

THE DAUGHTERS OF THE REPUBLIC OF TEXAS  
Headquarters Committee Minutes  
Austin, Texas  
March 18, 2015

**Members Present:** President General Ellen McCaffrey, Shirley Barber, JohnEllen Becker, Mary Goodwin, Alice Nowotny, Evelyn Reininger, Suzanne Warlick and Pat Horridge.

**Excused Absence:** Custodian General Arlene Garey, Lynne Byrd and Betty Hill.

In Custodian General Arlene Garey's absence, John Ellen Becker called the meeting to order at 10:07 am. Evelyn Reininger gave the opening prayer and Alice Nowotny led the pledges to the United States and Texas flags. The minutes were approved as corrected.

**Officer Reports:**

- President General – no report
- Custodian General-In Arlene's absence, John Ellen made the report. Often, Headquarters staff is unaware of upcoming visits of DRT Chapters and/or Committees to Headquarters. Program and Committee Chairs need to inform the staff in advance. For Museum tours, individuals need to contact Jean Sitterle, Chair of the ROT Museum and she will contact HQ. The part-time Museum Assistant began her duties recently. She will work three days a week, 5 hours per day. Her duties are exclusive to the Museum. The homeless are back! The cold and wet weather has caused several to congregate each night on the front porch of HQ. My suggestion is to contact the police department and request random drive-bys to patrol the property.

**Reports:**

- Financial: Any questions, please contact the Treasurer General.
- Staff: Kelsey introduced Sharon Hill, part-time Museum Assistant. Her job description includes conducting tours of the ROT Museum, updating artifacts in Past Perfect, grant writing and promoting the Museum to the public. Kelsey reported that all DRT and CRT applications are up-to-date; chapter rosters are arriving and new data is being entered into the data base as the office receives the information; officer lists are also coming in and are entered as they arrive. The two iPads that were purchased in February will be used at Convention. One will be loaned to the ROT Museum for convention. These iPads will be used in a variety of ways at HQ. Kelsey and Renee will prepare a "HQ Welcome Letter" for incoming presidents. This letter will describe the various services HQ provides and also give guidelines as to how to use the services.

- John Ellen shared the question and answer letter she sent to District Reps in February. The District Challenge is going very well. Our Fundraiser continues to contact various Foundations and Individuals. The 2015 Sustainability Plan will be presented to the BOM in May.
- Texas Lineage Research: Evelyn will conduct a lineage presentation in Bastrop on March 21. There are only 20 books left to be indexed. At the regular 3<sup>rd</sup> Wednesday free research service, there are always 3-5 people asking for help. Her committee members are there faithfully to offer the service.
- TART: No Report
- Website: This report is under unfinished business.

#### **Unfinished Business:**

- Chapter Pin Booklet: Alice has photographed all pins to date. A volunteer is needed to step in and organize/publish the book.
- Memorial Medallion Procedure: Numerous questions and concerns arose regarding the laser-etched memorial medallion procedure. (After the meeting, John Ellen shared the concerns with the 4<sup>th</sup> VP. The 4<sup>th</sup> VP has decided to table the procedure.)
- Security Bids: Carlos Reyna of Saber Security System presented a proposal to the Committee to increase security in and around Headquarters. A motion was made as follows: "I move that we accept the bid from Saber for security system and outside surveillance system not to exceed \$4,500 for Headquarters building". This motion was made by Alice Nowotny. It was adopted.
- Webmaster: Last month, Mary Goodwin, shared the document "Websites, Social Networks & Blogging Guidelines for the DRT Organization and DRT Chapters". It was approved by the Committee and Mary will post this on the website, as well as send it to the District Reps for disbursement to chapters.
- Headquarters Employee Manual: Before the manual will be given to the BOM for review, John Ellen, once again asked Judy Wolfe, Professional Relations Facilitator, to review.

#### **New Business:**

- 12:25, Mary Goodwin moved to go into executive session. 2:10 Pat Horridge moved to exit the executive session.
- Convention: Those in attendance at the Convention will be asked to work at the Sales Table. A sign-up sheet will be available as soon as the sales table schedule is known.

#### **Announcements:**

- Next Meeting: April 15, 2015

Meeting adjourned at 2:30

John Ellen Becker, Acting Custodian General/Secretary