

HIGH COUNTRY CHAPTER
MILITARY OFFICES ASSOCIATION OF AMERICA



SECRETARY'S REPORT

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Board of Directors Meeting – BOD Meeting

Date: January 2026

Next Meeting: 3 February 2026

The Board of Directors of the High Country Chapter of the Military Officers Association of America (MOAA) met for a Board Meeting Social to conduct chapter business and address ongoing action items, financial matters, and upcoming events.

Participants

Present:

Melanie Trado, MAJ, USAR – President

Frederick “Fred” Schmitt, CAPT, USCG (Ret) – 1st Vice President

Adam Greene, LTC, USA – Secretary / Legislative Affairs Chair

George Brudzinski, LtCol, USMC (Ret) – Treasurer

David Hollis, LTC, USA (Ret)

Mary “Frankie” Groff – Surviving Spouse / Immediate Past President

Lisa Ninnis, MAJ, USAF (Fmr)

Dinah Pinney, MAJ, USAF (Ret)

Patsy Alley – Surviving Spouse

Not Present:

James “Jim” Fisher, CAPT, USN (Ret)

Quorum: Yes

Approval of Secretary's Report

The Secretary's Report from the December meeting was presented.

Motion: To approve the Secretary's Report as presented.

Made by: Fred Schmitt

Seconded by: Mary "Frankie" Groff

Outcome: Approved unanimously.

Treasurer's Report

The Treasurer presented the financial update:

- **Income:** \$315.59
- **Expenses:** \$177.18
- **Additional Expense:** \$208.00 – liability insurance
- **Current Checking Account Balance:** **\$9,380.80**

The Board noted the report and current financial position.

General Membership Meeting – Valentine's Day

- **Date:** 14 February 2026
- **Venue:** BREMCO

Catering Option:

- **Dean's Southern Bistro (Wilkesboro)** – estimated **\$25 per person**

The Board agreed to further scope the caterer, confirm menu options and pricing, and report back prior to final approval.

Pancake Breakfast (18 April 2026)

Updates included:

- Sponsor outreach using last year's placemat
- Continued volunteer recruitment
- Preparation of tickets, flyers, and communication materials

Action Item Review

- **Remote Meetings:** Zoom and Google Meet were tested; Zoom appears more reliable. Further evaluation will continue.
- **Grave Site Decals:** Action item complete; decals have been ordered.
- **Chapter Roster:** Updated with one correction.
- **American Legion (250th):** No progress this month; follow-up remains pending. BOD agreed to participate in the Boone Independence Day Parade
- **MOAA Software:** Frankie confirmed progress on the new system and committee module; historical document storage in the shared drive was discussed.

Level of Excellence Awards

- **Deadline:** 31 January
- **Responsibilities:**
 - Fred – Excellence Award
 - Frankie – Surviving Spouse Award
 - George – Communications
 - Jim – Newsletter

A draft submission will be circulated to the Board prior to final submission.

Community & Outreach Updates

- **July 4th Parade:** Participation as a veterans organization was discussed.
- **Honor Flight (18 April):** Volunteers and guardians opportunity if desired.
- **Leadership Awards:** Coordination with schools will continue; certificates will be ordered via the national MOAA website.

Action Items

- Continue evaluating Zoom/Google Meet for remote meetings
- Continue pancake breakfast sponsor solicitation
- Follow up with the American Legion regarding 250th coordination
- Visit and scope Dean's Southern Bistro for the Valentine's Day GMM
- Finalize and submit Level of Excellence Award
- Review CD maturity options prior to March maturity

Next Meeting

The next Board of Directors meeting is scheduled for **Tuesday, 3 February 2026**.

Respectfully submitted,
Adam K. Greene, LTC, USA
Secretary and Legislative Affairs Chair
High Country Chapter, MOAA