



Veteran's Center Meeting Minutes

Chairman Mitch Reed
Secretary Bobbie Jones
Treasurer Lisa Bender
Member Mayor Debra Wimpee
Member Gary Briggs
Member Eddie Crisp
Member Jeff Martin
City Liaison Lori Hill

Tuesday, February 4, 2025

13:30

Broken Arrow Veteran's Center

CALL TO ORDER

Chairman Mitch Reed called the meeting to order at 13:30

PLEDGE OF ALLEGIANCE TO THE FLAG

Gary Briggs led the Pledge of Allegiance

ROLL CALL AND INTRODUCTIONS

Present: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin, Lori Hill
Absent: Eddie Crisp, Lisa Bender
Guest: Jaime Moudy – Blue Star Moms (Alternate for Lisa Bender) and Rebecca Olsen with Hightower Accounting

VETERANS CENTER GENERAL BUSINESS

Pergola Construction – Lori Hill updated the board that the city will be doing the install of the pergola in a few weeks. Because of this, the center will not be out any costs for permits.

No action needed, informational only.

Annual Pest Control Services - We need both quotes from pest service companies to decide which company to use. Mayor Wimpee suggested that Lisa Bender take this on as a task to complete for the board by getting quotes for pest control services.

Motion: A motion was made by Jeff Martin, seconded by Gary Briggs
Move to table the annual pest control discussion until the March 4, 2025, meeting when Lisa Bender is in attendance and can provide both copies of the quotes for pest control services.

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin

Nay:

Oklahoma Center for Non-Profits Membership – Lori Hill will send out the membership information to the board to review before the next meeting so the board can decide if they would like to join.

No action needed, informational only.

Recommendation for Soldiers Wish to verify veterans need for financial assistance – Mayor Wimpee suggested that the veteran organizations vet any veterans requesting financial assistance before submitting their information to Soldiers Wish.

Motion: A motion was made by Mitch Reed, seconded by Bobbie Jones
Move to accept each VSO to verify a veteran's need for financial assistance before contacting Soldiers Wish.

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin

Nay:

Veteran's Center Sign Addition Request from VFW – Gary Briggs said he would like to table this item until Eddie Crisp is in attendance. Mayor Wimpee cautioned that adding to the existing sign will create visual clutter which is not something the city is interested in. Jeff Martin reiterated that it is the Veterans Center board that will make the final decision on any additional signage proposed.

Motion: A motion was made by Gary Briggs, seconded by Jeff Martin
Move to table this item until the March 4, 2025, meeting when Eddie Crisp will be in attendance.

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin

Nay:

Veterans Center to purchase coffee and drinks – Jeff Martin said this was covered at the last meeting. It was determined that the Veterans Center would cover the cost of coffee and drinks for the center.

No action needed, informational only.

Warming Oven Replacement – Lori Hill mentioned that she and Jeff Ocker (City of BA Building Maintenance) looked at the existing oven. Janet Viel and Ralph Pointer had previously wanted to get rid of the warmer because they did not know how to use it. Jeff Martin said that if it's not a cooking oven and is used to keep food warm, he suggested the center keep the warmer for the time being.

Motion: A motion was made by Gary Briggs, seconded by Mitch Reed
Move to keep the warming oven for the time being.

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin

Nay:

Approval of the Treasurer's Financial Report

Jaime provided the financial report in Lisa Bender's absence.

Motion: A motion was made by Gary Briggs, seconded by Mitch Reed

Move to approve the financials as presented.

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin

Nay:

Approval of the meeting minutes from the January 7, 2025, Veterans Center board meeting – Bobbie Jones presented the meeting minutes for review and possible approval.

Motion: A motion was made by Gary Briggs, seconded by Bobbie Jones
Move to approve the January 7, 2025, meeting minutes.

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin

Nay:

Update on 501c Filing – Rebecca Olsen with Hightower Accounting attended the meeting.

Rebecca Olsen with Hightower Accounting attended the meeting to provide an update on the center's non-profit filing status.

Rebecca believes the filing will be completed by the end of the year. The reason for the delay is changing the filing status from c-corp to non-profit. Rebecca also noted that the accounting in QuickBooks needs to be updated as soon as possible. She has offered to help train the treasurer on how things should be set up in the system.

A question was asked by Gary Briggs how the 2024 taxes need to be filed, and Rebecca confirmed that they still need to file as c-corp since the status has not changed yet for the veterans center.

Rebecca also discussed unrelated business taxable income and that this is a big deal for non-profits. She said that instead of invoicing the VSO's rent, it should be changed to a statement of giving. She said the rental agreement should be changed to a facility use agreement. Rebecca suggested the veterans center consult legal counsel for this.

Rebecca also stated that the financials need to show restricted and unrestricted funds. This is very important to have for tax filing purposes. Rebecca said that the center's Treasurer and the Account Representative should have full administrator rights in QuickBooks. Lastly, she suggested that the center consider creating an account called the "Friends of the Veterans Center" but reiterated that the center should consult legal counsel as soon as possible to discuss.

No action needed, informational only.

Wellness and Safety Fair Union JROTC Event – Jaime Moudy suggested this be tabled until the March 4, 2025, meeting when Lisa Bender can attend to provide the update.

Motion: A motion was made by Jeff Martin, seconded by Mitch Reed

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin

Nay:

Valentine's Party for Blue Star Mom – Jaime Moudy provided an update on the upcoming event.

No action needed, informational only.

Wreaths Across America – Mitch said that 48 wreaths have been sold so far for 2025.

No action needed, informational only.

REMARKS AND INQUIRIES FROM VETERANS CENTER BOARD MEMBERS

Jeff Martin suggested that board members provide any agenda items one week before the meeting. He also requested that the board agenda be emailed prior to the meeting.

Lori Hill offered to assist Bobbie Jones with creating an agenda and meetings template.

CHAIRMAN'S REPORT

Mitch Reed said that the next meeting, there will be a vote for the Chair, Vice Chair, Secretary, and Treasurer positions.

It was also discussed that each of the VSO's will determine who their board appointee will be. Lori Hill suggested that each VSO also assign a proxy if the assigned board member is unable to attend the meeting.

Guests' opportunity to address the Veterans Center board on general topics related to the Veterans Center business or services (no action may be taken on matters under this item).

ADJOURNMENT

Motion: A motion was made by Gary Briggs, seconded by Bobbie Jones
Move to adjourn the meeting at 14:51

Aye: Mitch Reed, Bobbie Jones, Debra Wimpee, Gary Briggs, Jeff Martin
Nay:

Attest:

Chairman or Vice Chairman