



**THE DAUGHTERS OF THE REPUBLIC OF TEXAS**  
**BOARD OF MANAGEMENT MEETING**  
**Minutes of the Regular Meeting**  
**November 7-8-, 2014**  
**Crockett Hotel, San Antonio, Texas**

The regular meeting of the Board of Management (BOM) of the Daughters of The Republic of Texas met on Friday, November 7, 2014, at the Crockett Hotel, San Antonio, Texas.

**President General Ellen S. McCaffrey** declared the presence of a quorum and called the meeting called to order at 8:36 am.

**Members Present:** Ellen McCaffrey, Betty Edwards, Carolyn Raney, Nancy Matlock, Melissa Goodrich, Beverly Locklin, Pat Horridge, Esther Silva, Janie Babcock, K. Jenschke, Kim Zapalac, Elizabeth Ann White, Barbara Stevens, Debra Pearson, Ora Jane Johnson, Nona Hoyer, Mary Ann Oliver, Ronda Helton, Karen Thompson, GayNell Wells

**Excused absence:** Kathy Howell, Arlene Garey, Billie Dawson, Susan Aikin, Loretta McReynolds

**Chaplain General Nancy Matlock** gave the invocation. **Fifth Vice President General Carolyn Raney** led the pledges to the U.S. and Texas Flags.

**REPORTS OF THE OFFICERS GENERAL**

**President General Ellen S. McCaffrey** filed

The board meeting in Johnson City was a great experience. The Blanco chapter members provided us with some great tours, food and a lovely meeting place. September and October have been very busy with routine meetings and a lot of unexpected meetings. On September 20<sup>th</sup> Miss Ima Hogg Chapter president, Patsy Teas accompanied me to the Battleship Texas for the SRT's Texian Navy Day ceremony. A roundtrip flight to Midland on September 23<sup>rd</sup> gave me the opportunity to visit with George P. Bush (candidate for Land Office Commissioner) during the Aaron Estes Chapter's luncheon. Also attending were Betty Edwards, Carolyn Raney, Mary Ann Oliver and Martha Fleitas. The Midland ladies were gracious chauffeurs and tour guides.

The last three District Meetings were very successful and after each meeting there were many compliments from members who liked the new format. Mary Goodwin and Suzanne Warlick put together a wonderful PowerPoint presentation for me titled "DRT 101" and we plan to have it posted on the members' website. It can be downloaded and used as a chapter program. I am still getting emails from members saying how much they learned.

Pat Horridge, Nancy Shurtleff and I met with Terry Mitchell, an Austin developer who is building a condo building across Embassy Drive from our new property. Also in the planning stages is a boutique hotel at the corner of San Marcos Street and 7<sup>th</sup> Street. Representatives from Don Quick, realtors came to HQ to look at our current building and we asked what options there are if we sold the building and needed to rent office and storage space. They did not seem optimistic about free space and I have not heard from them since that meeting.

In October I spent a lot of time at the Alamo. We are in the process of hiring an individual for a new position of accounting supervisor. Personnel issues required several meetings with the GLO a lot of my attention. An attorney with labor law experience is being consulted.

Monday, October 13<sup>th</sup> the Alamo held a reception for the sponsors of the new exhibit “Firearms of the Frontier”; these collectors loaned weapons from their private collections. We thanked them for making this exhibit possible and for their confidence in the Alamo and its staff; they in turn thanked us for the honor of allowing their items to be showcased at the Alamo. It was a lovely evening and I am very proud of the Alamo Curator and his staff; they put this exhibit together entirely in-house.

The library’s reception for their donors was very successful. Lamont Jefferson gave a PowerPoint presentation and answered questions. A follow up letter was sent to those who were unable to attend and we’ve been getting feedback from donors. Last Friday, a letter was sent to Jerry Patterson outlining our position that ownership must be addressed. Mr. Jefferson and his associate, Lisa Barkley, will be here with the Library Committee Chair this afternoon.

On October 28<sup>th</sup> the Phil Collins’ collection arrived at the Alamo. On October 30<sup>th</sup>, the Alamo Endowment held its gala. The Land Office has a huge responsibility to raise the funds to build a museum and visitor’s center to house this collection.

I am working with 3 new attorneys: Carly Milner, Miss Ima Hogg Chapter member and former CRT PG is an attorney with Vinson Elkins in Houston. Carly received permission from VE to review the contract with the Crews Group for parliamentary services at no charge. Mr. C. Hull Youngblood with Ford Murray in San Antonio was recommended by Ken Raney. Hull’s expertise is construction contracts and is assisting with the Lym Architecture contract for the new building. The contract we signed last summer was voided by mutual agreement last winter. When I needed advice on labor issues, Mr. Youngblood referred me to Mr. Robert Kilgore with Fisher & Phillips in San Antonio. They are both working with me on Alamo personnel issues and I have been impressed with them both.

#### **Republic of Texas Museum Committee Jean Sitterle Chair filed**

The Republic of Texas Museum is most grateful to the BOM for granting our NTLN request to hire a Museum Planner. The Museum Planners Group Lincoln, New Mexico with a local representative, Mr. Kim Williams was chosen. On September 24, 25, and 26<sup>th</sup> a three-day workshop was held for the committee, DRT officers, architects and the Museum Planners Group: Gary Miller and Kim Williams. It was to gather knowledge from the attendees to review the key issues, address the goals and define the objectives and share the basic concept for our new museum facility to be built on the recently purchased property adjacent to the French Legation.

The Museum has again been given the privilege to sponsor the Museum Art Contest for K-5<sup>th</sup> grade; 6-8<sup>th</sup> grade; 9-12<sup>th</sup> grade and Senior Citizens (non-professional) 55+ funded by a Native Texas License Plate grant. The deadline for entries is December 10, 2014. Online address is [www.drinfo.org](http://www.drinfo.org) Under Education Art contest.

The Republic of Texas Museum participated with Austin’s City-wide open house Museum Day Sunday, September 21. Over ninety individuals were served refreshments and given a tour of our Philip Dimmitt Exhibit. Many compliments were received, along with possibility of seven prospective DRT members. Numerous ones mentioned they were not aware of the museum, even though they traversed this area frequently.

The RTMC has been well represented at the combined Workshops in Ft. Worth, Lampasas, Round Rock, Atascocita and Corpus Christi selling books related to the Essay Contests, new historical books: Anna’s Journey and Dr. Stephen Turner’s series of eight books, and other interesting items, as a means to increase our museum revenue.

On October 14<sup>th</sup> our museum was very fortunate to receive the 1846 Edwin Leroy Patton’s Republic of Texas land deed document. It was donated by the Hubbard Family: John, Bill and Sally from Hillsboro, Texas. Prior to touring the museum, they reviewed their Mother’s and aunt’s DRT papers.

On October 20<sup>th</sup>, Nancy Shurtleff, Betty Bird and myself met with the Custodian General Arlene Garey, Lynne Bird and John Ellen Becker to review the employees job description, now that we only have two staff members.

The October 29th, William McWhorter, Military Historian from THC introduced us to methods on how to conduct an “Oral History” interview. He shared with us the procedures on how to engage the interviewee, also provided us with a computer disk giving us the details on “how to” and the importance of preserving “Our History.”

Using a donation from Gray Powers we have updated our Past Perfect software which will be a tremendous benefit in researching our artifacts and documents.

The Museum Committee has two ongoing projects (1) to compile a list of available speakers for chapter meetings.

(2) We are compiling a Frontier Women’s Portfolio by asking DRT members to submit a profile of their female ancestor\’s who lived in Texas during the republic days. Our objective is to recognize the women who kept the “home together” while many of the men were away fighting for freedom.

If you are fortunate to have a photograph, please share a copy with us, along with information: as to when she came to Texas; "why"; where she emigrated from: where she settled: who she came with to Texas -- family, group, or alone? What family traditions did she bring to share in her new home? Plus other interesting facts about your female ancestor that describes her early life in Texas.

You may send it via email to: [frontierwomenintexas@drinfo.org](mailto:frontierwomenintexas@drinfo.org)

Other committee activities are in the planning stage. We want to develop our museum as one that people will want to return to often.

\* Sarah Alger, UT graduate student majoring in Archival and Historical Museum Studies has included the Republic of Texas Museum in her research project.

### **Treasurer General Beverly Locklin filed**

Since attending the BOM meeting in September, your Treasurer General attended the District Workshops in Round Rock, in Atascocita and in Corpus Christi. She held a concurrent session for chapter treasurers at the Corpus Christi workshop, primarily discussing the Related Entity Form and its importance to DRT’s Review/Audit and the DRT 990.

At the DRT Library Collection Committee meeting in September, she presented the plan to move the handling of the DRT Library Collection (DRT Library) bank accounts to DRT Headquarters in Austin. The accounting practices and procedures pertaining to the move include: maintaining the DRT Library bank accounts by the Treasurer General; reporting by DRT Library personnel to the Treasurer General information about any receipts and disbursements received or made in San Antonio; reconciling the DRT Library bank accounts, etc. The Treasurer General will provide to the DRT Library Collection Committee Chair monthly reports for review and possible distribution. Bank statements will be available to the DRT Library Collection Committee Chair and to the Treasurer General.

A meeting was held with the Director of the French Legation Museum (FLM) and the Chair of the FLM Committee for a preliminary discussion of the FLM 2015-2016 budget.

The Treasurer General met the President General, Ellen McCaffrey, at Chase Bank in Austin so that the President General could sign the forms necessary to become a signer on the CRT Chase Checking and Savings accounts.

Many hours were spent contacting chapter treasurers about filing their 990-N for the Year 2013. She is pleased to report that 100% of DRT Chapters filed for the Year 2013.

The Treasurer General and the DRT Accountant met with Ronney Reynolds, the DRT CPA, to discuss among other things the best way for a chapter which has lost its 501(c)3 status to regain that status. The CPA provided helpful information about filing a 1023-EZ Form, which must be filed as the first step. One of the DRT Chapters whose tax exempt status had been revoked for not filing three consecutive years agreed to file the form as a “test” filing. The Chapter Treasurer received instructions about information that was needed in order to file the 1023-EZ. It was arranged to file at DRT Headquarters. The form was filed; but as of the date of this report, the IRS had not responded.

The Treasurer General continues to carry out the regular duties of her position. .

**Motion #1 Treasurer General Beverly Locklin moved that the DRT Board of Management approve the estimated expense of \$37,135.00 for DRT Insurance coverage from 11/27/2014, through 11/27/2015.**  
**ADOPTED**

**Motion #2 Treasurer General Beverly Locklin moved that the Board of Management approve the recommendation of the Finance Committee to award the French Legation Museum a NTLF grant request of \$11,525: (1) to replace the stairs of the Carriage House (\$6,525), (2) concrete floor sealing in the Carriage house back room (\$1,250) and contingency for floor job including parking blankets and packing if needed (\$54), and (3) Voice/Data Infrastructure (\$3,696).**

**Motion # 3 Fourth Vice-President Kim Zapalac moved to amend Motion # 2 by dividing the question.**  
**ADOPTED**

**Motion # 4 Treasurer General Beverly Locklin moved that the Board of Management approve the recommendation of the Finance Committee to award the French Legation Museum Item (1) to replace the stairs of the Carriage House (\$6,525),**  
**TABLED**

**Motion # 5 Treasurer General Beverly Locklin moved that the Board of Management approve the recommendation of the Finance Committee to award the French Legation Museum Item (2) concrete floor sealing in the Carriage house back room (\$1,250) and contingency for floor job including packing blankets and packing if needed (\$54)**  
**TABLED**

**Motion # 6 Treasurer General Beverly Locklin moved that the Board of Management approve the recommendation of the Finance Committee to award the French Legation Museum Item (3) Voice/Data Infrastructure (\$3,696).**  
**ADOPTED**

**The Cradle Linda Cooper chair filed**

#### **Cradle Committee Minutes – October 22, 2014**

**Members Present:** Linda Cooper, Chairman, Lila Peterson, Karen Robertson, Teddy St. Ama, and Joanna Wilson. **Excused Absence:** Gwen Lejsal, Linda McBee, Diane Reynolds, and Bobbie Robinson.

The “brown bag” luncheon meeting was called to order at 11:15 a.m. The meeting date was moved up a day to coincide with today’s reception. **Teddy St. Ama** led the pledges to the flags. **Lila Peterson** read the minutes which were approved as read. **Linda McBee** has advised **Chairman Cooper** that she would donate the cushions for the folding chairs so no reimbursement is necessary. A delivery date for the antique chairs being donated has not been confirmed. Linda Cooper handed out the financials for discussion.

On October 6, **Joanna Wilson** and **Linda Cooper** spent the afternoon cleaning and polishing the furniture getting The Cradle “company ready”. They also worked the sales table at the District Meeting in Atascosita on October 11. It was disappointing that not more time was allotted for visiting the sales area.

**Chairman Cooper** announced upcoming dates and events:

- October 22 – Sidney Sherman Chapter and Cradle Committee Reception for the San Jacinto Chapter, SRT, the Texas Army and guests following the Graveside Memorial Service at Lakeview Cemetery for David G. Burnet, first President of the Republic of Texas, whose last day in office was October 22, 1836.

- November 15 – Arbor Day Celebration at Rosenberg Library. The Library Board has accepted the donation of the Treaty Oak and Alamo Oak trees by the Sidney Sherman chapter to be planted near the fountain adjacent to the Library. These were trees grown from acorns which that chapter purchased three years ago. The event is sponsored by the Galveston Island Tree Conservancy. The public is invited and there will be media coverage as well.
- December 13 – Members of the Texas Navy – Cradle tour
- March 5 – San Jacinto Chapter - Cradle and Trinity Church tour
- March 19 – College of the Mainland Seniors – Cradle and Trinity Church tour
- April 16 – Fort Settlement Chapter – tentative tour

The meeting adjourned at 12:15 to allow time to set up the backyard reception with tables, chairs, refreshments and beautiful fall arrangements.

Joanna Wilson, Acting Secretary

## **French Legation Museum Committee Pam Lynn Chair filed**

### **MULTI-YEAR PRESERVATION PROJECT**

We have identified more foundations and individuals to approach as potential donors; we have cleared them with the Treasurer General. This approach will assure there is no conflict with those foundations being approached by the Vision, and *vice versa*. Still waiting to hear results from application to Union Pacific, and in the meantime we have begun working on grant applications for Hoblitzelle, Amon Carter, Austin Community Foundation, and Texas Historical Commission.

At the last BOM meeting I told you our project goal was to raise \$4,259,600.00. A subsequent review revealed an error in the amount shown for the Interpretive Master Plan. The amount shown was \$300,000 but it is actually \$60,000. This reduces the overall project goal to \$3,971,600.00.

### **PERSONNEL**

Please welcome Diana Sutherland as our new Administrative Specialist. She works Wednesday through Saturday from 12 to 5. She will handle membership coordination, and assist with daily operations, purchasing, and bookkeeping. Diana is a graduate of the Corcoran College of Art and Design and has experience handling office responsibilities, providing IT support, and managing equipment as well as providing excellent customer service.

### **VOLUNTEERS**

Mary Braunagel-Brown continues to docent every Tuesday. She is currently researching Jean Marie Odin to provide information for a new exhibit. Ben Lowe also continues to assist with weekly collections updates. Jerry Withers provided 30 hours of pro bono computer work in August to document our network, updating routers and Quick Books. He is working on a technology plan that can be implemented as funds allow. He will continue on a time available basis to work on issues relating to back-ups and system configuration. Jenny Phillips recruited volunteers to assist with the weekend programs. As we continue to expand programming and school tours, a volunteer base is essential. A new program, including recruiting opportunities, is being developed.

### **OTHER GRANTS**

Work that was begun in fiscal year 2012-2013 on the shutters of the historic house has finally been finished. This is work that we paid for up front and will be reimbursed by the Austin Convention and Visitor Bureau. Staff have submitted their reimbursement request and grant report to the ACBV.

The FLM received a \$500 grant from the Texas Society of Archeologists in support of Dig In! Archeology Day programming. Our Program Director found this grant opportunity and submitted the successful application.

FLM staff prepared and delivered the final report on the NTLP grant for exterior paint on the Kitchen & Visitors Center.

FLM Director requested and received an extension for the NTLTP grant we received for curatorial projects. The extension will allow the conservator time to finish 17 books which are important to the Robertson family era and/or were published during the Republic of Texas era.

FLM Director submitted a grant application to the Austin Convention and Visitors Bureau for repairs to wood rot in the north elevation of the historic house and the existing accessible ramp. After providing additional information and meeting with the Austin Landmark Commission, we have been informed that we will receive a grant of \$31,525.00. We are now waiting on the paperwork from the ACVB. FLM Director has also contacted the THC to begin the necessary review for their approval of the project.

FLM submitted a grant request for NTLTP funds for \$11,525 to pay for the emergency replacement of the stairs and some needed technology, for the BOM to consider at the November meeting.

#### **FLM MEMBERSHIP**

FLM Director has drafted a preliminary plan for implementing a robust process that tracks renewals and communicates with members. A welcome letter to members, originally scheduled for September, will go out in early November along with a newsletter. Target for complete rollout is first quarter of 2015.

#### **FLMC MEMBERSHIP**

I am submitting a Motion (attached separately) to the BOM that they waive the 2 year DRT membership requirement so that Sharon Wander can be a full member of the FLMC. She has only been a member of the DRT for little over a year, and has been attending FLMC meetings regularly in the past few months. She is part of the group working on researching and submitting grants for the Multi-Year Preservation Project. I am also submitting a Motion (attached separately) to approve Sherilyn Beal as a full member of the FLM. Their participation as full FLMC members will be a very important part of the effort to raise awareness and funds for the project; they will both be great assets to the committee. The FLMC is still seeking active, committed members to fill remaining vacant slots. Please spread the word!

#### **FACILITIES and GROUNDS**

It became apparent in early October that the exterior staircase on the Visitors' Center was dangerous. In spite of past ongoing care, most of the wood showed signs of dry rot and mold and was deemed unsafe after close examination by a professional carpenter. A new staircase of pressure-treated pine was built and installed by Oct 14. This unplanned, emergency work has been paid for but really put a dent in the FLM budget!

The FLM Director, Gayla Lawson, and I met with Emily Little and her clients Scott and Jane Bruner, who are building a new boutique hotel called Hotel Peregrine on 7<sup>th</sup> & San Marcos. The Bruners introduced themselves and showed us their construction plans. They would like to utilize the strip of currently unused state-owned land between our SW wall and adjacent apartment building for supplemental hotel parking. They are open to the FLM using the proposed supplemental parking in some way. They hope that the DRT will support their plan by sending a letter to Terry Keel at the Texas Facilities Commission. They have already contacted TFC and their plans will proceed with or without our support. I have contacted the President General with this information who will follow up on this.

FLM staff is working on a plan to make the kitchen usable for programs while protecting the artifacts and retaining the feel of the French kitchen. This will be an accessible space that can be used for lectures or other small-format public programs.

The AC system for the Visitor Center required emergency maintenance earlier this summer is still working (system has already outlasted the anticipated lifespan of 10 years by 6 years). FLM staff are still researching recommendations and funding sources to replace outdated HVAC system.

#### **CURATORIAL**

Conservation of FLM's book collection is in the hands of a conservator. They will be displayed in cases when completed. Others have been re-housed on site along with updating the collections database.

The Collections Management policy is under review. New schedules and procedures are being tested for full implementation by the end of the year.

#### **MUSEUM VISITATION**

In August approximately 1114 people visited the Museum, with regular tours serving 84 visitors. In September approximately 815 people visited the Museum, with regular tours serving 53 visitors and 60 people on group tours. Numbers include rentals, daily visitors, programs, tours and Pétanque games.

#### **WEBSITE/SOCIAL MEDIA/OUTREACH**

The FLM Director and Chair recently attended a casual get together at a local restaurant at the invitation of Mrs. Sujiro Seam, Consul General of France, who is based in Houston. We were pleased to meet other French people who are part of Austin's French community and actively work to promote a French connection to the FLM. Jay Root, a journalist with the Texas Tribune, expressed an interest in writing an article about the FLM.

FLM Director presented a slide show at the District 5 meeting in Lampasas. She also attended the District 8 Workshop in Round Rock at the invitation of Janie Babcock.

FLM Director wrote a preliminary plan for updating and maintaining the FLM website. Staff has conducted a systematic review of the current website, and identified and made many changes to the site. During this process, an automatic upgrade caused the website to crash which caused errors and re-work. The page with gift store has not yet been restored. Target date for completion of website updates is first quarter of 2015.

#### **PROGRAMS & EVENTS**

Story Time – August 5<sup>th</sup> There were 12 people in attendance; theme was France; activity-French flag. Sept 2<sup>th</sup>. There were 8 people in attendance; theme was Splat the Cat; plant a flower.

Summer Saturdays: Family Fun at the French Legation Museum – August 2<sup>nd</sup>. The additional activity with a tour was to build a simple sled kite. About 10 people came attended and took the tour. On August 16<sup>th</sup>, Field Day activities included game of graces, hoop rolling, stilt walking and sack races. Two grad students from UT's Historic Preservation Department helped facilitate activities. It was over 100 degrees that day and only one family attended.

Teacher Open House - September 11<sup>th</sup>. This event was postponed until spring.

Museum Day – September 21<sup>st</sup>. In partnership with Austin Museum Partnership, city-wide event with free admission to participating museums. We offered games (hoop rolling, game of graces, stilt walking and sack races) on the front lawn as well as had the house and kitchen open. Approximately 350 people visited.

Under the Oaks/Spotlight Concerts presented Highlights from Carmen – September 27<sup>th</sup>. The museum is partnering with Spotlight Concerts to present opera concerts with local professionals. These concerts will feature classical vocal music performed by professional singers and instrumentalists. The \$20 ticket fee will cover costs; any additional income will be split between FLM and the performers. There were 13 regular tickets sold, 12 senior/student tickets sold, and 3 volunteers in attendance.

Playing the Past Girl Scout Workshop - October 4<sup>th</sup>. This was a day-long workshop to meet multi-age Girl Scout badge requirements. Worked with Miranda Sterling-Rains, Programs and Awards Specialist for the Girl Scouts of Central Texas. 26 girls registered. Girls received the Playing the Past Badge by going on a tour and participating in activities such as making hand-dipped candles, tussie mussies, and play 19<sup>th</sup> century games.

Under the Oaks/Spotlight Concerts presented Sadler, Simpson and Trevino in Concert, Featuring Nyle Matsuoka- October 4<sup>th</sup>. These concerts have had a modest attendance, but interest is growing.



Archeology Day - October 11<sup>th</sup>. Approximately 190 people attended this afternoon event even though it rained during the morning and was overcast during the afternoon. About 100 children dug in the re-purposed herb garden for artifacts layered to simulate chronologically correct timeframe, going from Native American to modern times. They used their field journals to document what they found, took the artifacts to the 'lab' to clean and label them, and put them in a mock museum, to give them an idea of what professional archeologists actually do.

#### **UPCOMING PROGRAMS & EVENTS**

- Zydeco on the Lawn - November 1<sup>st</sup> from 5 - to 10 pm. This is a fundraiser for the FLM; there will be two Zydeco bands so bring your dancing shoes! Advance tickets (\$15) are available online at FLM website, tickets at the door are \$20. There will be beer, water and sodas, food truck selling New Orleans po'boys, and a silent auction.
- Girl Scout Field Day Badge - November 8<sup>th</sup>
- Festival of Carols - December 13<sup>th</sup>

Please note that you can sign up for timely automatic email notifications about events on the FLM website under the BE INVOLVED tab. The link is <http://frenchlegationmuseum.org/get-involved>.

#### **First Vice President General Dr. Betty Edwards** filed

The Organizational Committee had our meeting October 14, 2014. We discussed the dissolution of Oklahoma City organizing chapter-John Pinckney Henderson #2. The organizing president Janey Dutnell has moved back to Texas, Betty Gosslin will not respond to all attempts at communication. Charlotte Moody and I could not find any other DRT at large member who was interested.

James Web Throckmorton organizing chapter, McKinney, Texas has dissolved, Harriet DeLaughter stated she was too tired to continue as organizing president. Sue Cravey organizing registrar, is not interested in being the organizing president. Ora Jane Johnson District III Representative could not find any interest in continuing the chapter's organization.

The Mabank organizing chapter has 5 new DRT approved applicants; they have 4 women in various stages of DRT application. Dorothy Newberry thinks chapter should be able to charter by March or April 2015.

Therefore, the James Pinckney Henderson#2 Oklahoma City organizing chapter is dissolved and the James Web Throckmorton, McKinney organizing chapter is dissolve. Those DRT members already placed with the Throckmorton organizing chapter will be asked to find a Chapter or be a member at large.

The Elizabet Ney Chapter will charter December 6, 2014 in Arlington, Virginia.

#### **Second Vice President General Kathy Howell** excused absence filed

Since the last BOM meeting this officer has continued collection of the 2014-2015 dues. We have just a few remaining reports outstanding. This officer has also made all transfers for the disbanding Solomon Bostick Chapter and the chartering Elizabet Ney Chapter.

#### **Third Vice President General Billie Dawson** excused absence, no report

#### **Fourth Vice President General Kim Zapalac** filed

After attending the last board meeting and receiving the fabulous hospitality of the host chapter, Blanco County Pioneers Chapter, the Fourth Vice President General kept busy answering phone calls, general correspondence, and word processing help in regards to DRT and our Memorial Medallion program. She processed 2 Historic Site Memorial Medallions, 14 Citizen Memorial



Medallions (12 for Glenwood Cemetery in Houston), and 17 DRT Memorial Medallions. She regrets not being able to attend Districts I & V, II & III, and X Workshops due to family obligations. This officer was, however, able to attend District VI Workshop in Corpus Christi and gave a small presentation on DRT's Memorial Medallions. She also attended District VIII Workshop in Round Rock and Districts IV, VI, & IX Workshop in Kingwood/Atascosita. The Fourth Vice President General wants to especially thank all the hostess chapters! She heard many positive comments from both new and old DRT members regarding the workshops on how nice it was to learn about our organization and all the areas one could participate as a member. This officer also attended the Donor's Reception in September hosted by the DRT Library Collection Committee with one of DRT's attorneys as the guest speaker. September was also the month where she attended her chapter's (Moon-McGehee) "Meet and Greet" Luncheon at the Salt Grass Steak Restaurant in San Marcos for new prospectives to DRT. In October, the Fourth Vice President General attended the Presidio La Bahía Chapter dedication of the Historic Site Medallion Dedication near the Fannin Monument where the Goliad Massacre victims (approximate 350 men) are buried. She will be attending the French Legation Museum's "Zydeco on the Lawn" fundraiser being held on November 1. She is looking forward to great music and red beans and rice!

#### **Fifth Vice President General Carolyn Raney** filed

This officer attended every workshop. The money raised for the Laura Lanigan Texas History Fund as of this date is \$3750.94. This officer will continue trying to increase this amount.

This officer has attended the James Butler Bonham chapter meetings along with the fall luncheon for the Aaron Estes Chapter in Midland to hear George P. Bush. This officer will be attending the seminar by Judy Wolfe on Public Relations in San Antonio. This officer lettered the CRT charter for the Alsatian Pioneers. This officer wrote letters and sent packets to possible Vision donors. This officer will be attending the chartering of the new chapter in Washington D.C.

#### **Chaplain General Nancy Matlock** filed

Since attending the September 12-13, 2014 Board of Management meeting in Johnson City/Blanco this officer has continued to process Deceased Daughter notices that have been received since the cutoff date in April. As of this date she has received 65 notices.

In addition to processing notices this officer has attended a number of DRT functions. On September 14 she attended the Donor Appreciation Tea given by the DRT Library Collection Committee.

On September 27, 2014 she attended District VIII workshop, co-hosted by Martin Wells and James George Chapters, at Dell Diamond – United Heritage Center in Round Rock. On October 11th, she attended the District IV, VI, and IX co-hosted workshop in Atascosita. On October 18, she attended the District VII Workshop in Corpus Christi where she held a concurrent session for chapter chaplains.

#### **Recording Secretary General Melissa Goodrich** filed

This officer attended the Board of Management meeting in Johnson City in September 2014 and prepared minutes for the same. She greatly appreciated the generous hospitality of the Blanco County Pioneers Chapter and donated to their scholarship fund with sincere thanks. That meeting and supporting activities were surely a highlight of the 2013-15 term.

She attended a meeting with the President General, Mr. Lamont Jefferson and Ms. Lisa Barkley at the General Land Office in Commissioner Patterson's office on September 9. She attended a Library Donor Appreciation tea on September 14 in Alamo Hall in San Antonio and thanks the Collection Committee for the event.

On September 27, 2014 she attended District VIII workshop in Round Rock. This officer attended the District Workshop in Atascocita on October 11th, and in Corpus Christi on October 18. She gave a session at the Corpus Christi workshop to area recording secretaries with handouts. She believes the educational nature of this year's gatherings were more interesting and more helpful than many of the past, and congratulates all the chapters whose efforts resulted in very successful district workshops.

She attended the Presidio La Bahia Chapter Memorial Medallion unveiling on October 19 and appreciated the chapter's activities marking the history of the site and the hospitality following the lovely ceremony. She attended the Zydeco Evening and donated one band's performance fee at the French Legation Museum on November 1, 2014. She donated to the Vision.

This officer plans to attend the chartering of the Elizabet Ney chapter in the DC/Virginia area in December and has assisted with travel plans.

This officer reviewed two contracts. She attended William Barret Travis Chapter # 3 September and October chapter meetings and prepared the minutes for her chapter.

This officer worked extensively with fellow Daughters and with the President General and answered all phone calls and emails.

### **Corresponding Secretary General Pat Horridge filed**

Since the September 12-13 BOM meeting, this officer completed plans for the November 7-8 BOM meeting as well as two meetings on November 6 at The Crockett Hotel; Human Relations Seminar and Called Meeting for District Representatives. On September 26, with Ellen McCaffrey and Nancy Shurtleff, this officer attended a meeting with Terry Mitchell, President at Momark Development, Austin. Mr. Mitchell will be building condominiums in 2015 on the property west of the DRT property and French Legation Museum. The main entrance of the building will face Embassy Drive. Also on the 26<sup>th</sup>, this officer attended one session of the Museum Concept Planning Meeting directed by Kim A. Williams, Consultant, Museum Planning Group. September 27, this officer attended the District VIII Workshop in Round Rock, TX. On October 15 this officer attended the monthly meeting of the Headquarters Committee. Plans are to attend "Zydeco on the Lawn" at the French Legation Museum on November 1, and a VISION meeting on November 3.

This officer continues to correspond with BOM members and committee chairs regarding activities of the BOM. Since there is no District I Representative, this officer has attempted to keep chapter presidents in District I updated on DRT events and to forward correspondence such as BOM and committee minutes and DRT announcements.

### **Recessed 10: 16 am Reconvened 10:31**

### **Chaplain General Nancy Matlock and President General Ellen McCaffrey installed GayNell Wells as the District VIII Representative.**

### **The Alamo - Alamo Executive Director Melinda Tomerlin**

Summer may have come to an end, but the Alamo staff has not had any down time. October proved to be busier than normal; along with our usual events – First Saturday, Fall at the Alamo, and Founders Day, we had the opening of our new exhibit in the Shrine, reopening of the Long Barrack, the partial shipment arrival of the Collins Collections, and the Alamo Endowment had their first gala on the Alamo Complex.

The opening of the "Firearms of the Texas Frontier" was a huge success. The Education Department did an outstanding job laying it out. The story is being told not just thru the firearms, but with pictures as well. The donors were very pleased with the display. On weekends and a couple of days during the week, we have outdoor exhibits with the replicas that allow the visitors to ask questions and interact with the staff. We have been working

with an advertising agency to help us promote the exhibit. This exhibit appeals to every age group and gender. The exhibit will run until April 15<sup>th</sup>.

The closer of the Long Barrack not only consisted of a new roof, all AC ducts were replaced along with cleaning the outside of the walls (facing Alamo Plaza) and re-pointing was done around the building. New (wider) drains with liners were also replaced. All the artifacts were stored then replaced after massive cleaning. The AC unit for the theatre has to be moved from its current location (it sits under one of the new drains) – this will be an expensive additional cost. What was once called the “Clara Driscoll Theatre” received a donation from the Discovery Channel to renovate the entire room. A new sound system and TV along with a back drop curtain were installed. They are waiting for the finished product of the new movie that will be shown in the theater. With all the construction the Long Barrack project went very smoothly and finished right on time!

The long anticipated arrival of the Phil Collins Collection arrived on October 28<sup>th</sup>. Six crates were delivered; a lot of media and fanfare. The items have been cataloged and repacked back in the crates. We will receive the second shipment within the next couple of weeks.

The Alamo will be having its second annual movie night on the grounds November 21<sup>st</sup>. We will be showing “The Searchers” with John Wayne. Gates will open at 6:00pm and movie starts at 6:30pm, it will be free to the public and space will be limited to the first 200. The gift shop will be in handling the concessions.

I’m happy to say that Pam Rosser, the Alamo Conservator, is now an Alamo Employee! She is so excited and this is such a plus for the Alamo. She is wrapping up getting the data from the different contractors she has been working with. She is in the processes of coming up with recommendations for the next phases using the information. Hopefully we can obtain more funding to continue to have the research we need done.

We will start working on updating polices and job descriptions of the complex. I will be meeting with our health care consultants to see what type of coverage we will be offering to the staff next year. We have been able to keep the cost down for the past couple of years, but with all the changes that will take effect next year, this will be a hard year in premiums and options.

**Motion # 7 First Vice President Dr. Betty Edwards moved that the Henderson County area of DRT chapter be granted a formal name change to James Pinckney Henderson Chapter.**  
**ADOPTED**

**Registrar General Barbara Stevens filed**

This officer has received and reviewed one hundred nine (109) applications from September 9, 2014 to November 4, 2014. During this period one hundred and two (102) were approved and seven were pended awaiting either correct fees or additional documentation.

The following new member applications were approved by district: 20 members-at-large; 1 - District I; 5- District II and one posthumous; 10 – District III and one posthumous ; 6 - District IV; 14 – District V; 2 – District VI; 11 – District VII; 7 – District VIII; 3 – District X. Twenty (20) supplementals were approved during this time.

This officer attended District Workshops in Fort Worth, Atascocita and Corpus Christi. She presented a program on Republic of Texas genealogy entitled, “Putting Flesh on the Bone.”

**Motion # 8 Registrar General Barbara Stuart Stevens moved that the following members-at-large be approved by the Board of Management.**

**Barrett, Mary Jan (DRT# 31212 - Approval Date: 41934); Copple, Adah Earlene Hogue (DRT# 31254 - Approval Date: 41946); Corrigan, Caroline Marie (DRT# 31221 - Approval Date: 41934); Corrigan, Leah Allison (DRT# 31218 - Approval Date: 41934); Corrigan, Leah Miller (DRT# 31214 - Approval Date: 41934); Corrigan, Sarah Elizabeth (DRT# 31219 - Approval Date: 41934); Dutton, Megan Ashley (DRT# 31209 - Approval Date: 41933); Dutton, Melissa Ann Smith (DRT# 31208 - Approval Date: 41933); Ellis, Jennifer Lee (DRT# 31161 - Approval Date: 41903); Frantzen, Buffy Renae Davis (DRT# 31203 - Approval Date: 41931); Gay, Lauren Natalie (DRT# 31220 - Approval Date: 41934); Hatch, Jennifer Ann (DRT# 31165 - Approval Date: 41903); Howell, Barbara Louise Bennett (DRT# 31235 - Approval Date: 41939); Huston-Collings, Charla Ann (DRT# 31239 - Approval Date: 41940); Jacobson, Randa Jo Hatch (DRT# 31166 - Approval Date: 41903); McClain, Vonda Lee Thompson (DRT# 31160 - Approval Date: 41903); Merrill, Amy Elizabeth Corrigan (DRT# 31217 - Approval Date: 41934); Owen, Loretta Marie (DRT# 31204 - Approval Date: 41931); West, Wendy Darlene Lummus (DRT# 31163 - Approval Date: 41903); Willhoite, Marcella Rosalyn Thompson (DRT# 31159 - Approval Date: 41903)**

**ADOPTED**

**CRT Registrar General Esther Silva filed**

This officer attended the BOM meeting in Johnson City, the District VII Workshop in Corpus Christi, the monument dedication in Goliad and I attended my chapter monthly meeting. I have approved 28 CRT applications and have 4 pending and have helped several people with their questions pertaining to their applications, either by phone or by email and have advised people on what they need to have to qualify to be a member of this organization.

**Historian General Janie Babcock Chair filed**

This officer attended the Board of Management meeting on September 12-13, 2014, in Johnson City/Blanco, Texas. The Blanco County Pioneers Chapter was an extraordinary host Chapter. As Historian General, this officer also attended the September and October meetings of the French Legation Committee.

On September 23, 2014 this officer attempted to travel to Midland via Dallas on Southwest Airlines, along with two other DRT members, to attend the Aaron Estes Chapter Fall Luncheon where George P. Bush was the speaker, when the plane was forced to return to Austin. We de-planed on the "silver slide," due to a possible fire on the plane. All passengers and crew were safe and sound, but the plane was not safe for flying. Were unable to make the luncheon, but leaving a plane via the "silver slide" can now be marked off on our "Bucket List!"

This officer coordinated and attended the District VIII Workshop, hosted by her Martin Wells Chapter and co-hosted by the James George Chapter on September 27, 2014, in Round Rock, Texas at the Dell Diamond - United Heritage Center. This totally different workshop format, in which no official business was conducted, was informative, lots of fun, provided a great lunch, was held in a great venue, and had fabulous shopping. The comments from the attendees were things like "we learned so much, and we had such a great time." This workshop was definitely a success and accomplished what was intended when the BOM made the MOP changes to allow this type of workshop.

This officer attended the District VII Workshop in Corpus Christi on October 18, 2014. She provided handouts describing the Guidelines for Chapter History Books & Guidelines for Chapter Yearbooks and held a short question and answer session with Chapter Historians and/or their representatives. For the District Workshops in Atascocita and Amarillo, this officer provided appropriate handouts and her Annual Historian General written report.

At the French Legation Fundraiser "Zydeco on the Lawn" on November 1, 2014, this officer helped out selling tickets at the entrance gate and her spouse worked as a "gatekeeper" at another entrance to the FL grounds. The weather was great; the music was wonderful. This committee has worked very

hard on this fundraiser and it is the start of an event that could be a scheduled "Annual Austin Event," thus procuring the funds generated by these "Annual Austin Events."

Two MOP amendments concerning "Guidelines for Chapter History Books/Delivery-Picking Up History Books" have been prepared by this officer and her committee. The purpose of these amendments is to: 1) streamline the process of delivery and picking-up of the History Books, 2) to enable the Historian General and her committee to more easily obtain judges for this contest, and 3) to set up an appropriate judging time that does not interfere with the other scheduled events for the Convention. One MOP amendment concerning "Guidelines for Chapter History Books/Chapter Activities/Fundraisers" has also been prepared. The purpose of this amendment is to clarify this specific History Book-Chapter Activities suggestion, as itemized in the MOP. These will be presented to the BOM at this November meeting.

This officer and her committee are working on the artistic part of the History Book award certificates, along with several art/computer professionals.

This officer continues to answer numerous emails and telephone calls concerning the History Book, Chapter Yearbook, and Mamie Wynne Cox Award for Historical Research.

**Motion # 9 Historian General Janie Babcock moved that the Manual Of Procedure be amended by striking out and inserting in Committees Standing/Historic Committee/Guidelines for Chapter History Books/Delivery-Picking Up History Books/2nd Line/Pg.91**

**Proposed Amendment:**

Make arrangements for someone to be responsible for getting history book entered in competition before ~~6 p.m.~~ 2:00 p.m. the first ~~night~~ day of the Convention ~~before the opening ceremonies.~~ The first day of the Convention shall be defined as the day of the opening ceremonies.

**As amended:**

Make arrangements for someone to be responsible for getting history book entered in competition before 2:00 p.m. the first day of the Convention. The first day of the Convention shall be defined as the day of the opening ceremonies. **ADOPTED**

**Motion # 10 Historian General Janie Babcock moved that the Manual Of Procedure be amended by striking out and inserting in Committees Standing/Historic Committee/Guidelines for Chapter History Books/Delivery-Picking Up History Books/4th Line/Pg 91**

**Proposed Amendment:**

History Books will be on display ~~when sales tables are open~~ as posted on the History Book room door.

**As amended:**

History Books will be on display as posted on the History Book room door. **ADOPTED**

**Motion # 11 Historian General Janie Babcock moved that the Manual Of Procedure be amended by striking out and inserting in Committees Standing/Historic Committee/Guidelines for Chapter History Books/5. Chapter Activities d./1st Line/Pg.90**

**Proposed Amendment:**

~~Fund Raisers~~ Fundraisers - Project Specific (not your Chapter's entire sales table): Photos of sellers and what sold, for how much, and total raised (representation of articles sold may be photographs, illustrations, original pieces of a CD) ~~photos of artist and/or originator of concept,~~

sales price, and success of fundraiser. (This would be something like your Chapter Pin proceeds or a specific fundraising event you did for a person in need, your community or a preservation effort.)

**As amended:**

Fundraisers – Project Specific (not your Chapter's entire sales table): Photos of what sold, photos of artist and/or originator of concept, sales price, and success of fundraiser. (This would be something like your Chapter Pin proceeds or a specific fundraising event you did for a person in need, your community, or a preservation effort.)

**ADOPTED**

**Motion # 12 Recording Secretary General Melissa Goodrich moved that Dr. Patricia Horridge be approved to serve on the headquarters committee due to the resignation of Joan Chapman due to family health.**

**ADOPTED**

**Parliamentarian General K. Jenschke** filed

Since the last report, I attended the Board of Management meeting September 11-13 in Johnson City, the District IV, VI, and IX Workshop October 10-11 in Kingwood, and my chapter meeting October 2 in Tyler. The Rootseekers' Genealogy Conference October 4 in Mabank, Texas offered an opportunity to seek out prospects for the Henderson County Area Chapter DRT. Headquarters provided brochures to hand out at the Conference. Several ladies were interested in joining the chapter. The Organizing Registrar and I will be meeting with the organizing chapter again on Saturday November 2. Several issues with DRT Chapter Bylaws have been addressed.

**Past President General Karen Thompson** verbal report

**REPORTS OF THE DISTRICT REPRESENTATIVES**

**District II Representative Debra Pearson** filed

This District Rep has answered emails and coordinated with her District II presidents either by phone or email since the last BOM. The main task has been coordinating our first District II **Boots 'n Bling** meeting. This is a revival of an older custom of having many of the chapters of District II have a fun get-together once a year. This was one was held on Saturday, November 1<sup>st</sup> at the Family "Barn" of Lana Filgo in Lancaster, TX. She and Anita Williams, President of Cedar Mountains, along with their chapter members did a fantastic job of hosting district II. There were representatives from Isaac Low, C.C. McCoy, Frances Cooke Van Zandt, Rebecca Jane Fisher, and Cedar Mountains chapters there. There were around 50 members plus Lana's daughter's former students from a 4<sup>th</sup> grade "Young Texans" Club. The students were dressed as Famous Texans such as George Bush, Susannah Dickinson, Davy Crockett, Juan Seguin and others. The students served us our lunch. (George Bush brought me my tea.) We had a fabulous lunch, a raffle for a quilt (which I could not believe I won), games, fun, and getting to meet each other. I took the opportunity to share some DRT announcements and make a plea for getting our chapters to attend convention in San Antonio and to go back home and fundraise for the Republic of Texas History Complex. I educated our members about the Awards changes and forms and directed them to the web site for downloads. But the most of our visit was taken up with beginning some "brainstorming" for our chance to host the 2016 Convention in District II. This representative left with many volunteers, their information, and a positive feeling that our members will participate.

I touched base with Cecil Burdick, who was out of town at the time, but promised he would email me some hotel choices the week of our board meeting. I am awaiting these choices so I can assemble some of the District II planning committee members to make our first visits. We eagerly await and

are anxious to begin the process. I also am grateful for the guidance and experience of DRT members who have been through this before or are going through the process now.

This representative has visited her home chapter for their second meeting (missing the first due to the September BOM) and gave them a report of her work.

As the new year of DRT begins, I am requesting new yearbooks from all my District II chapters. I look forward to hearing their plans and witnessing in person some of the programs they have planned for this year in DRT missions.

### **District III Representative Ora Jane Johnson filed**

This district representative was sorry to miss the September BOM meeting. She appreciates the indulgence of the President General and the BOM members in excusing her absence as she was in Baltimore attending the 200<sup>th</sup> anniversaries of the Battle of Ft. McHenry and of the writing of the Star Spangled Banner. She has been diligent about passing on information from the BOM and committees to the District III chapter presidents and writes a monthly "District Rep's Corner" paragraph for chapters to include in their newsletters. She has asked the chapters to review and revise their by-laws in light of the changes approved at the 2014 convention and at least one chapter has done so. She has attended the board meetings and regular meetings of her chapter, Collin McKinney, Plano, where she serves as First VP. September's program focused on the often overlooked contributions of the Texian Navy to the war for Texas independence. October's program was the true story of one woman's battle to save her family's ranch in the 1880s and the precedent-setting legal decision that resulted in great improvements in women's rights in the state. This representative was a guest at the September Mary Ann Lawhon chapter meeting in Dallas, where planning is underway to host the 2015 District meeting. The program was on native Texas plants and was given by a Master Gardener. This program was highly interesting as we gained insight into the kinds of plants and terrain that our ancestors would have encountered when they first settled the various areas of Texas. She was sad to report to the First VP-General that there was no longer sufficient interest in the district to continue the chartering of the James Webb Throckmorton chapter in McKinney. As result, that chartering effort has ceased and the fledgling chapter is considered disbanded. She was alerted by a member at large that the Tom Bean Middle School in Tom Bean, Texas, formerly served by the disbanded Solomon Bostick Chapter, was in need of three flags for classrooms. Three District III chapters answered the call and the flags will be delivered to the school by the member at large. This representative has requested that the chapters send her their top concerns and feedback for the BOM. At this time, the main concern of District III members is the question of ownership of DRT's holdings at the Alamo.

### **District IV Representative Susan Aikin filed**

This District Representative attended the September BOM meeting in Johnson City. As District IV Representative she worked with District VI and IX Representatives to host the combined workshop in Kingwood October 11th. She has visited two of her district chapter meetings and has three more scheduled. Chapters are continued to be notified of deadlines that pertain to them. District IV is now looking ahead to the 2015 convention and taking on the task of the sales tables. Julia Clow, Stone Fort Chapter, has agreed to be the treasurer for the sales tables.

### **District V Representative Nona M. Hoyer filed**

Since the BOM meeting of September 12-13, 2014, this officer attended the District VIII Workshop in Round Rock, Texas on September 27, 2014, which was hosted by the Martin Wells and James George Chapters. It was a very outstanding workshop with several breakout sessions which were well attended. It was obvious to all attendees that planning for this workshop was months in the undertaking as was reflected by the décor, detail, and overall design of the event.



On September 23, this officer attended a Donor's Reception hosted by the DRT Library Collection Committee. The purpose of the Reception was to inform donor invitees of DRT's ongoing negotiations with the General Land Office to resolve proof of ownership of the items in the Library Collection. The attorney engaged to represent DRT in this matter gave an outstanding power point presentation correlated to his remarks about the status of the DRT/GLO negotiations.

This officer has met in person or by e-mail correspondence with GayNell Wells and Gayla Lawson (the 2015 Convention Decorating Committee) regarding how to coordinate with the chapters from District 1, which are responsible for the decorations. It was finally decided we would cease discussions on the decorations until GayNell is sufficiently recovered from ankle surgery to work on these issues.

This officer has been in contact with all chapters in her district to nail down dates when she could visit a meeting of each chapter. Several have been scheduled. This officer has also forwarded to all chapter presidents all BOM reports and other matters of interest to the chapters. Also, this officer has so far arranged for the Traveling Trunk to be used by the Texas history school teachers in three chapters in the District.

This officer, as president of the Jane Wells Woods Chapter-Burnet, also presided at the chapter meeting held at the Marble Falls Public Library on October 11, 2014. Guest speaker was Dr. Charles Hundley, former school superintendent in Marble Falls and Abilene, Texas, and a Texas history professor at several Texas colleges. The chapter invited the public to attend Dr. Hundley's presentation and well over 100 were in attendance. The chapter then held its business meeting and afterward we qualified 7 prospective new members from those attending Dr. Hundley's presentation.

#### **District VI Representative Loretta McReynolds filed**

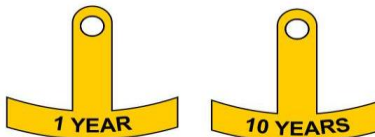
This District VI Representative has forwarded all correspondence from Headquarters to all District VI Presidents. On September 11 – 13, I attended the Board of Management meeting in Blanco/Johnson City. Throughout the month of September and early October, I have worked with the District IV and IX Representatives to ensure that all responsibilities have been addressed for the combine workshop on October 11, 2014. On October 11, a very successful District IV, VI and IX Workshop was held in Kingwood. 139 people attended. Informative DRT topics were presented by President General, Ellen McCaffrey, Barbara Stevens, Registrar General and guest speaker, Scott Bumgardner. A wonderful time was had by all who attended. The three district host chapters, Stone Fort Chapter, District IV, Seth Hurin Bates Chapter, District VI and Franklin Hardin Chapter, District IX, did an excellent job in planning the event. A special thanks to Seth Hurin Bates, Marsha Richards for all of her hard work as Registrar and working with the facility. This representative continues to coordinate plans for the 2015 CRT Convention in Brenham, Texas June 26 and 27.

#### **District VII Representative Mary Ann Oliver filed**

Since the BOM last met, District VII presented its workshop in Corpus Christi hosted by the Clara Driscoll chapter. The Workshop held in the Emerald Beach Hotel was preceded by a reception Friday evening, October 17, 2014 at the Historic Centennial House, the oldest standing home in the city. On Saturday, October 18 the workshop had about 112 attendees. Themed DRT 101, its content dealt with DRT Past, Present and Future. The Clara Driscoll Chapter, led by Theresa Baucum, did an excellent job in hosting the workshop. A fun part of the most worthwhile learning experience was dozens and dozens of door prizes awarded to the participants. Many sessions were presented by members of the BOM. The President General, Ellen McCaffery set the tone opening the workshop with a very informative multi-media talk about DRT. Others that contributed to our learning in the main session were Barbara Stevens, Evelyn Reineger. Judy Sein, Shirley Burnett and Carolyn Raney. The concurrent sessions have been much lauded. They were led by experts from past and present BOM members. The largest attendance from an out of town chapter was Alamo Couriers of San Antonio followed by Villa de San Agustin de Laredo. Our district meeting next year will be hosted in Edna by the Texana Chapter.

**Motion # 13 District VII Representative Mary Ann Oliver moved that the Board of Management of the Daughters of the Republic of Texas accept the Years of Memberships pin pictured above by the Alamo Couriers Chapter to be worn on or off the ribbon.**

The pin is 1 ¼ inches with a rocker that can be interchanged. The rationale for the pin initially was to provide newer members with something special to show their status as new. First through about five year members really are especially proud and enthusiastic to be new Daughters and are great collectors of pins. As the project progressed and we were able to design the interchangeable rocker, we realized that other members who had been in for years would probably want it, too. We can special order any number, but will have on hand one year through ten and then 15, 20, 25 and 50. We hope that members will return ever year for a new rocker. The rocker attaches to the pin behind, slipping over the fastener and only the number is visible below the pin-- the T shape is covered by the pin and is the extender. The pin will sell for \$20 and the rocker for \$10.



- |         |          |
|---------|----------|
| 2 YEARS | 8 YEARS  |
| 3 YEARS | 9 YEARS  |
| 4 YEARS | 15 YEARS |
| 5 YEARS | 20 YEARS |
| 6 YEARS | 25 YEARS |
| 7 YEARS | 50 YEARS |

**Motion #14 Dr. Betty Edwards moved to amend the motion striking “on or”, thus District VII Representative Mary Ann Oliver moved that the Board of Management of the Daughters of the Republic of Texas accept the Years of Memberships pin pictured above by the Alamo Couriers Chapter to be worn ~~on or~~ off the ribbon.**

**ADOPTED**

#### **District VIII Representative GayNell Wells filed**

On September 22, 2014 Patricia Gaines formally resigned as Representative for District VIII due to health reasons. Pursuant to Article II, Section 7 of the Bylaws, Gaines' chapter met and voted to have GayNell Wells fill the unexpired term of District VIII Representative. Six days later this officer assumed her first duty by presiding over the District VIII workshop held in Round Rock, Texas. The workshop was an overwhelming success. Being hosted by the Martin Wells Chapter and the James George Chapter, the thought, planning and time spent on the workshop was apparent. All comments following the workshop were positive. On Sunday, September 23, this officer assisted with a Donor's Reception hosted by the DRT Library Collection Committee. Several BOM members attended, as well as donor invitees. The attorney representing DRT in its efforts to resolve issues related to proof of ownership of the library collection was the guest speaker. A very informative PowerPoint presentation was given to update donors and other interested parties on this

issues. This officer has been working with chapter presidents in District VIII in an effort to coordinate times when she may meet with each chapter. The goal is to make a concerted effort to visit all chapters prior to the 2015 convention. Several dates have already been confirmed.

**District IX Representative Elizabeth White** filed

Since our September 2014 Regular Meeting several things have taken place.

District 9, 6 & 4 enjoyed a combined workshop and I have also attended the Donor Appreciation Tea held on September 14<sup>th</sup>, the District VIII workshop on the 27<sup>th</sup> of September and the District VII Workshop on October 18<sup>th</sup>.

Work continues with the 2015 convention. After our BOM meeting in September the Planning Committee meet to review how the plans were coming together.

This was followed by several hour plus phone conversation – these are great one on one exchange of information. There have also been hours (Minimum of 3 hours per week) of emailing.

**District X Representative Ronda Helton** filed

This District X Representative has mailed all correspondence to the District X Presidents that has been sent from Headquarters during the past two months. I have also called and personally visited with two of the District X Presidents and have reminded each to send their yearbooks as soon as they are published. I have received the yearbook from the General James Smith Chapter of Lubbock. Lubbock has also extended an open invitation to attend any of their chapter meetings at my convenience. I do hope to be able to make contact with the Presidents of Texas Chapter, Odessa during the month of November so as to be able to obtain a yearbook from them so I know when their chapter meetings are being held where I may attend one of their meetings after the first of the year to get better acquainted with that area of my District X.

I also planned, organized and held the District X Workshop on October 25 with a dinner on Friday evening, October 24, at our President's home, Diane Neal. The Workshop focus was on the 6 Star Chapter Award. I presented a program on what each chapter needs to complete on each of the following award forms: The Texas History Award, Attendance Award, Achievement Award, and Volunteer Hours –Membership-President General's Project Award. At the end of the program, an hour long question and answer session was held. Great input from everyone with lots of questions but more importantly, answers found for all of those questions. I do hope more of our DRT chapters will be able to compete for the 6 Star Award this coming year with the changes made on each of the forms by the Awards Committee. Also during the Workshop, we had Becky Livingston, Curator of History at the Panhandle Plains Regional Museum, who spoke to us on the "Gems of the Panhandle." A wonderful program on the ladies of the Texas Panhandle during the 1800's.

This Representative also provided all of the financial records from the 2014 Convention to Troyce Wood at the District X Workshop, for storage with rest of the records from the Convention.

**Recess 12:00 Reconvene 2:00pm**

**The Vision— Republic of Texas History Complex Vision Project: Nancy Shurtleff Chair** filed

The Vision Team was thrilled to learn that the Junior Historians at the Hillwood Middle School in Fort Worth will be fundraising for the DRT RTHC Vision Project from now until next March! Their teacher, Patricia Ritchie, was the DRT Outstanding Seventh Grade Teacher in 2009 when she taught at Fossil Hill Middle School in Fort Worth. We are thrilled to have the support of these young people, and any amount they raise for us will be very special.

In October Ellen McCaffrey, Pat Horridge and I visited with Terry Mitchell, the developer who in early 2015 will begin construction of the high-end condos on the land just west of our lot on

Embassy Drive. We met at The Austonian, which houses his office on the 44<sup>th</sup> Floor. We chose to meet on the 55<sup>th</sup> floor which is a common area for their tenants. Needless to say, the view was breathtaking, and we enjoyed our visit with him. He wants to be a good neighbor and help us in any way he can, and he, without prompting, offered that he will be making a donation to the Vision.

We are in the process of getting an appointment with Scott and Jane Bruner who will be starting construction soon on their boutique hotel on Seventh Street in front of the French Legation Museum. They will also have a parking lot adjacent to the French Legation on East Eighth Street.

Most important to the Vision Team, and we feel to the DRT, is the contract of Bryan Rubio coming to an end December 15, 2014. This was a 9-month contract, and he has done a lot of work for the Vision. We will present his accomplishments to you Friday with a list of Pending Requests for Donations and other items. Bryan will be presenting the Power Point he prepared on Thursday to the District Reps Called Meeting, giving them an in-depth look at the Vision. We are so sorry that none of the Vision Team will be at the meeting (the first time that we haven't been at a Vision function), but Pat Horridge will stand in as our staunchest supporter and former Vision Team Member. We will be well represented by Pat and Bryan. Bryan also attended our Convention in Lubbock and prepared a power point for the membership. He is always eager to do whatever he can for the Project, and he is a delightful person to work with. He is scheduling meetings with prospective donors for Ellen and him.

We will ask the Board of Management to approve another contract with Bryan for an additional eight months, which happens to be all the money the Vision Project has to pay him. The Vision Team has never, and will never, ask the Board to approve any expenditure that the Vision Project doesn't have the funds to fund. We are very hopeful that with all the letters and grant requests that are out, we will surely be successful with something. Wait and see on Friday.

**Motion # 15 First Vice President General Dr. Betty Edwards moved that the Board of Management approve the "First Amendment to Fundraising Agreement" between Brian Rubio of Partners in Fundraising and the Daughters of The Republic of Texas which continues the original fundraising agreement dated February 19, 2014 from December 15, 2014 until June 14, 2015, a six month period. The terms of the agreement of \$8,500 per month to Mr. Rubio not to exceed \$51,000 continue to apply.**

**ADOPTED**

**DRT LIBRARY COLLECTION, Chair Connie Impelman filed**

The Donors' Tea given by the DRT Library Collection Committee September 28, 2014 was a success with President General Ellen McCaffrey and Haynes and Boone, L.L.P. lawyer, Lamont Jefferson, explaining the past and future for the DRT Library Collection. Donors were sent letters after the Tea asking them to write letters and email Commissioner Jerry Patterson at the General Land Office regarding their donations being kept under DRT control and management at the Alamo Research Center location. Positive responses have been coming to Director Leslie Stapleton daily. Legal negotiations are still on-going.

First Saturdays at the DRT Library are continuing also to be successful with 800 to over 1,000 visitors admiring the Collection and learning Texas History. DRT volunteers have really stepped up to help so that sales can be made for books, prints, and pins for the Collection.

Our professional staff continues to help researchers, school groups, and visiting groups to San Antonio such as the American Association of Law Librarians, the South Central Jurisdictional Convocation of Archivists, The Texas United Methodist Historical Society, and the Federation of Genealogical Societies. The reputation of the DRT Library Collection continues to be held in high regard from professionals both in San Antonio and throughout the United States.

A Pulitzer Prize author, Nick Kotz, with his new book The Harness Maker's Dream: Nathan Kallison and the Rise of South Texas used two images from our DRT Library Collection. Friday, December 5, 2014 the Committee will host a book signing for him with a portion of the monies

received donated to the Collection. If interested in attending, please contact Director Leslie Stapleton at 210-225-1071 or [lstapleton@drtl.org](mailto:lstapleton@drtl.org) for this invitation only event.

Mr. Lamont Jefferson and Ms. Lisa Barkley entered the meeting and Mr. Jefferson spoke to the Board of Management.

**Motion # 16 Fourth Vice President General Kim Zapalac moved the Board of Management approve a proposed change to the Manual of Procedure, by rewriting: All Special Committees shall submit a written report at every regular BOM meeting, which shall include a summary of all income and expenses since the last BOM meeting until conclusion of the committee's objective.**  
**ADOPTED**

### **REPORTS OF THE STANDING COMMITTEE CHAIRS**

**ANNUAL PROCEEDINGS Chair Dorothy Landoll** Chair filed

The Annual Proceedings book for 2014 has been completed. As soon as the committee makes the decision as to which publisher to use, it will be delivered to them for publication.

I would like to thank all the BOM members along with the chapter presidents for their help and patience in getting the reports and information to me that were necessary to complete it.

The AP was sent to Minute Men Press in Austin October 30 for printing.

**AWARDS COMMITTEE Judy Wolfe** Chair filed

Judy Wolfe attended the BOM meeting in Johnson City, September 13, 2014. This committee chair presented the revised Award Forms to the Board. The Board discussed the revisions, made suggestions, and the new Award Forms were approved. The newly revised forms have been posted on the DRT website. This committee chair sent an email to all Chapter presidents with a link to the website the last part of September to advise them of the new Award Forms.

**BYLAW COMMITTEE Dusky Waters** Chair filed

The chair has attended a professional development class at the University of Texas entitled, "Writing Effective Policies and Procedures." Recommendations from the class were discussed at the last BOM meeting in September 2014. The Bylaws Chair indicated these recommendations would be used to start the process of updating (using modern terms: chair for chairman, etc.) and correcting grammar, writing style (eliminating the word archaic word "shall" and/or using "will" for "shall" and changing past to present tense, etc.), organization and layout of the MOP. A copy will first be sent to the President General for review.

As of this date, the MOP is being paginated and indexed. The goal is to have the updated MOP posted on the members' website by mid November 2014.

The committees has discussed and reviewed the Proposed MOP changes to be presented at the November 2014 BOM Meeting.

The chair has attended District VII and District VIII district meetings.

**Motion # 17 Chaplain General Nancy Matlock moved that the Manual Of Procedure** [*See* Bylaws Article IV, Sec. 3]. **be amended by** striking out 'Upon the death of a Past President General, the Texas flag at the ALAMO /Headquarters shall be flown at half-mast on the day of the memorial

service. Afterwards, the flag shall be presented to the family.'

**ADOPTED**

**Motion # 18 Registrar General Barbara Stevens moved that the Manual of Procedure/ Bylaws: Article I-Members, Section 4. Application for Membership be amended by adding**

**1. Application to a Chapter**

**The Chapter Registrar shall present the applicant's name to the Chapter members. The applicant shall be elected to membership of the Chapter at a regular meeting by a two-thirds (2/3) vote by ballot. If there is no meeting scheduled within a month the applicant's proposal for membership may be sent electronically to the Chapter members, and the vote for membership may be taken electronically.**

**ADOPTED**

**Motion # 19 Recording Secretary General Melissa Goodrich moved to amend Convention Call by striking out and inserting "The Convention Call notifying all members of the Convention, its date, time, place, activities and costs should be mailed shall be sent electronically to all chapter presidents, Administrative Committee chair and BOM members before February 1<sup>st</sup> and post on the DRT Members website before February 1<sup>st</sup>. This Convention call should include the registration form to be filled out and returned with a check in the proper amount by each member when registering for the Convention. Registration deadline has traditionally been approximately is two (2) weeks before the start of the Convention.**

**ADOPTED**

**Motion # 20 Fourth Vice President General Kim Zapalac Moved that that the Manual Of Procedure be amended by removing all reference to DRT Owned, Custodial and Chapter Owned or Managed Properties from the MOP and placed on the DRT public and member website.**

**FAILED**

**CHAPTER ORGANIZATION Dr. Betty Edwards Chair filed**

The Organizing Committee meet October 14, 2014

Members in attendance via telephone conference: Charlotte Moody, Pat Smithson, Linda Bailey, Shelley Eichenlaub, Betty Edwards. Members absent Katie Whitis, Connie Moore, Peggy Standlee.

Discussion of The James Pinckney Henderson#2 organizing chapter Oklahoma City, OK. Janey Dutnell, the organizing president has moved to Texas. Betty Gosslin, the organizing registrar will not respond to any process of my attempt of communication or Charlotte Moody's. No other Member at Large could be found to continue the organization. The unanimous recommendation of the committee members is to dissolve the JPH #2 organizing chapter.

The James Webb Throckmorton organizing chapter, McKinney, Texas was discussed. I have had communication from Harriet DeLaughter that she is not interested in continuing as organizing president. Sue Cravey, organizing registrar is not interested in continuing. Ora Jane Johnson District III representative could not find anyone interested in continuing the organization of this chapter. The unanimous recommendation of the committee members is to dissolve the JWT organizing chapter.

The Mabank organizing chapter is continuing .They have 5 approved DRT applicants and 4 applicants in various stages of application. Dorothy Newberry is certain the chapter should charter by March or April 2015.

The Elisabet Ney Chapter will charter December 6, 2014 having the ceremony in Arlington, Virginia.

**CRT Billie Dawson Chair excused absence, no report**

**CRT Membership Esther Salas Silva Chair filed**

This officer has nothing to report.

**EDUCATION AND FLAG COMMITTEE Carolyn Raney Chair filed**

This committee chair has been answering all emails and questions regarding the student essay contest and Texas History Teacher of the Year. As a reminder, the topic is The Runaway Scrape for the fourth grade and The Legend of Jim Bowie for the seventh grade.

**FINANCE COMMITTEE REPORT Beverly Locklin Chair filed**

The Finance Committee will meet by telephone on November 4, 2014. The committee will review the financials ending September 30, 2014, which were distributed by e-mail before the meeting. Also distributed was a Native Texan License Plate Grant Request from the French Legation Museum. Distributing the items for discussion before the meeting allows the members to give thought to the information found in the items and to be able to ask questions and make comments in a more informed manner. The committee will be continuing a discussion about opening an unrestricted investment account at Edward Jones. The committee will also receive information about moving the handling of the DRT Library Collection Committee bank accounts from San Antonio to the DRT Headquarters in Austin.

**Motion # 4 Treasurer General Beverly Locklin moved that the Board of Management approve the recommendation of the Finance Committee to award the French Legation Museum \$6,525 to replace the stairs of the Carriage House. ADOPTED**

**Motion # 5 Treasurer General Beverly Locklin moved that the Board of Management approve the recommendation of the Finance Committee to award the French Legation Museum concrete floor sealing in the Carriage house back room (\$1,250) and contingency for floor job including packing blankets and packing if needed (\$54). ADOPTED**

**HEADQUARTERS COMMITTEE Arlene Garey Chair filed**

The Headquarters Committee meets on the 3<sup>rd</sup> Wednesday of each month to discuss and maintain the business and properties of DRT. The committee is made up of 9 DRT members and the Custodian General. The resignation of Joan Chapman, due to family illness, was accepted. The Headquarters Committee elected Patricia Horridge to serve on the Headquarters Committee to complete the term of Joan Chapman. Arlene Garey selected John Ellen Becker and Lynn Byrd to serve on the "Employees Committee" to assist in evaluations, job descriptions and creating the Employees Manual. The committee has reorganized the job descriptions and downsized the number of employees at headquarters. Suzanne Warlick, chair of T.A.R.T. is doing a great job on updating and reevaluation of our data base. Mary Goodwin, web master, has updated the web site so each member can access the minutes of committees, retrieve needed documents and other pertinent information. Evelyn Reininger is the leader of the "Texas Lineage" and assists in lineage research which meets the 3<sup>rd</sup> Wednesday afternoon of each month. All other committee members assist in their special fields. All workshops were attended by a Headquarters' member and presided at the sales table.

**HISTORIC COMMITTEE REPORT Janie Babcock Chair see above**

**HISTORICAL PUBLICATIONS COMMITTEE Faye Elder Chair filed**

We continue to work on completing the checking, correcting and indexing the applications for the Founders and Patriots Book X. My committee is eager to pass this book on.



**HISTORIC SITES Kim Stracener Zapalac** Chair filed

The Historic Sites Committee did not meet these past two months. However, the chair would like to recognize committee member, Alicia Cowley (member of Presidio La Bahía Chapter), for encouraging her chapter to raise money and mark the site where the fallen heroes, Colonel James Fannin and his men, who were unjustly killed on March 27, 1836 after the Battle of Coleto with our large DRT Historic Site Memorial Medallion.

**LEGISLATIVE Leslie Racine** Chair filed

There is nothing to report from the Legislative Committee at this time.

**MEMBERSHIP Barbara Stevens** Chair see above

**MEMBERSHIP DUES Kathy Howell** Chair excused absence see above

**MEMORIAL PARK Marilyn Van Way** Chair

The Memorial Park Conservancy has announced a Master Plan Update meeting scheduled to be held in Houston on November 10, from 6:30-8:30 pm at the White Oak Conference Center, 7603 Antoine Dr. The update will be presented by Thomas Woltz of the internationally renowned landscape architecture firm Nelson Byrd Woltz. The same update was presented to the MPC Board this week and the twenty plus year master plan is filled with wonderful ideas while staying true to Miss Ima Hogg's vision. Public input from Houstonians is encouraged. City Council may approve the master plan sometime in the Spring. It is still undetermined as to the approval date set for DRT and the other conservators (HMFA and U of TX .). There will be another update held in January or February.

**NOMINATING COMMITTEE Anita Cooper** Chair filed

The Nominating Committee has plans to meet at Headquarters on Saturday, January 24, 2015 to review applications. We have received two applications to date. We plan to ask Headquarters to send a reminder email the first part of December.

**PUBLICITY RECORDS Kay Stephens** Chair filed

The Publicity Records Committee met on Saturday, September 20, 2014, at 3:00 p.m. in New Boston, TX. We discussed the procedure for collecting chapter reports and agreed to continue use of the Publicity Report Form on the website. Because my appointment was late, we have requested submissions for the end of October 2014 and the end of January 15, 2015, and by April 24, 2015. Kelsey Powers kindly agreed to get this information to the chapters. As of yesterday, October 29, 2014, I have received two chapters' reports.

**SAN JACINTO BATTLEFIELD LuAnn Zacek** Chair

Bill Irwin, San Jacinto State Historic Site Complex Superintendent, reports that all is well and projects are ongoing on the battlefield. Historic interpretive panels are being added to areas of great importance on the battlefield. Visitors can read about the different locations and aspects of the battle such as Texan Camp or Mexican Camp. Plans are for 8 panels but more may be added at a later date. Projects are ongoing for prairie restoration and prescribed burns. This stimulates the grasses to make them thicker and removes the thatch that occurs over a number of years. He invites DRT members to come for a tour. He appreciates all we do for the San Jacinto Battlefield and the state of Texas.

**SENIOR MEMBERS, Bonnie Woolverton** chair filed

There is nothing to report at this time. The work of this committee does not actually begin until January.

**Motion # 21 Corresponding Secretary General Dr. Patricia Horridge moved that the DRT Board of Management request from the Vision Chair or Team Member to submit in writing a monthly report due at the end of the month that includes fundraising activities ( e.g. grants submitted, visits with potential donors) undertaken during the month. The report will be emailed to headquarters who will forward to BOM and Chapter Presidents.**

**ADOPTED**

**RECESSED 4:36 pm RECONVENED 9:00 am Saturday November 8, 2014**

**Members Present:** Ellen McCaffrey, Betty Edwards, Carolyn Raney, Nancy Matlock, Melissa Goodrich, Beverly Locklin, Pat Horridge, Esther Silva, Janie Babcock, K. Jenschke, Kim Zapalac, Elizabeth Ann White, Debra Pearson, Ora Jane Johnson, Nona Hoyer, Mary Ann Oliver, Ronda Helton, Karen Thompson, GayNell Wells

**Excused absence:** Kathy Howell, Arlene Garey, Billie Dawson, Susan Aikin, Loretta McReynolds, Barbara Stevens

**Technology Assessment Resources Team, Co-Chair Suzanne Warlick filed**

The Technology Assessment Resources Team (T.A.R.T.) has completed a first phase plan according to the purposes established by the BOM to: (1) assess the current and future technology resource needs of the DRT Organization and (2) write a comprehensive long range plan for technology with suggested implementation procedures that will enable the DRT organization to function in a more efficient and productive manner planning for DRT technology. The plan will be sent by the team co-chairs via email to the Board of Management on Monday, October 27 and presented to the Board during the November 7-8, 2014 meeting. Many, many hours have been devoted to this plan both by team members and our consultant. We look forward to sharing Phase I: Immediate Needs and Improvements for DRT Technology.

**Motion #22 Treasurer General Beverly Locklin moved that the Board of Management adopt the “recommended Solutions, Costs, and Implementations: found on the Phase I Immediate Needs and Improvements document dated November 7-8, 2014.**

**ADOPTED**

**Motion # 23 Corresponding Secretary General Dr. Patricia Horridge moved that the Board of Management continue to Technical Assessment and Review Team as a special subcommittee of the Headquarters Committee for technology planning, evaluation and oversight.**

**ADOPTED**

**Motion # 24 Fourth Vice-President Kim Zapalac moved that the DRT headquarters and the French Legation be closed on Wednesday Dec 24, Christmas Eve Day, with the agreement of their respective committees.**

**WITHDRAWN**

**Motion # 25 Fourth Vice-President Kim Zapalac moved that the DRT headquarters and the French Legation full time staff have a paid day of Wednesday December 24 2014 (Christmas Eve Day) and one-half day on Wednesday December 31, 2014.**

**ADOPTED**

**Motion #26 Treasurer General Beverly Locklin moved that the Board of Management approve Sherilyn Beal (DRT # 029166) to serve on the French Legation Museum Committee.**

**ADOPTED**

Motion # 27 Recording Secretary General Melissa Goodrich moved that the Board of Management waive the Eligibility requirement ( stated in Bylaws article Vi, section 2) in the case of Sharon Wander, DRT # 30532, member since 15 September 2013, and approve Sharon as a member of the French Legation Museum Committee. **WITHDRAWN**

**UNFINISHED BUSINESS**

Motion # 28 District Representative Elizabeth White moved that the BOM accept the agreement dated November 7, 2014, with the Crews Group partners LLC for the professional revision of the DRT bylaws. **ADOPTED**

**NEW BUSINESS**


Motion # 29 First Vice President General Dr. Betty Edwards moved a second license plate be approved by Daughters of The Republic of Texas Board of Management commemorating the Republic of Texas history. The license plate design or designs will be chosen by the by Daughters of The Republic of Texas Board of Management . The design artist is Patrick Noble Bailey. Mr. Bailey requests to be known as the designer. Mr. Bailey releases thee license plate designs to the by Daughters of The Republic of Texas. A private donor is available for \$8,000 donation. The Daughters of The Republic of Texas will work with either a state agency or “My Specialty Plates”. **ADOPTED**

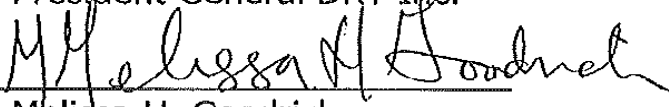
**ANNOUNCEMENTS**

None

Chaplain General Nancy Matlock gave a benediction.

Meeting Adjourned 11:36 am.

  
\_\_\_\_\_  
Ellen S. McCaffrey  
President General DRT Inc.

  
\_\_\_\_\_  
Melissa H. Goodrich  
Recording Secretary General DRT Inc.

**A PLAN FOR CURRENT AND FUTURE USES OF  
TECHNOLOGY**

**THE DAUGHTERS OF THE REPUBLIC OF TEXAS**

**PHASE I: Immediate Needs & Improvements**

Presented to the Board of Management

by the

Technology Assessment Resources Team

November 7-8, 2014



# OUTLINE

## Phase I: Immediate Needs & Improvements

- I. Executive Summary
- II. Introduction
- III. Establish the Technology Assessment Resource Team (T.A.R.T.)
- IV. Assess Current and Future DRT Information Technology
  - A. Methods Used
    - 1. DRT Hardware and Software Inventory
    - 2. Survey & Interviews with DRT HQ staff and officers
    - 3. IT Reports and Diagrams
    - 4. Input from general membership
  - B. Strengths & Weaknesses of Current Information Technology
- V. Define and Prioritize Needs
  - A. Database
  - B. Electronic Mail
  - C. Website
  - D. Gift Shops
  - E. Museum Inventories
  - F. Planning for Technology at The Republic Of Texas History Complex
- VI. Solutions, Costs, Implementation Schedule
  - A. Database
  - B. Electronic Mail
  - C. Website
  - D. Gift Shops
  - E. Museum Inventories
  - F. Preparations for Technology at The Republic Of Texas History Complex
- VII. Conclusions and Recommendations
- VIII. Appendix: Chronology of TART Team Activities

## I. EXECUTIVE SUMMARY

On September 20, 2013, the Board of Management of the Daughters of the Republic of Texas approved a motion to form a Technology Assessment Resources Team (T.A.R.T.) for the following purposes: (1) assess the current and future technology resource needs of the DRT Organization and (2) write a comprehensive long range plan for technology with suggested implementation procedures that will enable the DRT organization to function in a more efficient and productive manner. A team of volunteers with a variety of technology interest and expertise was assembled and produced the plan offered in this document.

The work of the team has been carried out through personal meetings, personal interviews and surveys, electronic interviews and surveys, and group meetings. It is hoped that this work will not only accomplish the tasks set above, but will also improve an overall understanding of the information technology resources needed and desired by DRT as plans for the future are made. The team expresses appreciation to DRT leadership, DRT staff, and DRT members who graciously and greatly contributed to this plan.

## II. INTRODUCTION

In recent years, technology has permeated all aspects of our lives. Records kept “by hand” are no longer possible in today’s world of information management. DRT has been collecting, recording, archiving, and distributing information more than 120 years. DRT leadership recognizes that technology can significantly increase the efficiency of managing, preserving, and reporting the information of the organization. Such tools can also make timely and more effective communication possible with a growing membership. Thus far, efforts by DRT to incorporate technology have occurred mostly on an as-needed and piecemeal basis, with limited financial resources and dependence on volunteer assistance. The Board of Management has stated the desire to proactively plan for technology resources. Such planning is particularly valid as the organization plans and moves to new a physical headquarters building and location.

In an article for The National Center for Technology Planning, John See writes the following: “effective technology plans focus on applications, not technology.”<sup>1</sup> In other words, he says that plans should be made that specify what you want to be able to do with the technology and to allow those outcomes to determine the types and amount of technology you will need. This point of view was shared as the T.A.R.T. began their work. The team believes that such a strategy is appropriate to guide the planning of technology resources for DRT.

Throughout discussions, the commonly used terms of information technology (IT), and information technology systems (ITS) were frequently used to describe DRT activities that involve the use of technology. Webster’s online dictionary defines the term as “the technology involving the development, maintenance, and use of computer systems, software, and networks for the processing and distribution of data.” Processing, distributing, AND preserving data are at the heart of DRT’s purpose, and appropriate use and planning for IT resources can contribute to greater success of the organization.

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<sup>1</sup> Developing Effective Technology Plans by John See, Minnesota Department of Education, <http://www.nctp.com/john.see.html>, accessed 13 November 2013



Why a plan now is so important? As stated above, the Board of Management has recognized the need to plan for technology, both currently and for the future. Correcting already known problems, particularly with the database and email activity, are critical to the work of the organization. Financial resources are limited. Moving to a new building is exciting, but preparations must be made for equipment to be housed and work properly. Proper planning can help to ensure continuity and most efficient use of all our resources.

Every two years, DRT welcomes a new administration. Priorities, interests, and skills change. An approved plan will provide greater continuity for the operational aspects DRT. It can also help those coming in to know and understand the tools being used and how they affect their duties and responsibilities. Such a plan will also demonstrate both to members and the public a more thoughtful approach to advancing the purpose of DRT.

As a Texas non-profit organization, the DRT is responsible not only to our members, but also the requirements of state and federal laws and regulations. Additions and changes regarding accountability standards have become more frequent. Recommendations to improve overall management and accountability practices of DRT were made by the DRT Organization and Structure Ad Hoc Committee in a report dated April 15, 2013. Several of the recommendations specified the development of short term and long term strategic plans for the organization. Technology touches just about every aspect of DRT operations and though a comprehensive long term plan for the entire organization does not exist, a good plan for technology resources can be made which supports the mission of DRT.

The technology plans presented in this document will support the mission of the Daughters of the Republic **of Texas** organization as stated in the current Bylaws. The plan:

- reflects the values of the DRT organization,
- emphasizes improving accuracy and ease of work, and
- plans for the ability to accomplish things desired, but not currently possible.

Planning for DRT technology resources has been guided with the following goals:

- to create a proactive approach to DRT IT, rather than depending on solving problems as they arise;
- to produce an ability to better meet the needs of the organization by prioritizing DRT technology resources;
- to increase staff efficiency; and
- to improve the overall ability to fundraise and to ensure the needed means for technology resources.

Other important aspects of the plan include: committed leadership, involvement and participation of a variety of DRT staff and members, ongoing planning and evaluation, and appropriate cost.

DRT Bylaws, Article IV, Section 8, place the responsibility for “securing the permanent files of

DRT and CRT” with the Custodian General. Further, “Permanent files include all master and archival records, including the computerized membership electronic database at DRT Headquarters.” Article VI, Section 5. places the responsibility “for securing the archives of membership applications and other unique original records, both paper and digital; oversight of maintenance of the DRT Members website; for the inventory of publications and supplies for the office and members; and for staffing” with the Headquarters Committee, chaired by the Custodian General.

The T.A.R.T. Team has worked very closely with the Custodian General and the Headquarters Committee. During the course of the planning process, HQ has already made improvements that have positively affected some of the defined goals.

As work of the team progressed, it became apparent that planning fell naturally into two phases: (1) immediate needs and (2) future needs and desires (as we move towards a new facility). Phase I can be addressed immediately, but Phase II will require more time as there are yet many details to be determined about the new facility that will affect technology planning. Thus, the T.A.R.T. Team would propose implementation of Phase I as soon as possible.

### **III. ESTABLISH THE TECHNOLOGY ASSESMENT RESOURCE TEAM (T.A.R.T.)**

Volunteers with technology interest and experience were sought during 2013 District Workshop meetings and through member contacts by President General Ellen McCaffrey. By October 7, 2013, the team was formed with members from Districts 4, 5, 7, and 8, representing eight DRT chapters: Suzanne Warlick (Stone Fort, Nacogdoches) and Alice Nowotny (Wm. B. Travis, Austin), Co-Chairs, Lynne Byrd (Ferdinand Lindheimer, Sunrise Beach), Mary Goodwin (Mary Hall Mantooh, Lufkin), Denise Erlanson (Gonzales, Seguin), Janna Garza (Sterling C. Robertson, Austin), Marilyn Largent (Jane Wells Woods, Round Rock), and Phyllis Malinack (Wilhelm Keidel, Fredericksburg).

Team interest and expertise covers a wide variety of technology experience. Specifics listed by the team include: Mac; MS Word, Excel, Access, Publisher; Adobe Acrobat X Pro, Internet, email, Web Easy8; database; Long Range Planning, high-tech; software design, development.; program management., Sprint planning; logistics planning; upgrade planning, IBM/Dell Windows hardware; Windows 7; Microsoft Office, especially Word and Excel, Word, Publisher, PowerPoint, Photoshop, Dreamweaver, Wordpress(web design), Adobe(full), Adobe Fireworks, Telecommunications infrastructure, and master trainer.

## IV. ASSESS CURRENT AND FUTURE DRT TECHNOLOGY RESOURCES

### A. Methods Used

Assessment of current and future uses of DRT technology resources began during the period 27 October-25 November 2013. Information was gained using the following resources and methods.

1. DRT Hardware and Software Inventory,
2. Survey & Interviews with DRT HQ staff and officers,
3. IT reports and diagrams, and
4. Input from general membership.

#### 1. Hardware and Software Inventory

The latest inventory of DRT computer hardware was made at the end of the 2013-14 fiscal year. Currently, computer hardware items at the DRT Headquarters are located in the following offices and areas: Business Office Coordinator, Membership Coordinator, Accounting Room, Workroom (open area adjacent to offices), "IT" Room, "IT" Closet, and offices of the President General and Custodian General. Laptops are also checked out to the President General, Treasurer General, and Custodian General.

A list of current software being used by DRT staff was made on November 14, 2013 during interviews with the Business Office Coordinator at DRT Headquarters. Software currently used by HQ staff includes: MS Office 2010 (Word, Excel, Access, Outlook), Intuit QuickBooks (Non-Profit), Adobe Acrobat Pro, and Past Perfect 4.0 (Museum Software). Others are: Bluehost (web host) and Constant Contact (email). Personal software known to be used by DRT members for DRT purposes includes: WordPress, Adobe Photoshop, Adobe (full), Fireworks, Adobe Reader, MS Word, MS Publisher; Power Point, and Label Maker.

#### 2. Survey & Interviews with DRT HQ staff and officers

A survey instrument was developed from IT Diagrams that were produced in July 2012. Individual tasks were listed as performed by DRT Headquarters staff and the Web Liaison; the area of responsibility; and the relationships between the areas of responsibilities. Diagrams were made for the Business Office Coordinator, Museum, Membership Coordinator, Treasurer, and Web Liaison showing technology use across the organization, but concentrated in the following areas:

- HQ Business Office,
- DRT Museum,
- DRT Membership (Research and Records Archiving and Maintenance),
- Treasurer
- Sales, and
- Communications.

Using the IT Diagrams, a list was made for each of the areas listed above. Interviews were conducted November 14-21 in person at HQ and electronically with the following staff and officers:

Headquarters Staff, Web, Liaison, Registrar General, Lineage Research Project Leader, and IT Advisor. For each of the tasks, the following questions were asked.

- (1) Does the task require the use of technology? (Yes, No)
- (2) If yes, identify IT components. (hardware, software, communications)
- (3) Strengths/Weaknesses (what works well, what doesn't?)
- (4) What improvements would make the task easier and more efficient now?
- (5) Anticipated needs and/or desires for the future?

Any tasks no longer relevant were noted and any new tasks added were also noted in the interview.

Team members also had conversations with DRT 2<sup>nd</sup> Vice President, 5<sup>th</sup> Vice President, Treasurer General, and DRT's CPA.

### 3. Reports and information provided by IT Advisor (2012-2013)

During the administration of past president, Karen Thompson, volunteer IT assistance was sought and given by a DRT member who lives in the Dallas area. Details of her work for DRT in both phone conversations and in written reports and diagrams have been most helpful in assessing current and future needs of DRT technology.

### 4. Input from general membership.

As DRT technology planning becomes more established and improvements made, input from general membership can be more effectively collected. Recent and informal conversations with several chapter officers has provided similar information regarding general membership use of technology: many use technology, but there are still those who either do not use, or have limited or no access. Questions regarding use of DRT email and website have been sent to a sampling of members seeking their input and will be incorporated into future plans.

## **B. Strengths & Weaknesses of Current Information Technology**

Uses of technology were identified in the Membership, Treasurer, Sales, and Website areas. Across all these areas, uses were analyzed and categorized as follows: Email (Bluehost, Constant Contact), Accounting (Quick Books), Database, Archive/Record Storage (internal and external), Internet, Museum Inventory (Past Perfect 4.0), Office (MS Office Suite, Adobe), and Website (design publishing, maintaining).

### Strengths of Current Technology Resources were cited as listed below.

Ordering office supplies using Email, Outlook, Quick Books is fine. (Business Office,)

Faxing timesheet reports to Alamo accounting staff works great. (Business Office)

Distributing HQ & Museum meeting minutes: Adobe format is easy to open.

(Business Office)

Distributing Status Reports to HQ & Museum Committees: Adobe format easy to open.

(Business Office)

Keeping Museum Inventory using Past Perfect, v. 4 "works great." (Museum)

Placing Museum orders by phone, and link to Quick Books works fine. (Museum)

Printing reports and database inquiries for members works fine now. (Membership)

Keeping records in Excel of all pre-sale orders, works fine right now with Square & Credit Card. (Treasurer/Sales)

Financial Reporting using Quick Books (Treasurer)

Processing Headquarters sales through Quick Books, works fine right now and no upgrade desired. (Treasurer/Sales & Business Office)

Processing DRT Medallion Applications with Quick Books, Outlook (stamps.com), and Email, works fine now. (Treasurer/Sales, Business Office)

Processing HQ sales orders with Quick Books & Outlook works fine. (HQ Sales)

Using Bluehost for web host/email is inexpensive. (Web Liaison)

Using WordPress for web design, publishing is inexpensive. (Web Liaison)

Providing research assistance with links to other Internet resources works well. (Texas Lineage Research Project)

Weaknesses of Current Technology resources were cited as listed below.

Forwarding correspondence, Email & Bluehost: don't know if all receive email. (Business Office)

Distributing HQ & Museum minutes of meetings, Outlook & Constant Contact: bad email addresses, some imported, but most are data entry errors (Business Office)

Distributing information to membership, chapter presidents with Constant Contact: page layout limitations require extra formatting steps and time. (Business Office)

Distributing Status Reports to HQ & Museum Committees with Outlook, Constant Contact: contain some bad email addresses, some imported, most data entry errors (Museum)

Efficiency of keeping Museum Inventory using Past Perfect-could be improved with network capability. (Museum)

Database incomplete: information only since 1995; needs to include all members and ancestors for archival research. (Affects all areas)

Database inadequate for sorting on first name with same surname for archival research. (Membership, Registrar)

Database inadequate for assigning membership number. (Membership, Registrar)

Database does not include all members and ancestors for archival research by Registrar and Texas Lineage Research Project Leader. (Access Database)

Archival research of LDS imaged applications needs better indexing. (Registrar, Texas Lineage Research Project, General Membership and Public)

Email (Bluehost): slow and sometimes have account problems. (Web Liaison)

Current software used for web design, publishing, maintenance: slow and cumbersome, and does not allow for creativity and design improvements. (Web Liaison)

Forwarding Web Email inquiries from prospective members to Texas Lineage Research Project Leader. (Web Liaison)



## V. Define and Prioritize Needs

Using the input from the methods described above, immediate needs have been defined and prioritized as “Improvements Needed Now” and have been grouped in the following categories: Database, Electronic Mail (Bluehost, Constant Contact, Outlook), Website (design publishing, maintaining), Gift Shops (Accounting/Sales), Museum Inventory, and Preparations for HQ Technology at The Republic of Texas History Complex.

### A. Database

The Database and Archive/Record Storage are critical to ALL operations of DRT. Improvements in this area are needed and should be made as soon as possible.

1. Expansion and clean up of database to allow for improvements in indexing, additional fields for additional name sorting, queries, generating reports, etc.
2. Archival storage capacity to accommodate the addition of all member data prior to 1995.
3. Database expansion to allow for all members and all ancestors.
4. A uniform procedure to make correction and additions to a member’s application data.
5. Link the ancestor database list to the website ancestor list.
6. Link our DRT application/member number to the LDS scanned application image.
7. Provide workspace and computer to access database, online resources for research by Texas Lineage Research Team (See also Website).

### B. Electronic Mail

Electronic mail and communications are used more and more for communicating and distributing information. From simple inquiries to more complex forwarding of information, the ability to reach membership with accuracy is essential. The following improvements are needed as soon as possible.

8. Chapters need assistance on how to set up and use Bluehost.
9. Email improvements (Outlook, Constant Contact, Adobe) so that removal from one list does not affect all lists.
10. Guidelines and protocol for forwarding information by HQ to membership with Constant Contact.
11. An additional email address on DRT Website for Prospective Members.

### C. Website

The DRT Website provides instant communication and quick access to information for the public and members. Improvements to the website can provide for greater interactive communication, leading to greater efficiency across the organization. Improvements needed now are listed as follows.

12. More efficient ways of receiving information for the web.
13. Breakdown of responsibilities for making information updates.

14. Automatic update of ancestors on website.



#### **D. Gift Shops**

The Republic of Texas Museum, DRT Headquarters, and French Legation Museum Gift Shops are sources of income, but require someone to purchase merchandise, make sales and keep records.

15. Point of Sale (P.O.S.) System for Museum and Headquarters Gift Shops.

#### **E. Museum Inventories**

As stated above in Section IV. B., the Museum Inventory that is kept using Past Perfect works very well, except that access is through only one computer. The following improvement is needed.

16. Network the Museum Inventory for access by other HQ computers for greater efficiency.

#### **F. Preparations for Technology at The Republic Of Texas History Complex**

Preparations for HQ Technology at The Republic of Texas History Complex should be part of the overall and long range planning for the new HQ location. Priority should be given to ensure that building plans include proper specifications for electrical wiring, cooling and outlets to accommodate current and future IT equipment; communications & Internet connectivity; LAN wiring/wireless accommodation for current IT equipment and future; archival storage, security issues, i.e., IT equipment, cameras, etc. As architectural and building specifics are finalized, planning for technology at the new Headquarters facility and future uses of DRT technology will be possible.

## VI. Recommended Solutions, Costs & Implementation

### A. Database

Need #1. Expansion and clean up of database to allow for improvements in indexing, additional fields for additional name sorting, queries, generating reports, etc.

Need #2. Archival storage capacity to accommodate the addition of all member data prior to 1995.

Need #3. Database expansion to allow for all members and all ancestors.

Solution for #1-3\*: Migrate the DRT Access database to a larger database application capable of handling growth over a 3-5 year period.

#### Requirements:

Hardware: Possible reconfiguration of present server, purchase of a new small business server, or off-site archival management/storage options.

Software: New database application, such as SQL Server 2012 or equivalent.

Personnel: DRT staff, database specialist consultant (in-kind volunteer Mike Byrd), and perhaps Austin Area Computers (under current contract with DRT for current computer maintenance) Note: Mr. Byrd will perform duties of database administrator, which include migrating and fine-tuning of the database.)

Cost: Work within HQ budget, but some programming costs may be incurred.

Implementation: By January 1, 2015

Need #4. A uniform procedure to make correction and additions to a member's application data.

Solution: Create an Amendment Form and develop procedures for interaction with database administrator, i.e. reporting problems, making changes, etc. This can be accomplished with a Directive from Headquarters.

#### Requirements:

Hardware/Software/Personnel: Staff time.

Cost: No additional.

Implementation: By May 1, 2015.

Need #5. Link the ancestor database list to the website ancestor list.

Solution: Write script to connect the database and website to automatically update ancestors. Encourage collaboration between database administrator and web liaison for maximum accuracy, efficiency, and performance of each.

Requirements:

Hardware/Software/Personnel Required: Database Administrator, Web Liaison

Cost: No additional.

Implementation: By May 1, 2015.

Need #6. Link our DRT application/member number to the LDS scanned application image.

Solution: Follow the directions of the database administrator for development and use of an Excel template that will allow for import of information directly into DRT Database.

Requirements:

Hardware/Software/Personnel: Time given by database administrator and T.L.R.P. volunteers.

Cost: No additional.

Implementation: By May 1, 2015 or as soon as template is available.

Need #7. Provide workspace and computer to access database, online resources for research by Texas Lineage Research Team (See also Website).

Solution: Additional space and equipment is not possible at the current facility. To be addressed in Phase II.

Requirements: N/A

**B. Electronic Mail**

Need #8. Chapters need assistance on how to set up and use Bluehost.

Solution: Provide training in the use of the Bluehost email system. For example, sessions at District Workshops and/or Conventions. Establish a team to work with the Webmaster on developing an "Officer Notebook" in which the use of Bluehost email would be included.

Requirements:

Hardware/Software/Personnel: Staff and officer time.

Cost: Perhaps some printing.

Implementation: By May 1, 2015 and thereafter, ongoing.

Need #9. Email improvements (Outlook, Constant Contact, Adobe) so that removal from one list does not affect all lists.

Solution: Give assistance to cleaning email address errors. Investigate how the database can be used to help create email lists.

Requirements:

Hardware/Software/Personnel: Time involved by staff, officer, database administrator.

Cost: No additional.

Implementation: By May 1, 2015.

Need #10. Guidelines and protocol for forwarding information by HQ to membership with Constant Contact.

Solutions: (a) Develop (with Webmaster) and issue a Directive from Headquarters for addressing text formatting standards and instructions. The information should also be added to the forms pages on the DRT Website.

(b) Develop and issue a Directive from Headquarters regarding policies for who and what kinds of information may be received by HQ for forwarding to membership.

Requirements:

Hardware/Software/Personnel: HQ Staff and Webmaster time.

Cost: No additional.

Implementation: By May 1, 2015.

Need #11. An additional email address on DRT Website for Prospective Members.

Solution: Webmaster creates address on website with appropriate link.

Requirements:

Hardware/Software/Personnel: Webmaster time.

Cost: None

Implementation: Already completed.

**C. DRT Website**

Need #12. More efficient ways of receiving information for the web.

Solutions: (a) Identify a contact person to collect and give information on the state, district, or local level to be put on the website.

(b) Set and publish guidelines for receipt of information to be posted on the website: text, image formats; schedules, etc. (can be put in MOP and on website).

Requirements:

Hardware/Software/Personnel: Staff, Webmaster and DRT volunteer time.

Cost: Perhaps some minimal printing.

Implementation: By May 1, 2015.

Need #13. Breakdown of responsibilities for making website information updates.

Solution: Define responsibilities for making information updates on the website and communicate/publish them as part of job descriptions.

Requirements:

Hardware/Software/Personnel: Staff, Webmaster time.

Cost: Perhaps some printing.

Implementation: By May 1, 2015.

Need #14. Connect database to automatically update ancestors. (See also Need #5)

Solution\*: Collaborate with database administrator to write script and make appropriate links.

Requirements:

Hardware/Software/Personnel: Webmaster, Database Administrator time.

Cost: Some programming costs anticipated.

Implementation: By May 1, 2015.

**D. DRT Gift Shops**

Need #15. Point of Sale (P.O.S.) System for Museum and Headquarters Gift Shops.

Solution: Direct HQ Manager and Accountant to gather information for action once appropriate device(s) are available. Investigate software Implications.

Requirements:

Hardware/Software/Personnel: to be determined when devices and software upgrades are identified. HQ Staff and Accountant.

Cost: Within approved budgets.

Implementation: After appropriate devices are purchased.

**E. Museum Inventory**

Need #16. Network the Museum Inventory (Past Perfect software) for access by other HQ computers for greater efficiency.

Solution\*: Give careful consideration, based on the need for limited and secure access to inventory with staff convenience. Investigate any problems with Past

Perfect version 5.0. If networking is agreed, upgrade to 5.0 and purchase necessary license(s).

Requirements:

Hardware/Software/Personnel Required: Past Perfect 5.0 with appropriate licenses. HQ, Museum, Staff time.

Cost: Non-profit - approximately \$300 for software upgrade and \$412 for network license.

Implementation: After decision by appropriate Museum/HQ staff to upgrade.

**F. Preparation for HQ Technology at The Republic Of Texas History Complex**

All appropriate technical information, diagrams, and/or schematics should be carefully reviewed for information technology requirements. For example: electrical wiring, outlets, and cooling to accommodate current and future IT equipment; communications & Internet connectivity; LAN wiring/wireless accommodation; and security issues-should be determined as part of the architectural plan.

T.A.R.T. Team members have participated in planning meetings with ROTHC Team and architects. Continued participation can ensure a smooth transition and adequate facility space and resources for future DRT Information Technology.

## VII. CONCLUSIONS AND RECOMMENDATIONS

### Conclusion

During the period October, 2013-October, 2014, the Technology Assessment Resources Team engaged in compiling information to assess and plan for DRT Information Technology resources. The Team identified immediate needs, as well as some desired future uses of technology. Early on, it became apparent that the planning process should be addressed in two phases: Phase I: Immediate Needs and Improvements; and Phase II: Future Needs and Improvements.

Where does planning for Phase I end and Phase II begin? A natural separation seems logical between implementing solutions for the sixteen immediate needs identified in Phase I and the future as DRT moves to a new facility. Planning for long term IT growth to be covered in the Phase II Plan will be affected by space size, design, etc. at the new Republic of Texas History Complex facility.

Working with the various HQ staff, officers, committee members, and volunteer consultants to make and write a technology plan, the T.A.R.T. team has also gained an appreciation for ongoing planning and how such plans are implemented. Collaboration between the T.A.R.T. Team and HQ Committee made it possible to accomplish several improvements during the planning process. But, what happens after the plan is implemented? The need for a continued presence of those concerned with planning, implementing, and evaluating DRT technology should be addressed by the organization.

### Recommendations

The T.A.R.T. Team makes the following recommendations to the Board of Management.

1. Accept the plan presented herein for Current and Future Uses of Technology for The Daughters of the Republic of Texas, Phase I: Immediate Needs and Improvements.
2. Establish a permanent group (within the Headquarters Committee) for technology planning, evaluation, and oversight.

## VIII. Appendix

### Chronology of T.A.R.T. Team Activities

(07 October 2013-30 October 2014)

16 October 2013. Headquarters Committee.

Volunteers have been contacted via electronic mail to specify areas of interest and expertise. A draft plan of work has been made by the Co-Chairs and will be sent to team members for study and suggestions. Lynne and Mike Byrd met with Suzanne Warlick and Arlene Garey at Headquarters on Tuesday, October 8 to review database information.

15 November, 2013. Report to Board of Management.

In response to Motion #31 made and approved by the Board of Management on September 20, 2013, the Technology Assessment Resources Team (T.A.R.T.) team has been formed to (1) assess the current and future technology resource needs of our DRT Organization on and (2) write a comprehensive long range plan for technology with suggested implementation procedures that will enable the DRT organization to function in a more efficient and productive manner.

Formation of the team was accomplished during the first week of October with a group of volunteers from Districts 4, 5, 7, and 8 and who represent eight DRT chapters: Stone Fort, William B. Travis, Ferdinand Lindheimer, Gonzales, Sterling C. Robertson, Jane Wells Woods, Wilhelm Keidel, and Mary Hall Mantooth. Group interest and expertise covers a wide variety of information technology. Activities to date are as follows: individual interest and expertise of team volunteers has been identified; team communication regarding a general plan of work has occurred; assessment of current DRT technology is underway, including database analysis; and a full group meeting is set for Saturday, December 7.

18 November 2013. Headquarters Committee.

Individual interest and expertise of team volunteers was identified via group emails. Team communication regarding a general plan of work occurred. Assessment of current DRT technology is underway. The Co-Chairs interviewed HQ Staff and the Registrar General on Thursday, November 14 to collect information on current technology used and input for a survey of improvements needed and future requests. Survey and input for Texas Lineage Research Program and Web Liaison was accomplished via email with Evelyn Reininger and Mary Goodwin. A full group meeting of the TARTs is set for Saturday, December 7 at Headquarters.

18 December 2013. Headquarters Committee.

Information gathered during November was distributed to team members. Due to bad weather and holiday schedules, December meetings have been postponed until mid- January. Co-chairs continue to work on current assessment and drafting planning document.

01 February 2014

TART Team met at DRT Headquarters. Present were Alice Nowotny, Mary Goodwin, Lynne Byrd, Phyllis Malinak, Suzanne Warlick, Arlene Garey, and consultant Mike Byrd. Team discussed needs defined thus far and possible solutions. Consultant Mike Byrd will test current equipment for capacity to meet needs, and will make recommendations to the team. Vision will be contacted regarding input for technology resources to be included in new facility plans. Expect electronic communication and planning for the next meeting will be accomplished as the need arises.



07 February 2014

Report to Board of Management. Technology Assessment Resource Team (T.A.R.T.) co-chairs, Suzanne Warlick and Alice Nowotny reported on team activities. A list of activities thus far includes: forming team, identifying interest and expertise of individuals, developing survey questionnaires for collecting information, interviewing headquarters staff, and holding team meetings to discuss needs identified thus far. Currently, the T.A.R.T. team is actively collecting, compiling and analyzing information.

March 19, 2014

Team activities February 19-March 19, 2014: Co-Chair Alice Nowotny attended a meeting of the Vision Team on February 26 to give information about technology details that need to be addressed in planning for Republic Village; interviews with officers and general membership for input on future technology planning has continued; input has been received from HQ regarding equipment and software testing for database improvements; and a final draft of the Phase I planning document is near completion.

April, 2014

Activities during April centered around Consultant Mike Byrd continuing to test options for database improvements. The direction of recommendations to HQ by Consultant for an option which included upgrading the present small business server changed when additional information became available for considering Microsoft solution involving less long term expense and greater security. The consultant also discovered “short-cuts” which were made in the initial development of the DRT database that must be cleaned up before proceeding. TART Team expects to hear final recommendations from Consultant Byrd by the first of June. Annual report for TART Team was submitted.

02 May 2014

Meeting with Consultant Mike Byrd to discuss options for developing, managing and storing the DRT database. Group reaction was positive to the web-based option for developing, managing, and storing the database. Mike will pursue further testing and seeking programmer options for the internal pages. A deadline of May 30 was agreed for gathering input for improvements to current forms and fields. The group will meet again on Friday, May 30, 10 a.m. at DRT HQ.

30 May 2014

17 June 2014

Report to Board of Management.

18 June 2014

Meeting with Consultant Byrd, who presented descriptions of some of the tables to be used in the physical design of the SQL Server database. Plans were made for small group tasks of validating relationships; clarifying description/definitions; and noting any suggestions for improvements. Information was gathered and reported by Mary Goodwin, Web Liaison, regarding creation of the internal web pages. Plans were made for a small group meeting on June 26 with Consultant Byrd to focus on database clean-up, as well as suggestions for improvements.

17 September 2014

Report to the Board of Management. Co-Chair Alice Nowotny gave a report on current activities including a list of the needs and solutions identified by the team for Phase I planning.

15 October 2014

Meeting with Consultant Byrd, Registrar General Stevens and President General McCaffrey on improvements to database design and migration schedule.

17-22 October 2014

Final Review of Phase I plan by T.A.R.T. members.