

HIGH COUNTRY CHAPTER
MILITARY OFFICERS ASSOCIATION OF AMERICA



SECRETARY'S REPORT

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Board of Directors Meeting – BOD Meeting

Date: 3 February 2026

Next Meeting: 5 March 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

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

George Brudzinski, LtCol, USMC (Ret) – Treasurer

James “Jim” Fisher, CAPT, USN (Ret)

David Hollis, LTC, USA (Ret)

Lisa Ninnis, MAJ, USAF (Fmr)

Dinah Pinney, MAJ, USAF (Ret)

Patsy Alley – Surviving Spouse

Not Present:

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

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

Quorum: Yes

Call to Order

The meeting was called to order and opened with a prayer for national unity and wisdom for leaders during a period of national and institutional uncertainty.

Approval of Secretary's Report

The Secretary's Report from the January 2026 meeting was presented.

Motion: To approve the Secretary's Report as presented

Made by: James “Jim” Fisher

Seconded by: Patsy Alley
Outcome: Approved unanimously

Treasurer's Report

The Treasurer presented the financial update:

- **Additional Income:** \$378.00 (prepaid shirt sales)
- **Projected Loss:** Approximately \$2,400 over the next four months
- **Current Checking Account Balance:** \$9,303.00

The Board discussed the upcoming Certificate of Deposit (CD) maturity and agreed to review current interest rates and renewal options closer to the end of the month, with a recommendation to be provided to the Board.

General Membership Meeting – Valentine's Day

- **Date:** 14 February 2026
- **Venue:** Blue Ridge Energy Conference Center
- **Schedule:**
 - 17:00 – Setup
 - 18:00 – Dinner

Cracker Barrel confirmed catering and setup services for a **\$35 setup fee**. Decorations, flags, and door prizes were discussed. The Board also discussed whether door prizes should continue at future meetings; no decision was reached.

Pancake Breakfast (April 2026)

Updates included:

- Sponsor solicitation efforts currently include **nine volunteers**
 - Continued recruitment of additional volunteers is needed
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Legislative Affairs

Legislative updates were provided, including:

- Ongoing impacts of a **partial federal government shutdown**
- Discussion of potential **UNC system staff layoffs**, with awareness of possible local effects

The Board emphasized the importance of continuing to provide timely legislative updates through the website, Facebook, and General Membership Meetings.

Membership Engagement and Welfare

The Board discussed concerns regarding inactive members and emphasized the importance of follow-up with members who are ill or recovering from surgery. The concept of a more structured member outreach or “battle buddy” approach was discussed to ensure regular contact and support.

Communications and Records Management

- Website analytics reflected **8 visits over the past two weeks**

- Facebook growth was noted, with the page reaching **160 followers**, reinforcing its value as a primary communication tool
- The Board discussed improving documentation practices on the shared drive, including:
 - Dating documents for IRS compliance
 - Establishing consistent naming conventions
 - Drafting a standard operating procedure (SOP) for file organization

Members were encouraged to upload relevant historical files to support continuity and long-term recordkeeping.

Community and Interfaith Notes

The Board briefly discussed the need for **multi-faith chaplain representation**, including outreach to Lutheran clergy and efforts to engage additional faith leaders. A request was noted to resend prior correspondence related to this topic.

Action Items

- Follow up with both high schools to obtain tentative dates for award ceremonies and report back to the Board.
 - Review CD renewal interest rates and provide recommendation to the Board.
 - Recruit additional pancake breakfast volunteers and consolidate the volunteer sign-up list.
 - Arrange for volunteers to be onsite at **17:00** for GMM setup.
 - Accept and process piecemeal shirt orders.
 - Draft an SOP for shared drive organization and naming conventions.
 - Bring an 8-foot staff with a 3×5 American flag and the MOAA flag to the GMM.
 - Follow up with transportation authorities and Eric regarding parade vehicle options and backup plans.
 - Review and upload historical documents to the shared drive.
 - Assist with member outreach and follow-up.
 - Support door prize collection and coordination for the GMM.
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Next Meeting

The next Board of Directors meeting is scheduled for **Thursday, 5 March 2026**, adjusted due to North Carolina primary elections.

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