\$15,000 CD, one year purchase voted for. (Doesn't say who is to get it). Motion to dissolve trust fund passed, put into money market account. (No one designated, thought this had been voted on before.)

A motion to re-elect members whose terms expire 12-31-88: Sue, Elenor, Poppy. (Should be Sue, Elenor, and Royce)

Bailey ask that Historian be appointed and each member write experiences.

Bailey ask that State Legislature be requested for resolution for Logan and Griffin. (David Norton, Midland, and someone else has died.)

MEMBERSHIP OF BOARD 1989

1. Sue Craig
2. Elenor Holmes
3. Allen Baca
4. George Blevins
5. Royce Smith
6. Harriet Griffin
7. Scott Bailey
8. Bill Harper
9. Connie Castillo
10. Aliceanne Wallace
11. Jerry Ribnick
12. Poppy Hulsey

Minutes of August 23, 1989

Members accounted for but Connie had apparently resigned but nothing was done to fill her place. (at last meeting she had reported \$850. from banks over the state, but I know that more than \$1100. came in from my banks in just the Southern Panhandle region and this does not include Amarillo.)

Harper was to give Guess, Speaker, a copy of form #990. (No report at next meeting if he did). Amended, Board also. Amended that Elenor and Bill speak at TSHL Fall General Session.

Harper would like list of donations.

(Again) Dissolve trust. Invest \$15,000. in CD and put remaining \$1147.35 in Money Market checking.

Maturity date on \$25,000. is 9-1-89. Passed to roll over on floating rate. (Didn't say how long for)

Allen will get the \$15,000. and form to dissolve trust.

Treasurer must keep records, make reports and file IRS. (we need audit committee.)

Brochures, word created incorrect, created by resolution is correct.

Term expires for Harper, Baca, Blevins. (Baca and Blevins wrote they cannot serve again, Harper said so verbally).

Aliceanne said the match was yet to come and an additional \$5,000. from SW Bell. (Let's see if these did).

Comptroller to hold \$1000. Elenor to discuss it with von. (I have a letter from von.)

Minutes of December 13, 1989

New Foundation Account Number: #604064097-9

After \$15,000. CD account had \$1,147.35. Latest, \$1,570.92

Directory and Can Projects of TSHL

Nominating committee appointed, Chair, Hulsey, Craig, Bailey.

New members to be elected in January. 3 vacancies and 1 unexpired term. Serve through '93 and election for this group January '94. Motion to elect 3 for 4 years and 1 for 1 year.

Secretary to check minutes for terms of members.

Bylaws discussed and voted changed. Elenor put out corrected copy.

Letter for Griffin supporting her for vice-chair of State Citizens Advisory Council. (Since vote was next day, no way to get letter delivered.)

Black, TSHL Comptroller, presented check for \$10,000. from TSHL, proceeds from Directory. Elenor to get CD.

TEXAS SILVER HAired LEGISLATURE FOUNDATION

BOARD MEETING

January 29, 1987

President Judge Scott Bailey called the meeting to order and the Invocation was given by Allen Baca. All repeated the Pledge of Allegiance.

Board Members present were Connie Castillo, Harriett Griffin, Edmond Anderson, Kenneth Ure, George Blevins, Sue Craig, Judge Scott Bailey and Mr. Baca. Others present included Paula Johnson, TDoA Staff, Bill Harper, Chairman, TSHL Executive Committee, and Poppy Hulsey, Deputy Speaker, TSHL. Those absent were Judge Royce Smith, who had called to say he would be unable to attend, Judge Douglas Smith, and Elenor Holmes.

Minutes of the November 5 meeting were approved, as corrected, in a motion made by Mr. Ure and seconded by Mrs. Castillo. All voted aye.

Mrs. Johnson reported the balance in the Trust Fund to be thirty-one thousand (\$31,000) dollars as of January 28, an increase of thirteen thousand-five hundred (\$13,500) dollars over the November balance of seventeen thousand-five hundred (\$17,500) dollars. She noted that most of the funds had been contributed by the Silver Haired Legislators through their contacts.

Mr. Harper, Chairman of the SHL Finance and Foundation Committee, reported on the meeting of his Committee on January 27 and 28, 1987. He presented a Budget Recommendation of the Committee for a two-year period. It included forty-one thousand (\$41,000) dollars for travel, three days lodging and meals for one hundred and sixteen (116) TSHL Delegates for training and a duplicate amount for the TSHL Session. Ten thousand (\$10,000) dollars was earmarked for personnel and material for training and interim meetings. One hundred thousand (\$100,000) dollars was included as a goal for an Executive Director, one-half

time secretary, and cost of sharing office space. Total of the budget is one hundred and ninety-three thousand-four hundred (\$193,400) dollars.

The Committee also proposed an overall goal for the Foundation totaling two million, four hundred thousand (\$2,400,000) dollars. This would amount to one dollar (\$1) per person over 60 in Texas. This concept would be promoted by the involvement of senior citizens in each Planning Service Area.

Mr. Harper also presented Mrs. Hulsey, Vice-Chairman, Finance and Foundation Committee, who had been appointed to pursue donations from other Foundations for larger amounts. Mrs. Hulsey shared her ideas on approaching cooperations and foundations.

Mrs. Johnson reported that a Public Relations firm in Dallas had been contacted in regard to a promotion campaign for the "one dollar per senior citizen in Texas."

Mr. Harper presented to the TSHL Foundation Board Members a Resolution, passed during the previous day's meeting, which proposed rescinding the adoption of the TSHL Resolution #1, "Endorsement of the Silver Haired Legislature Foundation." The current Resolution empowered the Finance and Foundation Committee to enter into negotiations at once with the official Board of the TSHLF to effect a new and more mutually acceptable agreement between the TSHL and the TSHLF, the final agreement to be ratified jointly by the Board of the Foundation and the membership of the TSHL.

Discussion covered the powers of the SHL speaker; definition of who is a lobbyist, and spokesman Harper's assurance that over 90% of the SHL are committed to the goals of the SHL Foundation and are very much aware of need to keep the 501(c)3 Federal Tax Exemption in place.

Mrs. Castillo made a motion to table action on the response to the SHL

Executive Committee in regard to the TSHL Resolution #1 until February 13 and that Mr. Harper be asked to attend. The motion was seconded by Mr. Anderson and all voted aye.

Miss Griffin, Chairman of the Nominating Committee, reported that it was the decision of the Committee to recommend that those members whose terms expire would be appointed for four year terms. This would include Mrs. Castillo, Judge Bailey, and Judge Douglas Smith. A motion was made by Mr. Ure and seconded by Mr. Anderson to accept the recommendations of the Nominating Committee. All voted aye.

Mrs. Craig nominated Miss Griffin as President of the Board for 1987. Miss Griffin withdrew her name from consideration and made the motion that Mrs. Craig be elected President by acclamation. Mr. Baca seconded the motion and all voted aye.

Mr. Anderson made the motion that Judge Bailey be elected Vice-President of the Board for 1987. Mr. Blevins seconded the motion and all voted aye.

A motion was made by Mrs. Castillo that Mr. Baca be elected Secretary by acclamation. Motion was seconded by Judge Bailey and all voted aye.

Mr. Anderson made the motion to reelect Mrs. Castillo Treasurer and Miss Griffin seconded the motion. All voted aye.

Meeting date for the semi-annual meeting was discussed. The membership voted to continue to have meeting dates coincide with Citizens Advisory Council meeting at TDoA.

Discussion concerning member Bert Scheinbrum's inability to participate because of illness resulted in recommending that no action be taken by the Board.

A motion that Dan Roberts be appointed to serve on the SHL Foundation was withdrawn. Copies of the resolution presented by Judge William Harper will be sent to all absent members.

Dan Roberts presented a legislative update. He reported that all resolutions now have sponsors in both the House and Senate. He added that most legislators are now very familiar with SHL.

By-laws and the Articles of Incorporation have some minor discrepancies, which will be corrected at the next meeting.

Meeting adjourned at 2 p.m.

AB/mk

RESOLUTION

RESOLVED: that the Executive Committee of the Silver Haired Legislature authorize the Foundation and Finance Committee of the SHL to initiate, by mail, a referendum vote of the full membership of the SHL to rescind the action taken at its Legislative Session in Austin, Texas, Sept. 29th - Oct. 2nd, in its adoption of Resolution #1, "Endorsement of the Silver Haired Legislature Foundation", and to empower the Foundation and Finance Committee to enter into negotiations at once with the Official Board of the SHLF to effect a new and more mutually acceptable agreement between the SHL and the SHLF. Such final agreement to be ratified jointly by the Board of the the Foundation and the membership of the SHL; such ratification to be effected by a simple majority vote of both groups.

SILVER HAired LEGISLATURE FOUNDATION BOARD ANNUAL MEETING
January 29, 1987 10 A.M.

TDOA Board Room

AGENDA

- ✓ 1. Minutes of November 5, 1986 meeting
- ✓ 2. Financial Report - Paula Johnson
3. Report of SHL Executive Committee/Foundation & Finance - *Judge* Bill Harper
4. Old Business-
 - a. Response to SHL Executive Committee
5. New Business -
 - a. Election of three (3) Directors - Harriett Griffin, Ch.
 - b. Election of Officers —
 - c. Foundation Public Relations
 - d. Legislative update - Dan Roberts
 - e. Set date for next regular meeting - *MAY 15, 1987*
6. Any other business
7. Adjourn

Andrews Senior Center

P.O. BOX 327

Andrews, Texas 79714-0327

TO: *Silver Haired Legislature Foundation Board*
FROM: *Sue F. Craig, Secretary* *SFC*
SUBJECT: *Agenda - Thursday, January 29, 1987*
DATE: *January 22, 1987*

*Enclosed is the Agenda, approved by Judge Scott Bailey
President, for the annual meeting January 29, 1987 at
10 A.M.*

*The meeting will be held in the Board Room of the
Texas Department on Aging.*

*If you have any additions you wish to make please have
them in writing and present them to Judge Bailey before
the meeting.*

Every effort will be made to conclude the meeting by 2 P.M.

SFC:cp

Allen

Andrews Senior Center

POST OFFICE BOX 327

Andrews, Texas 79714-0327

11319

TO: Silver Haired Legislature Foundation Board
FROM: Sue F. Craig, Secretary SAC
Subject: Annual Meeting
Date: January 9, 1987

The annual meeting of the Silver Haired Legislature Foundation Board will be held on Thursday, January 29, 1987 at 10 A.M. in the Texas Department on Aging Board room.

Agenda Items will include:

1. A response to the TSHL Executive Committee
2. Election of three (3) Directors to fill expiring terms.
3. Election of Officers.
4. Determining date of next regular meeting in compliance with Article 4, Section 5 of the By-laws.

If you have any other items of business, please call 915/523-9375.

Please advise me if you cannot attend the meeting.

Sue F. Craig, Secretary

SFC:cp

RECEIVED

JAN 13 1987

TEXAS DEPARTMENT
ON AGING

MEETING OF THE TEXAS SILVER HAired LEGISLATURE FOUNDATION BOARD

41507

February 11, 1987

3:10 P.M.

President Sue Craig called the meeting to order and an invocation was given by Judge Bailey. All repeated the Pledge of Allegiance.

Board members present were Connie Castillo, Dr. Edmond Anderson, Kenneth Ure, Judge Scott Bailey, Sue Craig, Judge Douglas Smith, Elenor Holmes and Allen Baca. Those absent were Judge Royce Smith and George Blevins who called to say that he would be unable to attend. Harriett Griffin came in later.

Minutes of the January 29, 1987, meeting were approved as corrected by a motion made by Dr. Anderson and seconded by Connie Castillo. All voted yea.

Other persons present included Judge Bill Harper, Chairman of the Silver Haired Legislature Executive Committee, Mrs. Poppy Hulsey, Mrs. Mary Cantrell, Mr. Joe Gidden, Mr. Jerome V. Ray and Mr. Howard Dunnaway.

President Craig declared the first order of business to be the clarification of and amendments to the Texas Silver Haired Legislature Foundation Bylaws.

Several papers were presented to the Foundation Board by the Executive Committee of the SHL. Board member Ure also presented a paper. Each expressed possible solutions to the development of a working agreement between the SHLF Board and the Silver Haired Legislature Executive Committee.

Discussion by each member of the Foundation Board revealed that a general consensus supports the proposals offered by the SHL Executive Committee. Dr. Anderson expressed concern over an Article in the Bylaws which might allow the Board to invade the corpus of the foundation if it became necessary. He wants stronger assurance that this will not happen, now or in the future. Judge Bailey captioned the spirit of the Board by asking to invoke the Blessing of the Lord for the good of the group and their work.

President Craig announced that she would like to divide the board members present into two committees for the purpose of studying the recommendations, and forming them into formal motions which can be presented to the Board for a decision. The committee persons named for that discussion were Mrs. Castillo, Mr. Baca and Judge Bailey. The second committee named was given the responsibility of reviewing and recommending amendments to the Bylaws which have been discussed and which need to be amended in order to formally adopt the proposed Memorandum of Understanding which is being reviewed by the first committee. President Craig named the following persons to serve on that committee: Craig, Mrs. Holmes, Ms. Griffin, Judge Smith, Dr. Anderson and Mr. Ure.

The meeting adjourned at 6:10 P.M. for dinner and was scheduled to reconvene in Room 259 of the Quality Inn Motel at 7:30 P.M.

Both committees studied their respective assignments made recommendations and reported back to the full Board at 9:05 P.M. A motion to accept the first committee's recommendation on the Memorandum of Understanding (copy attached to the minutes of this meeting) was made by Judge Smith and seconded by Mr. Ure. All voted yea with Dr. Anderson abstaining. A second motion was made by Dr. Anderson and seconded by Mrs. Holmes that the Committee's recommendations for amendments to the Bylaws of the Texas Silver Haired Legislature Foundation be

approved and that such amendments be submitted to the Secretary of State for attachment to the original charter. The motion passed with a yea vote by all members present.

A special meeting will be held at 3 P.M.. May 13, 1987, to formally adopt the Bylaws as changed by the committees of this meeting. The Secretary was instructed to mail copies of the changes made in the Bylaws to all members of the Board with a copy of the minutes of this meeting, February 11, 1987.

After the next semi-annual meeting date was set August 12, 1987, a motion was made and seconded to adjourn. All voted aye.

Minutes submitted by

Allen R. Baca, Sec.


Sue. F. Craig, President

MEMORANDUM OF UNDERSTANDING

Between the Silver Haired Legislature and
the Silver Haired Legislature Foundation

In recognition of the following two conditions: THAT

1. - The Silver Haired Legislature (Legislature) Entity created by action of the 69th Texas Legislature in adoption of SCR 37 and created solely for the purpose of acting as an advocacy agent for the senior citizens of Texas in those concerns which might properly be addressed by legislative action. And THAT
2. The Silver Haired Legislature Foundation (Foundation) is an independent entity created for the purposes of assisting the Legislature in educating the senior citizens of Texas on the legislative processes and giving financial assistance to the Legislature in its advocacy efforts.

We therefore enter into the following working agreement between the entities that we might together achieve the joint purposes for which the two have been established.

- I The activities of the Legislature shall be governed solely by its own by-laws and rules of procedure which may, from time to time, be duly altered or amended as experience may dictate but in keeping with the terms of this agreement.
- II The activities of the Foundation shall be governed solely by the terms established by its charter and the terms of its by-laws adopted by its Board of Directors. Such by-laws may be amended from time to time as may be advisable.
- III The Legislature shall assist in enlisting funds to support the trust fund of the Foundation and shall, at the beginning of each biennium, request funds from the earnings of the trust fund to cover the expenses to be incurred in that biennium. Such request for funds shall be accompanied by a prepared budget setting out the anticipated expenses for the biennium.
- IV The Foundation shall have sole jurisdiction in the investment of the fund and shall furnish the Legislature with an annual report on the status of the fund and its earnings. Said annual report shall be a copy of the IRS report required by the 501(c)3 Tax Exemption certification.
- V The Legislature shall establish the guidelines for the expenditure of funds received, and shall establish procedures for approving expense accounts and certifying all requests for payment from the Foundation.

- *VI The Foundation shall set up its procedure for handling payment requests under the terms of the grant and shall make all payments to members of the Legislature.
- VII All expenditures authorized by the Foundation shall meet the audit requirements of the State Comptrollers Office.
- VIII When vacancies occur on the Foundation Board, the Silver Haired Legislature Foundation Board may seek a list of potential candidates recommended by the Silver Haired Legislature Executive Committee from which the Silver Haired Legislature Foundation may choose.

Executed herewith by our signatures this _____ day of _____ 1987.

Chairman of the Silver Haired Legislature
Foundation and on behalf of the Board of
Directors

Chairman of the Executive Committee
of the Silver Haired Legislature for
and on behalf of the Silver Haired
Legislature

* Paragraph #VI was amended by action of the TSHL Assembly, Sept. 29, 1987, to read as follows:

- VI The Foundation shall set up its procedure for handling payment requests under the terms of the grant and shall make all such payments approved by the Chair of the involved committee of the Legislature as reflected by records normally required by general audit procedures.

Final

AN AGREEMENT
BETWEEN THE SILVER-HAIRED LEGISLATURE AND
THE SILVER-HAIRED LEGISLATURE FOUNDATION.

IN RECOGNITION OF THE FOLLOWING TWO CON-
DITIONS: - THAT

1. THE SHL IS AN INDEPENDENT ENTITY CREATED BY ACTION OF THE 69TH ^{TEXAS} LEGISLATURE IN THE ADOPTION OF SCR 37 AND CREATED SOLELY FOR THE PURPOSE OF ACTING AS AN ADVOCACY AGENT FOR THE SENIOR CITIZENS OF TEXAS IN THOSE CONCERNS WHICH MIGHT PROPERLY BE ADDRESSED BY LEGISLATIVE ACTION. AND THAT
2. THE SHLF IS AN INDEPENDENT ENTITY CREATED FOR THE PURPOSES OF ASSISTING THE SHL IN EDUCATING THE SENIOR CITIZENS OF TEXAS ON THE LEGISLATIVE PROCESSES AND GIVING FINANCIAL ASSISTANCE TO THE SHL IN ITS ADVOCACY EFFORTS.

WE THEREFORE ENTER INTO THE FOLLOWING WORKING AGREEMENT BETWEEN THE ENTITIES THAT WE MIGHT TOGETHER ACHIEVE THE JOINT PURPOSES FOR WHICH THE TWO HAVE BEEN ESTABLISHED.

I. THE ACTIVITIES OF THE SHL SHALL BE GOVERNED SOLELY BY ITS OWN BY LAWS AND RULES OF PROCEDURE WHICH MAY, FROM TIME TO TIME, BE DOLY ALTERED OR AMENDED AS EXPERIENCE MAY DICTATE, BUT IN KEEPING WITH THE TERMS OF THIS AGREEMENT.

II THE ACTIVITIES OF THE SHLF SHALL BE GOVERNED SOLELY BY THE TERMS ESTABLISHED BY ITS CHARTER AND THE TERMS OF ITS BY LAWS ADOPTED BY ITS BEARD OR DIRECTORS, SUCH BY LAWS MAY BE AMENDED FROM TIME TO TIME AS EXPERIENCE MAY DICTATE BUT ALWAYS WITHIN THE FRAMEWORK OF THIS AGREEMENT.

III THE SHL WILL ASSIST IN ENLISTING FUNDS TO CREATE THE TRUST FUND OF THE FOUNDATION AND WILL, AT THE BEGINNING OF EACH BIENNUIUM, REQUEST A ~~GRANT~~ ^{fund} FROM THE EARNINGS OF THE TRUST FUND TO COVER THE EXPENSES TO BE INCURRED IN THAT BIENNUIUM. SUCH ~~GRANT~~ ^{for funds} REQUEST WILL BE ACCOMPANIED BY A PREPARED BUDGET SETTING OUT THE ANTICIPATED EXPENSES FOR THE BIENNUIUM.

IV THE SHLF SHALL HAVE SOLE JURISDICTION IN THE INVESTMENT OF THE FUND AND WILL FURNISH THE SHL WITH AN

ANNUAL REPORT ON THE STATUS OF THE FUND AND ITS EARNINGS. (#1)

V THE SHL WILL ESTABLISH THE GUIDE LINES FOR THE EXPENDITURE OF FUNDS RECEIVED, ~~UNDER THE GRANT REQUESTS~~ AND WILL ESTABLISH PROCEDURES FOR APPROVING EXPENSE ACCOUNTS AND CERTIFYING ALL REQUESTS FOR PAYMENT FROM THE FOUNDATION.

VI THE SHL WILL SET UP ITS PROCEDURE FOR HANDLING PAYMENT REQUESTS UNDER THE TERMS OF THE GRANT AND WILL MAKE ALL PAYMENTS TO MEMBERS OF THE SHL.

(#1) Said annual report shall be a copy of the IRS required by 501(c)3 tax exemption certificate.

VII All expenditures authorized by the board shall meet the audit requirements of the State Comptroller's office.

VIII

11:31

TO: Silver Haired Legislature Foundation Board Members
 FROM: Sue F. Craig *Sue F. Craig*
 SUBJECT: December 9, 1987 Meeting 3 p.m.
 DATE: November 6, 1987

By the time you receive this, you should have received the minutes of our August meeting. You will note we were mistaken as to exactly whose terms expired.

Minutes of the November 5, 1986 meeting show the tenure of office for Board members:

1. Bert Scheinbrum, Alan Baca and George Blevins - 4 yr. terms
2. Sue Craig, Elenor Holmes and Judge Royce Smith - 3 yr. terms
3. Kenneth Ure, Dr. Edmond Anderson and Harriett Griffin, -2 yr. terms
4. Judge Scott Bailey, Connie Castillo and Judge Douglas Smith - 1 yr. terms.

'89 (1-31-90)
'88 (1-31-89)
'87 (1-31-88)
'86 (1-31-87)
 Election
(1-31-91)

The minutes of the January 29 meeting show that Judge Bailey, Judge Douglas Smith and Connie Castillo were elected to 4 year terms. 190

The terms of Mr. Ure, Dr. Anderson and Ms. Griffin expire December 31, 1987 according to our changes in the By-laws in order that we may elect officers during the January annual meeting after we have accepted new members or re-elected members in December (By-law: Article 4, Section 3A)

Have enclosed a suggested form for nominees. Please feel free to add to it or delete any part for your use.

An agenda will be forth coming. Please let me know of any items you would like to have included.

SFC:cp
 Enc.

RECEIVED
 NOV 18 1987
 LEGISLATIVE COUNCIL

MINUTES OF THE REGULAR MEETING OF THE SILVER HAired
LEGISLATURE FOUNDATION, MAY 13, 1987.

The meeting was called to order at 3:05 P.M. by President Sue Craig. Board members present were Dr. Edmund Anderson, Judge Scott Bailey, Mrs. Connie Castillo, Ms. Elenor Holmes, Judge Royce Smith, Mr. Kenneth Ure, Allen R. Baca and President Sue Craig. Board members absent were Ms. Harriet Griffin, Bill Harper, Judge Dough Smith and Geroge Blevens.

A motion was made by Judge Royce Smith and seconded by Eleanor Holmes to approve the minutes of the last meeting as mailed to the membership. Motion carried.

President Craig asked that the Order of Business as shown on the agenda be changed in order to accommodate Paula's reports. The first order of business was to make minor corrections and obtain final approval of the By-laws.

References were made to corrections on page 2 of the Amended Articles of Incorporation. Dr. Anderson referred to Article Four, Section 7 on page 5 and Article Three, Section 5 on page 12 of the By-laws. He expressed a desire to see some changes in wording which would strengthen the meaning and intent of these articles.

Other corrections identified included:

Spelling error in Article III, Section 4 on page 11 and Section 5 on page 12. Article IV(page 12) required changes

in Section 1,A; Section 2, B; Section 3,A; Section 3,B; and elimination of the second line from the bottom of page 12 (New Officers etc.....); Article VI (page 15), Section 1,A added Section 1,B. Under Article Seven of the Amended Articles of Incorporation, add Allen R. Baca, 621 Buckskin Drive, Round Rock, Tx. 78664.

A motion was made by Mr. Kenneth Ure and seconded by Connie Castillo to approve the By-laws at this meeting. The motion carried. A quorum was present.

Mrs Castillo gave the financial report. She stated that the bank balance as of April 30, 1987 was \$34,595. The December 31, 1986 balance was \$28,336.

Dan Roberts asked if it were possible to compile a financial report that begins with the opening of the account in June or July 1986. He also suggested that such a report should be prepared so that both the interest earned and the donations contributed can be posted under separate columns.

Under Internal Transactions, Paula Johnson reported that a mail ballot of the Silver Haired Legislature delegates concerning the proposed Memorandum of Understanding resulted in 90 votes for and 3 against the Memorandum. She also reported on having Thank You cards printed which are used to acknowledge donations to the SHLF.

100 documentary video tapes were also purchased at \$15. each. These will be mailed to each AAA during the next week. Paula stated that most of this expenditure has already been

recovered from gifts. She met with the Texas Association of Area Agency directors on Aging on May 13, to explain some of the activity the SHL is now becoming involved in.

Mr. Howard Dunaway, vice chairman of the Foundation Subcommittee of the SHL Finance Committee, represented Mr. Bill Harper who could not attend, explained some of the fund raising programs planned, their publicity efforts, and reported on Poppy Hulsey's work of developing a brochure which will be used in her special fund raising efforts of contacting corporations and foundations.

1. A sample insert will be distributed to bank accounts. Each will be asked to contribute \$1. to the Silver Haired Legislature Foundation. The plan includes utilizing state wide depository accounts from which the funds can be drafted into the foundation account.

2. News releases will be compiled and released from one central point.

3. Poppy Hulsey is completing an attractive brochure which will be used as part of her packets in soliciting donations.

4. A public relations firm from Commanche, Texas is being considered for their services.

5. Some of the estimates projected by Mr. Dunaway to cover the costs of these items are:

100,000 inserts.....	\$1,058.
Shipping to AAAs.....	400.
=====	
Estimated cost of Poppy's Brochure...	2,000.

Mailing of the brochures3,000.
Publicity campaign.....5,000.
Total budget.....\$10,000.
=====

Mr. Dunaway asked that the SHL foundation board tentatively consider a detailed budget grant application for \$10,000 which would be requested through the formal process of submitting a budget along the lines described above.

Judge Bailey suggested that a line be added to authorize a dollar withdrawl from checking accounts by signing the inserts and providing the account number.

A motion that Mr. Dunaway' proposed grant application for \$10,000 be tentatively approved. Motion was made by Kenneth Ure, seconded by Mrs. Castillo and carried.

New Business:

The need for a procedure to transact business was discussed by President Craig. A motion was made by Ms. Holmes and seconded by Judge Royce Smith to have the president appoint a Budget Review Committee of three members who would review all expenditures in the future. The motion carried and the president appointed Connie Castillo, chairman, Judge Bailey and Mr. Kenneth Ure to serve.

The budget review committee recommended to the Board that Paula Johnson be allowed to spend no more than \$450. for a three months period. The recommendation was placed in the

form of a motion by chairman Connie Castillo and seconded by Elenor Holmes. Motion carried.

A motion was made by Ms. Holmes, seconded by Dr. Anderson that Poppy be provided an updated copy of the By-laws and other requested documents for her work. Motion carried.

President Craig's closing remarks was to remind all members to be ever vigilant in looking for ways to improve this program and to share its awesome responsibility.

Meeting closed at 5:20 P.M. Next meeting is set for Aug. 12.

Allen R. Baca
Secretary

Dr. J. Craig
President

A. BACA

71331

Silver Haired Legislature



July 8, 1987

RECEIVED

JUL 13 1987

TEXAS DEPARTMENT ON AGING



**TEXAS SILVER HAURED
LEGISLATURE FOUNDATION**
1949 IH 35 SOUTH, 3RD FLOOR
AUSTIN, TX 78741-3702

TO: Board Members - Texas Silver Haired Legislation Foundation
FROM: Sue F. Craig, President
SUBJECT: Budget Request - SHL Foundation & Finance Committee
DATE: July 8, 1987

Minutes of our May 13, 1987 meeting are enclosed. Please make notes of any additions or corrections.

Am enclosing a copy of the budget request Howard Dunaway referred to when he met with us. There has been a delay in getting itemized line figures for some of the budget parts. Now it is complete.

We have been requested to take action on this budget request as soon as possible to enable Poppy Hulsey to send out her grant proposals.

Yesterday, I received a letter from J. Raleigh Jackson stating that the Executive Committee will meet in Austin, July 12 - 14. Am sure it would be helpful to them for us to be able to advise them of our decision before their meeting is over.

If it meets with your approval, I will ask you to call me with an "aye" or a "nay" vote on the matter of the budget. You can see that the total is more than the estimated \$10,000 Mr. Dunaway mentioned. May I suggest we take a vote in the following manner.

(To be mailed in after the telephone call)

Vote:

1. Approve budget as presented
2. Approve budget for \$10,000
3. Disapprove budget

Allen R. Baca

Signed

7-14-87

Date

Please call 915/523-9375 or 5911 before 4 P.M. After 5 and on Saturday and Sunday, Please call 915/523-2385.

Enclosures:
SFC:cp



Silver Haired Legislature



(Suggested budget to be submitted by the Foundation and Finance Committee to the SHL Foundation with the Grant Request.)

FUND-RAISING BUDGET

Budgeted expenditure of funds to be made available to the Foundation and Finance Committee under the terms of its Grant Request dated

I. Bank Insert Brochures and Attendant Publicity:

Printing Brochures.....	\$2,200.00	
Distribution of Brochures.....	1,160.00	
Local Printing.....	3,000.00	
Letter Duplicating and Postage.....	140.00	
Total	\$6,500.00	\$6,500.00

II. Major Grant Effort (Ponny Hulsey)

Brochure Preparation.....	SEE ATTACHED	
Distribution.....	BUDGET	
Letter Duplicating and Postage.....		
Personal Expense.....		
Total	\$3,500.00	\$3,500.00
	\$2,515.00	\$2,515.00

III. Publicity Campaign (Jerome Ray)

Material Preparation.....	750.00	
Professional Assistance.....	1,500.00	
Letter Duplicating and Postage.....		
Personal Expense.....		
Total	\$2,250.00	\$2,250.00

Respectfully submitted, \$11,265.00

Howard Sweeney
For the Foundation and Finance Committee.

Date May. 28., 1987.....

TEXAS SILVER HAired LEGISLATURE

June 27, 1987

Sue Craig, Chairman
Texas Silver Haired Legislature Foundation
903 N.W. 12th
Andrews, Texas 79714

GRANT REQUEST FOR ENDOWMENT FUND CAMPAIGN

SUPPLIES		
Paper	\$ 40.00	
Tabs	108.00	
Covers	<u>150.00</u>	
		\$ 290.00
EQUIPMENT FOR CONTENT		
Word Processing	500.00	
Zerex	1000.00	
Printing special pages	<u>200.00</u>	
		1700.00
POST OFFICE		
Packages	125.00	
Postage	225.00	
Insurance	<u>75.00</u>	
		425.00
		<u>\$ 2415.00</u>
EXTRA COPIES		100.00
TOTAL REQUEST		<u>\$ 2515.00</u>

This will print and package 150 copies of the grant request. These are to be mailed to Foundations in Texas.

For an additional 50 copies to be sent to companies in Texas that have funds for outside projects, and to some interested individuals, the cost for supplies would be \$100.00. Some of these have made gifts to the Silver Haired Legislature and would probably give us a positive response again.

Respectfully submitted

Poppy Hulsey

Poppy Hulsey
Grant Chairman,
Foundation and Finance Committee
Texas Silver Haired Legislature

A G E N D A

Silver Haired Legislature Foundation

TDOA Library - May 12, 1987 - 3 P.M.

13

1. *Minutes - February 11 meeting*
2. *Reports*
 - a. *Financial - Connie Castillo ✓*
 - b. *IRS Report - Paula Johnson ✓*
 - c. *Interim Transactions - Paula Johnson ✓*
3. *Unfinished Business*
 - a. *Approval of changes in Articles of Incorporation.*
 - b. *Approval of changes in By-laws. ✓*
4. *New Business*
 - a. *Procedure of Transacting Business ✓
Between Meetings*
 - b. *Request from Poppy Hulsey copy of By-laws
& IRS Report Grant Applications*
5. *Other business*

Allen

Andrews Senior Center

P.O. BOX 327

Andrews, Texas 79714-0327

51143

TO: *S* Silver Haired Legislature Foundation Board Member

FROM: Sue F. Craig, President

SUBJECT: Agenda, May 13, 1987

DATE: May 7, 1987

Trust that by now you have received the by-laws and articles of incorporation changes. Also, the minutes of the February 11, meeting.

Please look over the original copies, before changes, and help us be sure we have made these in a constructive way.

If you have any additions to the meeting agenda, please call me so I can make an adjusted agenda to help keep our meeting orderly.

This should not be a lengthy meeting. However, we do want to take advantage of the opportunity to be together to discuss whatever is pertinent to the progress of the Foundation.

Looking forward to seeing you next Wednesday.

SFC:cp

RECEIVED

MAY 11 1987

TEXAS DEPARTMENT
ON AGING

MINUTES OF THE REGULAR MEETING OF THE SILVER-HAIRED LEGISLATURE FOUNDATION,
AUGUST 12, 1987.

The meeting was called to order at 3:05 p.m. by President Sue Craig. Board members present were Dr. Edmond Anderson, Judge Scott Bailey, Connie A. Castillo, Judge Royce Smith, Kenneth Ure, George P. Blevins, Harriett Griffin and Bill R. Harper. The morning session on August 13, was also attended by Elenor Holmes. Board Members absent were Judge Douglas Smith and Allen R. Baca.

A motion was made by Ken Ure and seconded by Dr. Edmond Anderson to approve the minutes of the last meeting, as corrected. Motion carried.

President Craig stated that in regard to the SHL budget telephone survey, all responses were in favor of the amended budget estimate submitted by the Executive Committee of the SHL; that six ballots were mailed back and three were called in. One of the responses indicated that expenses should be kept as close to the budget as originally proposed in the amount of \$10,000. Motion was made Kan Ure/Judge Scott Bailey that the amended proposed budget be increased to \$11,265 from \$10,000. Motion carried.

Bill Harper made the following report: The Executive Committee met in Austin two weeks ago; that Poppy Hulsey is proceeding with her brochure; that four or five foundations had to have the request for funds before the end of September for review but that others did not need the request until just before the end of the year. These deadlines are being met. Arrangements are being made for Sen. Parmer to make a presentation on television, and spot announcements are being planned. The insert that will be distributed to banks requesting bank customers to contribute \$1.00 to the SHLF has been completed, and the plan includes utilizing state-wide

depository accounts from which the funds can be drafted into the Foundation account; that each representative is being asked to contact the banks in his area in order to establish a transfer account. On the first working day in January, 1988, these funds will be transferred to our bank in Austin. Mr. Harper stated that Allen Baca was working on a form to be used in the transfer of funds from the Foundation.

(Mr. Baca drew up a form for this purpose entitled "Request for Reimbursement" a copy of this form is attached.) Motion was made by Ken Ure/Dr. Anderson that the form submitted by Allen Baca be approved. Motion carried.

It was recommended that Article VI of the Memorandum of Understanding be amended to read as follows:

"The Foundation shall set up its procedures for handling payment requests under the terms of the grant, and shall make all such payments approved by the Chair of the involved committee of the SHL as reflected by records normally required by General Audit procedures."

Motion was made Ken Ure/Judge Royce Smith that the Memorandum of Understanding, as amended be approved, with the recommendation that the SHL Executive Committed report its acceptance or denial of this recommendation. Motion carried.

Mr. Harper posed the question as presented to him in regard to the use of funds of the SHL; that the Foundation should put in writing that the functions of the Foundation were for the exclusive use of the SHL. Discussion was had and it was felt no action was necessary in this matter, and referral was made to Article 3, Sections 1 and 3 of the By-Laws.

Paula Johnson reported that the Foundation had received \$1,763 in interest from Inter First through May, 1987.

The recommendation was made that a list of donors and contributions be compiled. Connie Castillo was furnished the print-outs from Inter First and will compile such a list.

Paula Johnson recommended that the SHLF stationery be updated inasmuch as the names of Board Members shown on the present stationery are not current at the present time. Also, a supply of envelopes is needed. Mr. Harper made a motion seconded by George Blevins to authorize Paula Johnson to obtain the necessary envelopes and a five-month supply of stationery. Motion carried.

Paula Johnson suggested that when we elect officers in January, 1988, it would be in the best interest of the SHLF to appoint an agent outside the Department, and recommended Tim Shanks since he was in on the formation of this program. Motion was made by Ken Ure/Dr. Anderson for Paula to ask Mr. Shanks if he would accept. Motion passed.

President Craig - : Election of new members prior to December 31, 1987. She said that every member who goes off the Foundation Board on December 31, is eligible for re-election. The following members are scheduled to go off the Board: Harriett Griffin, Ken Ure and Dr. Edmund Anderson. Judge Bailey indicated he would be unable to serve another term due to business pressures. Mr. Ure stated he was in the same position but would think about it. President Craig stated that Board Members should be looking for prospective members and that the vacancies to be filled should be considered before December 9, 1987. Motion was made by Judge Royce Smith/Ken Ure that the TDOA Board be queried if they would like to have a representative on the Foundation Board for a two-year term. Motion carried. (Dr. Anderson abstained.)

President Craig suggested that any member who wishes to nominate a candidate for the SHLF Board must first secure that person's consent, prepare a resume of the person's activities in which involved, and send it to Mrs. Craig by the first of November for distribution to all members.

Reference was made to data submitted by Inter First relative to various Investment Plans. Representatives of the bank will be present at the December meeting to explain these plans.

Paula Johnson submitted the attached tentative budget recommendation to the Budget Committee in the amount of \$193,400. This budget recommendation was presented to the Foundation Board for consideration.

There being no further business, the meeting was adjourned at 5:30 p.m. The next meeting will be held at 3:00 p.m. on December 19, 1987, in advance of the Joint Meeting of the Council and Board.

Connie A. Castillo
Acting Secretary

SILVER HAired LEGISLATURE FOUNDATION BOARD MEETING

December 9, 1987-3PM

The meeting was called to order at 3:06 P.M. by President Sue Craig. Board members present included President, Sue Craig; Vice-President, Scott Bailey; Secretary, Allen R. Baca; Treasurer, Connie A. Castillo; and Members, Dr. Edmund Anderson, Mr. Kenneth Ure, Judge Royce Smith, Mr. Bill Harper, Mrs. Elenor Holmes, Ms. Harriet Griffin. Judge Douglas Smith and Mr. George Blevens were absent. A quorum was present. Paula Johnson, agent for Texas Silver Haired Legislature and TSHLF joined the meeting later. Mr. Martina, First Republic Bank representative was also present for the purpose of explaining how the TSHL Foundation funds are being invested. It also provided members of the Board of Directors the opportunity to ask questions about the fiscal management of the account. Mr. Martina made a suggestion to the Board that he felt might be acted upon during the meeting. He recommended that an amount needed to operate the SHL for one year be determined and that an amount of money needed for those operation be set aside in a money market account, leaving a balance of funds which could be invested in higher interest bearing resources.

A motion was made by Kenneth Ure to keep all funds in the money market accounts as they are now until the Foundation Board receives a budget for the SHL Finance Committee. The motion was seconded by Judge Royce Smith and unanimously approved.

A motion made by Dr. Anderson, seconded by Mr. Uhr to adopt the minutes as they were mailed out by President Sue Craig. Motion carried.

Treasurer, Castillo distributed a prepared list of donations contributed to the SHLF account. A current list of banks which have opened accounts to receive donations was also provided to members of the Board. Secretary Baca reported that the list contained only the names of banks which had sent bank statements to the SHLF. Poppy Hulsey, member of the SHL Fundraising Committee advised Mr. Baca that these bank accounts would transfer donated funds to the First Republic Bank on January 1, 1988 by Telex. An accurate count of donations will be provided at the next Board meeting. Mr. Harper urged that these bank accounts remain open to receive additional donations throughout the year 1988.

Mr. Harper reported on a subject that was being discussed at the SHL Committee meeting held on Dec. 6, 1987. He stated that there is a need to set up an operational account from which the SHL could pay its own administrative bills. A budgetary item could be set up which would allow the SHL Foundation to deposit a specific

amount of operating funds. Other discussion pointed out that a method should be devised which will leave a clear audit trail to protect the integrity of the SHL Foundation's 501(c)3 Tax Exempt Certification. Mr. Harper stated that a proposal would be forthcoming after the next SHL committee meeting.

Harriet Griffin, reported that Poppy Hulsey has mailed out 250 packets to Texas Foundations and organizations appealing for donations to support the SHL. So far she has received only 8 negative responses. Bill Harper also reported that the Bank draft fundraising program will continue into the coming year.

Unfinished business: Dr. Anderson expressed fear that we may be in violation of our own Bylaws if we try to spend the principal of the SHL Foundation funds rather than only the interest. He hears from some of the SH Legislators that they expect to be reimbursed for travel by the Foundation. Ms Griffin stated that the SHL Foundation should make it clear that Legislators expenses will not be paid by the foundation until it reaches the point where interest earned is sufficient to cover such expenses. She urged that a letter or some type of communication be released to SHLs and candidates to make the SHLF position clear.

Dr. Anderson made the motion and Connie Castillo seconded,

that no travel or lodging expenses will be paid from SHL Foundation funds at this time. Motion carried unanimously.

A motion was made by Elenor Holmes and seconded by Mr. Uhr that Allen Baca be appointed as agent for the SHL Foundation. Motion carried.

A motion was made by Ms. Griffin and seconded by Mrs. Castillo that copies of an annual finance report (IRS financial statement), SHLF Bylaws, a policies and procedures manual be provided to the 28 AAA. This document would be available to the public during regular business hours of AAA offices and at Texas Silver Haired Legislature Foundation, 1949 South I-35. Motion carried.

A motion to accept Paula Johnson's resignation as agent for the Texas Silver Haired Legislature Foundation was made by Elenor Holmes and seconded by Kenneth Uhr. The secretary was instructed to prepare an appropriate letter of appreciation to Ms. Johnson for her outstanding contributions to the Silver Haired Legislature and the SHL Foundation. Motion passed with one abstaination

Judge Bailey offered to register and obtain the copyright for the SHL Foundation logo for the organization.

Paula Johnson reported that the Texas Department on Aging awarded \$42,000 to 28 AAAs (\$1,500 each) to help the AAAs

carry on the advocacy that is the purpose of the Silver Haired Legislature. She also presented a copy of a 2-color poster being used in Dallas to help publicize the SHL supporters.

Election of Officers:

President Craig announced that three positions on the Board would expire on Dec.31,1987. They are Mr. Kenneth Uhr, Dr. Edmund Anderson, and Ms. Harriet Griffin. The position to be filled by appointment from the Chairman of the Texas Board on Aging, previously occupied by the late Bert Sheinbrum, needed to be filled. Mr. James Roberts appointed Mr. Jerry Ribneck of Houston to that position.

A motion was made by Mr.Uhr and seconded by Ms. Holmes to re-elect Ms. Harriet Griffin to a four year term. Motion carried unanimously. Dr. Anderson and Mr. Uhr asked that they not be considered for re-election because of extremely heavy workloads anticipated for the coming year.

One person was submitted by the nomination form. Aliceann Wallace was nominated by Ms. Holmes, and seconded by Judge Smith. Her nomination was approved with a unanimous vote of the board.

A motion was made by Judge Royce Smith and seconded by Kenneth Uhr that Board Members be notified of a change in the Bylaws to move the January meeting to February and that the change be ratified by mail vote no later than Dec.

New Business

President Craig asked the advisory committee members of the Silver Haired Legislature to encourage legislators to raise money locally to help cover their own expenses in the forthcoming sessions.

Judge Bailey reported that the seal of the Silver haired Legislature was the seal of the State of Texas and that the Secretary of State should be contacted for permission to use it as a background for the Silver Haired Legislature Seal.

Additional discussion focused on clarifying that expenses for the sessions would not include travel or hotel expenses for the legislators during the sessions. President Craig explained that a conference call might be necessary in order to approve expenses for the forthcoming Silver Haired Legislative session.

Ms. Griffin made the motion to hold the next meeting on June 1, 1988 at 3:00 P.M. at the Texas Department on Aging office, 1949 So. I-35, Austin, Texas.

The meeting was adjourned at 5:10 P.M.