



## Keystone PVA Membership Meeting AGENDA, Saturday, 12 August 2023

**This is a hybrid in-person/video conference-call meeting via Zoom.  
This meeting is the chapter's annual corporate business meeting.**

The meeting will be chaired by President Mark Rosensteel.

Members from southwestern Pennsylvania who RSVP may attend at the chapter office.

Zoom users: After 12:30pm ET, use the link to Zoom videoconferencing in the e-mail sent to you.

The meeting will start at 12:45pm ET.

- I. Call to order
- II. Pledge of Allegiance; Prayer
- III. Roll call
- IV. Review and adopt agenda
- V. Review, adjust if necessary, and approve the minutes from the Membership Meeting of 10 June 2023
- VI. Minutes from most recent Board meetings (available on request)
- VII. REPORT OF OFFICERS: President, Vice President, Secretary, Treasurer
- VIII. REPORT OF STANDING COMMITTEES
  - A. Annual Awards Banquet
  - B. Budget, Finance & Investment
  - C. Building
  - D. Bylaws & Operations Manual
  - E. Government Relations
  - F. Sports and Recreation
  - G. PVA Poster & Poem Contest
  - H. Hospital Visitation and Service
- IX. REPORT OF SPECIAL COMMITTEES  
Report of Board of Directors election results
- X. REPORTS OF SITE LEADERS:  
Altoona, Butler, Erie, Lebanon, Pittsburgh and Wilkes-Barre
- XI. OLD BUSINESS  
Review major upcoming events
- XII. INTRODUCTION OF NEW MEMBERS
- XIII. NEW BUSINESS
- XIV. ROUND TABLE
- XV. NEXT MEMBERSHIP MEETING, Saturday, 14 October 2023. In-person at the Keystone PVA Chapter office for members in the Pittsburgh region; by Zoom for all other members. Meeting at the chapter to start at noon with lunch; Zoom link to go live at 1230 hours and formal meeting to be called to order at 1245 hours.
- XVI. ADJOURN

**Keystone PVA Membership Meeting Minutes—DRAFT**  
Meeting chaired from the Erie VA Medical Center, 135 E. 38<sup>th</sup> Street, Erie PA 16504-1559  
Participants in other locations connected by Zoom videoconference call  
Saturday, 10 June 2023

**Call to order**

President Mark Rosensteel called the meeting to order at 1300 hours.

Attendance:

In Erie: President Rosensteel, Sean Ferry, **Joe Gilkinson**, Bill Jakovac, **Bill Jackson**, **John Larese**, **Rex Nichols**, Lynnette Ferry, Jean Jakovac, and Joe Dornbrock (recording).

Via Zoom: Joe Dunn, Chris Fidler, David Gifford, **Bill Hoffman**, **Jorden Jones**, **John Kellner**, Bill Lightner, **Peter Townsend**, and Sharon Lightner.

*(Names in bold face are members who count toward the quorum of five non-Board members for a Membership Meeting; there were seven non-Board life members in attendance, which achieved the required quorum. Total attendance was 19, 14 of them life members, seven of them Board members, three of them associate members, and one Keystone chapter staff person. Life members usually only receive Health & Recreation Points if they attend a designated meeting site, but the system was suspended at the beginning of the COVID-19 pandemic and has not yet been restored.)*

**Pledge and prayer**

All said the Pledge of Allegiance and Mr. Dornbrock offered a prayer.

**Agenda**

Mr. Ferry made the motion to adopt the agenda as presented. Mr. Jackson seconded the motion, which passed on a unanimous voice vote.

**Minutes of the last Membership Meeting**

Mr. Dunn made the motion to approve the minutes of the 08 April 2023 Membership Meeting as presented. Mr. Fidler seconded the motion, which passed with a unanimous voice vote.

**Minutes of Board of Directors Meetings**

Members who wish to see minutes of past Board of Directors meetings can contact the office to arrange to get copies or to see them.

**Reports of the officers**

None presented.

**Reports of standing committees**

- A. **Annual Awards Banquet.** Mr. Ferry said that planning for the banquet at the Hampton Event Center is “on track” for the Thursday, 05 October 2023 event. Methods of making the program available online were discussed.
- B. **Budget, Finance and Investment.** Mr. Jakovac said that financial statements were included in the documents for the meeting. He said that the Board will meet during its June Board meeting with Christy Farrell of the Farrell Group of R. W. Baird and Company to review the chapter’s financial investment status. He said that the chapter’s net income for the year was \$159,199, including interest, dividends, and unrealized equity income.
- C. **Building:** No report.
- D. **Bylaws and Operations Manual:** President Rosensteel said that the proposed disaster relief policy has been approved by the Board and added to the Operations Manual.

*(Continued on page 2 of 3)*

- E. Government Relations.** Mr. Fidler said that the PVA Advocacy/Legislation Seminar and Congressional visits will be held in Arlington, Va. and Washington, D.C. 10-14 June 2024. He said that PVA sent out a form letter to encourage people to support House Bill 1267, the Air Carrier Access Amendments Act. Mr. Dunn mentioned a news article forwarded to members from former chapter staff person Marisa Markowitz about a prototype airline seat design by Delta Airlines for wheelchair users to stay in their chairs during flight.
- F. Sports and Recreation**
- National Veterans Wheelchair Games in Portland, Oregon:** President Rosensteel, Sean Ferry, and John Kellner will be attending.
- Handcycling:** Mr. Gifford said there were 23 handcyclers in the Pittsburgh Marathon.
- Bass Tournament:** President Rosensteel said that the Spring Bass Tournament would be held the next day in West Brownsville, Pa.
- G. PVA Poster and Poem Contest.** Mrs. Ferry said that updating the school email list is difficult because it is difficult to reach the appropriate persons in the schools. She said the 2023 theme is “Travel With Dignity.”
- H. Hospital Visitation program.**
- Altoona:** Mr. Lightner said that the use of face masks are now optional in most places.
- Erie:** Mr. Larese and Mr. Ferry said that construction continues at the Erie VAMC, and that they and other members in that area will be participating in multiple outreach exhibits on behalf of the chapter.
- Lebanon:** Mr. Fidler said construction continues and parking remains difficult.
- Wilkes-Barre:** Mr. Townsend said that he and National Service Officer Joe Weeks had a get-to-know meeting with new Spinal Cord Injury Coordinator McGinnis.

**Reports of special committees.** None presented and none expected.

**Reports of site leaders.**

Reports given under Hospital Visitation Program.

**Old business**—None and none expected.

**New members to introduce**—These new members had joined the chapter since the last Membership Meeting: Stephen G. Miller of Cape May Point, New Jersey, an Army veteran; William E. Sullivan of Auburn, New York, an Air Force veteran; Dennis D. Swogger Jr. of Mercer, Mercer County, Pa., an Army veteran; and Charles W. Winbush Jr. of Penn Hills, Allegheny County, Pa., a Marine Corps veteran.

**New business**—None and none expected.

**Round table.**

- Mr. Jakovac said that he spoke to PVA Associate Director for Membership and Volunteers Christi Hillman, who said that we should continue to use the chapter-produced Volunteer Expense Report form because it contains all of the required information and because Agnes knows how to submit it to national PVA; for this chapter, the new PVA-created form is unnecessary. He said that the VA Pittsburgh Healthcare System’s Veterans Art Show will be on 03 August.
- Mr. Townsend mentioned that he is the chapter’s MS representative and that our MS-affected members can contact him about issues.

- Mr. Jackson said that there is a place in Erie called Chosen (a.k.a. Chosen Mission Project and Chosen International Rescue Assistance, 3836 W. 26<sup>th</sup> Street/U.S. Route 20, Erie PA 16506), that accepts medical equipment and sealed medical supplies. He also noted the passing of Erie resident and associate member John Schultz, 54, who died of a stroke.
- Mr. Dunn said that, like the VA Pittsburgh Healthcare System the Lebanon VAMC has an outreach calling program that is available for volunteers to assist without having to go to the VAMC; they can do the volunteer service from home.

**Next Membership Meeting, Saturday, 12 August 2023:** The meeting will be held at the chapter office in Sharpsburg for members in the Pittsburgh region and with other members joining by Zoom video. Lunch will be at noon, and the meeting will start at 1245 hours ET.

### **Adjournment**

Mr. Ferry made the motion to adjourn. Mr. Jakovac seconded the motion, which was approved with a unanimous voice vote at 1356 hours.

Minutes taken and submitted by  
Joseph W. Dornbrock, Executive Director

Keystone PVA  
**Balance Sheet**  
As of July 31, 2023

	<u>Jul 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Checking &amp; Savings Accts</b>	
1000 · PNC Checking Acct	22,843
1005 · PNC Money Market Acct	380,387
1090 · Petty Cash	125
	<hr/>
<b>Total Checking &amp; Savings Accts</b>	403,356
<b>Investment Accounts</b>	
1651 · SSB Bank CD Matures 9/1/2023	50,451
1710 · Elderton State Bank CD 11/22/23	75,595
1711 · Elderton State Bank CD 05/22/24	101,005
1712 · Elderton State Bank CD 1/2/2024	101,359
1715 · Baird Investments	1,112,972
	<hr/>
<b>Total Investment Accounts</b>	1,441,382
	<hr/>
<b>Total Checking/Savings</b>	1,844,738
<b>Accounts Receivable</b>	
1206 · A/R American Thrift Center	13,193
	<hr/>
<b>Total Accounts Receivable</b>	13,193
<b>Other Current Assets</b>	
1405 · Prepaid Insurance	5,556
	<hr/>
<b>Total Other Current Assets</b>	5,556
	<hr/>
<b>Total Current Assets</b>	1,863,487
<b>Fixed Assets</b>	
1640 · 2007 E-350 Ford Van	24,500
1645 · 2013 Toyota Sienna	59,508
1900 · Furniture - Fixture - Software	14,096
1901 · Accumulated Depreciation	(263,227)
1910 · Sharpsburg Office	322,178
	<hr/>
<b>Total Fixed Assets</b>	157,055
	<hr/>
<b>TOTAL ASSETS</b>	<b>2,020,542</b>

Keystone PVA  
**Balance Sheet**  
As of July 31, 2023

	<u>Jul 31, 23</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	8,252
<b>Total Accounts Payable</b>	8,252
<b>Other Current Liabilities</b>	
2100 · Accrued Payroll	3,484
2105 · Accrued Withholding	274
2106 · Accrued 401(k)	(376)
2110 · Accrued Annual Leave	10,412
2115 · Accrued Sick Leave	8,654
<b>Total Other Current Liabilities</b>	22,449
<b>Total Current Liabilities</b>	30,701
<b>Total Liabilities</b>	30,701
<b>Equity</b>	
3996 · Retained Earnings	287,012
3997 · Opening Bal Equity	0
3999 · Fund Balance Undesignated	1,466,933
Net Income	235,897
<b>Total Equity</b>	1,989,841
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,020,542</b>

12:50 AM  
08/04/23  
Accrual Basis

Keystone PVA  
Income Statement  
October 2022 through July 2023

	<u>Oct '22 - Jul 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Contributions	2,370
4004 · Automobile Donations	174
4007 · Charitable Contributions	57,245
4010 · Newsletter	1,220
4015 · Easter Basket & Special Programs	640
4020 · Kennywood Picnic Donations	236
4025 · Banquet Donations	842
4450 · Membership Dues	200
4600 · National PVA, Chapter	125,546
46400 · Other Types of Income	
4643 · Miscellaneous Revenue	900
<b>Total 46400 · Other Types of Income</b>	<u>900</u>
4655 · American Thrift Center	116,580
4656 · Ammo Boxes	1,457
4665 · Shooting & Fishing Programs	1,000
4800 · Other	
4801 · Pittsburgh Foundation	2,135
<b>Total 4800 · Other</b>	<u>2,135</u>
<b>Total Income</b>	<u>310,545</u>
<b>Gross Profit</b>	310,545
<b>Expense</b>	
20 · Membership & Benefits	
5415 · Membership Postage	91
5510 · Membership Shirts, Hats, Jacket	2,678
5600 · Membership Dues	144
5605 · Sports Club Membership	160
5610 · Sports License Program Cost	287
5625 · Fitness Club Membership	40
5720 · Membership Meeting Travel	103
5721 · Membership Meeting Lunch	295
5722 · Membership Recreation Program	791
5724 · Membership Banquet Program Cost	3,247
5725 · Membership Parade Program Cost	154
5726 · Member Picnic/Kennywood Prog	558
5781 · N.V.W.G.	4,663

Keystone PVA  
Income Statement  
October 2022 through July 2023

	<u>Oct '22 - Jul 23</u>
<b>5782 · Sponsored Events</b>	
5782a · PVA Adaptive Air Rifle Clinic	1,296
5782b · Bass Tournament	2,951
5782 · Sponsored Events - Other	478
	<hr/>
<b>Total 5782 · Sponsored Events</b>	4,725
<b>5783 · Sports &amp; Recreation</b>	6,834
<b>5800 · Membership Donations</b>	150
<b>5819 · Easter Bag &amp; Special Programs</b>	3,365
<b>5820 · VA Hospital Inpatient Prog Cost</b>	200
	<hr/>
<b>Total 20 · Membership &amp; Benefits</b>	28,484
<b>30 · Public Affairs</b>	
5400 · Newsletter,PN,Parascope Postage	2,302
5401 · Contractor Newsletter Printing	6,527
5405 · Public Relations	1,440
5710 · VA Service Travel	2,401
5730 · Advocacy Travel	346
5731 · Advocacy Lunch	61
5732 · PVA Awareness	3,841
5735 · Legislative Travel	5,486
5750 · Training Seminars	40
5751 · Sports Travel	2,016
5805 · Advocacy Donations	800
	<hr/>
<b>Total 30 · Public Affairs</b>	25,260
<b>40 · Research</b>	
5825 · SCI Research Donations	2,500
5830 · Research	5,000
	<hr/>
<b>Total 40 · Research</b>	7,500
<b>50 · General Administration</b>	
5000 · Salaries	81,328
5001 · Staff Salaries - Contract	12,322
5002 · Personnel Recruitment	5,895
5005 · Payroll Taxes	6,547
5010 · Health Insurance	1,734
5013 · 401(k) Employer Match	3,352
5105 · Payroll Services	3,243
5110 · Audit Fees	5,424
5120 · Legal Services	30
5205 · Electric Svc	1,829
5207 · Gas Service	997
5208 · Water & Sewage Svc	316
5210 · Office Insurance	5,486



12:50 AM  
08/04/23  
Accrual Basis

Keystone PVA  
Income Statement  
October 2022 through July 2023

	<u>Oct '22 - Jul 23</u>
5211 · Office Security	1,138
5216 · Flood Insurance	2,565
5220 · Building & Parking Maintenance	492
5300 · Office Supplies	1,684
5305 · Printer, Copier & Fax Cartridge	110
5314 · (401)k Commercial Crime Policy	100
5315 · Office Equipment	1,234
5320 · Telephone Svc	548
5325 · Office Internet Svc	1,949
5340 · Service Charges	144
5420 · Postage	2,447
5520 · Manuals & Publications	100
5521 · Chapter Membership Dues	400
5525 · Computer Software, Updates	191
5542 · Sharp Copiers	2,370
5753 · Fall BOD	814
5755 · Director Liability Insurance	2,744
5760 · Volunteer Travel	1,414
5766 · Director Meeting lunch	43
5775 · Ford Van Fuel & Maintenance	151
5776 · Ford Van Insurance & License	1,571
5790 · Toyota Fuel & Maintenance	1,445
5791 · Toyota Insurance & License	1,351
6400 · Misc	33,515
<b>Total 50 · General Administration</b>	<u>187,024</u>
<b>Total Expense</b>	<u>248,268</u>
<b>Net Ordinary Income</b>	62,276
<b>Other Income/Expense</b>	
<b>Other Income</b>	
45000 · Investments	
4150 · Interest	309
4155 · Dividends	36,094
4156 · Gains/Loss on Investment	143,101
<b>Total 45000 · Investments</b>	<u>179,504</u>
<b>Total Other Income</b>	179,504

12:50 AM  
08/04/23  
Accrual Basis

Keystone PVA  
**Income Statement**  
October 2022 through July 2023

---

	<u>Oct '22 - Jul 23</u>
Other Expense	
5125 · Brokerage fees	<u>5,884</u>
Total Other Expense	<u>5,884</u>
Net Other Income	<u>173,620</u>
Net Income	<u><u>235,897</u></u>