

SITREP

VOLUME 24 ISSUE 2 OCTOBER 2013

LINK FOREVER THOSE WHO SERVED TOGETHER

NEWSLETTER OF THE



In This Issue:

- Letter from your President.
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- Remembrance
- SOP - FRA Executive Director
- SOP - FRA Secretary

REMINDER!

- Dues are due in January each year
- Have you moved? Please send us your new info.
- Have you changed your email address? If you don't tell us we can't contact you.
- FRA Member Rosters can be ordered through the Supply Hooch for \$25.
- An electronic version (Adobe pdf) of the FRA Member Roster is also available at no charge. Send an email request to CommChief@ForceRecon.com



Letter from your President

As we approach the 2013 Christmas and New Year holidays please accept my very best wishes to our Force Reconnaissance Association members, their families and loved ones for a healthy, happy, and safe Holiday season. *Again, I want to convey our deepest thanks and "Welcome Home" to each and every Reconnaissance Marine and Sailor who*

recently returned from their respective deployments. There are no words to adequately express our gratitude and affection for your continued service and dedication to the protection of America.

THE FRA BOARD BIDS FAREWELL TO SOME KEY MEMBERS and...

I believe the most important information in this entire newsletter and the most significant event to take place at this year's 2013 FRA Reunion was the formal announcement that several of our most dedicated and supportive FRA members were stepping down from their roles as Board Members or Officers of the FRA. Jim (MAC) McKee, Elliot (JJ) Rubinfeld, and Jim Doner vacated the positions of Executive Director, Treasurer, and Vice President respectively. As of the date of this newsletter we are still in need of two critical positions: Board Secretary and Executive Director.

MAC has been the 'day to day' face of the FRA to our members, to our active duty units, and to the general public for the past eight years; having served the last three Presidents of the FRA. He is the primary reason that we have had: (1) multiple successful and memorable FRA reunions no matter what venue we chose to visit; (2) the signup and orientation of some 300 new members; (3) a memorabilia ("hootch") operation providing the latest FRA gear, and finally, he performed all of these activities with the highest level of dedication and integrity leaving his post with a balance of over \$20,000.00 in the operating account of the FRA.

"JJ" Rubinfeld watched over and reported the FRA finances for some twenty years. This includes serving as our point of contact with the IRS and providing all the tax information on a federal and state level as required.

Finally, Jim Doner has been serving this organization since its beginning back in 1989, and is one of its earliest members and a source of historical reference for the FRA. He has served in multiple roles over the years to support the FRA.

WANTED!!!!!!

“A Few Good Men” to fill Board Positions!!!!

At risk of stating the obvious, this special group of men leaving the Board this year will be extremely difficult to replace. They, along with a handful of other members, have ensured through their efforts that the FRA would continue as a viable and valued Veteran’s organization. **Nevertheless, we find ourselves in the unenviable position of having to find replacements for the key positions of Executive Director and Secretary.** If you are a member in good standing and you have an interest in serving the FRA, please review the SOP (job duties) documents at the end of this SITREP. If you believe you have the skills and experience to effectively perform either of these critical roles, please send me an email (alsniadecki@netzero.net) indicating the position to which you are applying, along with any information that will help me and the Board assess your qualifications. **Please note that both of these open positions are “core” positions to the FRA meaning that they are active, task filled positions that require ongoing attention and action. If you do not have the time to devote to performing the tasks delineated in the SOP documents, please do not apply.** Obviously, the filling of these vacant positions is of the highest priority to the Board and to the ongoing operation of FRA. As such all candidate applications will be given prompt attention and action. Please let me know if you are interested. Thank you!

2014-2015 FRA BOARD and OFFICER STRUCTURE

The 2014-15 FRA Board and Officer structure as it stands presently is as follows:

President	-	Al Sniadecki
Vice President	-	Richard (Dick) Ashton
Secretary	-	Open
Treasurer	-	George Saitta

Board Director*	-	David Jarvis
Board Director*	-	Mariota (Moe) Pau
Board Director*	-	Chad Ramsey
Board Director*	-	Joe (Robby) Robinson
Board Director*	-	Lance Woodburn

Executive Director	-	Open
Communications Chief	-	Steve Luebbert

*** Position expires as of 2014 Reunion.**

NEWEST BOARD MEMBERS

We welcome SgtMaj. Richard (Dick) Ashton (ret.) and George Saitta to the FRA Board. We are fortunate to have quality members such as these men volunteer to fill the positions of Vice President and Treasurer respectively.

2013 REUNION DEBRIEF

I am pleased to announce that we concluded a successful and memorable 2013 FRA Reunion in Wilmington North Carolina during the week of August 15, 2013. Of particular note was the day we spent with 2d Recon Battalion at Camp LeJeune. In spite of the rainfall that we experienced for most of the day, the officers and staff from the unit went "above and beyond" to ensure we had a memorable experience from our time at the range through the excellent demonstrations of the latest recon gear, to my favorite part of our reunions: sharing a meal with the active duty Marines. On behalf of all who attended, I want to extend my heartfelt appreciation to LTCOL Robert Revoir, for allowing us the privilege to share the day. Additionally, I want to acknowledge and appreciate MGySgt Karl Froisy who served as our primary liaison. Without Karl's oversight and coordination, it just would not have happened. Finally, I want to thank the Marines who volunteered their own time to serve as the Color Guard for our formal reunion dinner. In appreciation of their contribution, I have asked our Executive Director to provide each of these Marines with an initial membership in the Force Recon Association and paid dues for the first year. I want to thank Lynn Smalenberg for taking the time and effort to relay the "Memorial Wall" to MAC and I so that we could properly display it at the reunion. Thank you, again, Lynn. Finally, I want to thank SSgt Jonathan Blank for honoring the reunion as our guest speaker. You and the Marines who accompanied you to the reunion serve to inspire every one of us who have served, regardless of when or where... Semper Fidelis!

In summary, we again experienced the unique bond that the FRA strives to maintain with our active duty reconnaissance community. Thank you and well done to all who participated!

2014 REUNION LOCATION SELECTED

Finally, I can announce that our 2014 reunion location will be back to the West coast and lovely San Diego. We will publish details regarding the event as they come available. I hope to see you there!

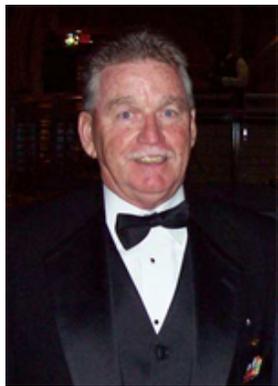
2013 SCHOLARSHIPS

I am pleased to announce that the FRA awarded 19 Scholarships totaling \$35,000.00 for 2013. We continue to receive scholarship requests reflecting very high quality scholarship and character in the applicants requesting our support. Continued thanks are extended to both Dr. Wayne Lingenfelter and Lance Woodburn for their continued support as members of our Scholarship Committee.

Please remember our fallen warriors as they continue in harm's way. Keep them and their families in your thoughts and prayers.

Semper Fidelis,

Al Sniadecki
President



Letter from your EXECUTIVE DIRECTOR

At this point, I would like to reiterate the WELCOME HOME to all of our ACTIVE DUTY members, as already stated by the Association's President Al Sniadecki. All of us, being witnesses to the condition of our country currently, know and respect all of the sacrifices made by all of our troops and especially their families. Your devotion to commitment, to your duties and steadfast courage, are an inspiration to all of us within the FRA. WELCOME HOME AND SEMPER FI!

This will more than likely be the last SITREP I will post, as the Executive Director of the Association. Leaving the position is a bittersweet event for me.

As I have told many of our members at our last reunion, the FRA and its members are more than family to me. Perhaps the most memorable experiences for me while serving as the Executive Director, were all of the interactions with our members. I have been very fortunate to have established very close relationships with many of you through the years, and I consider that to be an honor to me personally. I will never forget all of the opportunities I had to personally speak and work with many of you.

I have also been very fortunate to have been able to work through some very trying times for the FRA. Believe me when I tell you that there were many sleepless nights for me, and hours on the phone and working on my computers. But all of it appears to have moved the Association into a new direction. Hopefully, for the best. I'm sure that those on the BOARD, especially its new members, will advance the FRA well into the future. But, that is entirely depending upon the active participation of 'all' of our members.

After witnessing our ACTIVE DUTY RECON MARINES during the most recent RECON CHALLENGE, I know that there isn't any challenge that our members could possibly face, that would deter the FRA's existence. The future of the FRA is transitioning into a much younger generation, that is no less qualified, or capable, then the generations of RECON MARINES who have preceded it.

Before I close, I would like to THANK all of those people who have inspired me and gave me the initiative to carry on while performing the duties of the Executive Director. It would be pointless for me to name all of you. Needless to say, I could not have done this job without your advice and mentoring. It has been a 'long haul', but it was made easier for me through constant teamwork, and for me, that's what RECON is all about.....TEAMWORK!

As stated in the poem, "NO MAN IS AN ISLAND", written by poet John Donne. "No man is an island, entirely of itself. Every man is a piece of the continent." I certainly could not have done this job in any great capacity, if it were not for all of you. THANK YOU ALL.

As for my future, I sincerely hope that I can finally catch up on the many projects I have neglected for a long time. There are also many places I would like to visit, and many friendships I would really enjoy rekindling.

Now, I will be fortunate to have the time and resources to do what I want. So I just may show up on some of your doorsteps without warning. And this might prove to be the most adventurous time of my life, I'm sure. But rest assured, I will never be far away from the FRA and all of its members. As I have already stated, **YOU ARE ALL, MY FAMILY!**

I extend my best wishes for success to our new **BOARD** members in the future. May all of you and especially your families have a peaceful and pleasant Holiday Season. Take care and may **GOD BLESS** our country and all of you.

It is time for me to salute, do an about face, and fall back into the ranks.

SEMPER FIDELIS

Jim McKee
FRA# 965

2013 Membership Criteria

Annual Dues - \$40

Regular Members:

Regular Members include all officers and enlisted members of the Armed Forces of the United States of America or her Allies who are now serving, or who have served, with any Force Reconnaissance Company, Regular or Reserve, Marine Division Reconnaissance Battalions, Regular or Reserve, Amphibious Reconnaissance units between 1943 and 1958, and MARSOC (Marine Special Operations Command), Test Unit One, and Special Mission Units. Only Regular Members shall have voting rights and serve as officers or on the Board of Directors of the Corporation.

Associate Members:

Associate Members include civilians and veterans of the U.S. Armed Forces and Allies who do not meet the "Regular Member" requirements as stipulated above, but who did make a significant contribution to the development of, or advancement to, operational procedures or techniques inherent in Force Reconnaissance operations or who made a valuable and unique contribution to either operational Force Reconnaissance units or to the Corporation. Associate Members do not have voting rights and may not serve as officers or on the Board of Directors of the Corporation.

TAPs and Remembrance



LtCol Patrick J. Ryan USMC(ret), FRA# 1 Died 13 Feb 2013

Sgt Caleb M Medley, 1st Reconnaissance Battalion, died Tuesday, February 26th from a training accident



LtCol John H Cole USMC(ret), FRA# 607 Died 1 Mar 2013

GySgt David E. Grandin , FRA #1131 Died 18 Apr 2013

Col E. Frank Baulch USMC(ret), FRA # 61 Died July 2013

LtCol. W.C. "Bill" Floyd USMC(ret), FRA# 109 Died 3 Jul 2013

Lt. Col. Dennis R. Blankenship USMC(ret), FRA# 392 Died 16 Jul 2013

You Will Be Missed and Never Forgotten.



Back Page Info

About Our Organization...

The Force Recon Association Inc (FRA) was formally established on 21 September 1989, as a non-profit fraternal veterans association, in accordance with provisions of Section 501(c)19 of the United States Internal Revenue Code. Our mission and our motto is "Link Forever Those Who Served Together"

The FRA strives to maintain and foster fellowship, comradeship and perpetuate the ideals and professionalism between and among its members and the members of our reconnaissance units, whether Force or Battalion Recon, Regular or Reserve.

We welcome both individual and corporate donors to contribute to our FRA Scholarship Fund and the FRA Assistance Fund. For more information regarding either of these Funds or to make a contribution, please contact the Chairman of the Scholarship and Assistance Funds via the Commchief@forcerecon.com

Founders: Patrick "Pat" J. Ryan; Thomas "Tom" L. Gibson; and Ernie "Gunny" DeFazio (Deceased).



Force Recon
Association
P.O. Box 111000
Carrollton, TX 75011

Executive Director's

Send Hooch Orders to:

Hooch Order Forms at:
www.forcerecon.com

Info to the CommChief
Stephen Luebbert send to:
Commchief@Forcerecon.com

FRA Scholarship Info:
See FRA Web Site

We're on the Web!

See us at:

www.ForceRecon.com

Board of Directors and Officers: 2011 - 2013

Al Sniadecki
President

Richard (Dick) Ashton
Vice President

George Saitta
Treasurer

Open
Secretary

Open
Executive Director

Stephen Luebbert
Communications Chief

Mario Pau
Director

Dave Jarvis
Director

Chad Ramsey
Director

Joe Robinson
Director

Lance Woodburn
Director

CUSTOMER NAME
STREET ADDRESS
CITY, STATE, 00000
LABEL HERE





STANDARD OPERATING PROCEDURE

FOR THE

EXECUTIVE DIRECTOR

APPROVED/ACCEPTED

PRESIDENT: _____ DATE: _____

SECRETARY: _____ DATE: _____

SOP for the Executive Director

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- I. PURPOSE. To provide a detailed but concise description of the duties of the Executive Director (hereafter referred to as the ED) as prescribed in the FRA Bylaws and as further directed by the Board of Directors. The SOP shall also be the main component to the ED's Turnover Binder.
- II. DUTIES:
 - a. Establish liaison as needed with the Executive Committee chairman and individual members and the other Board Members.
 - b. Propose for approval by the Board operating policies required for the operation and management of the Corporation.
 - c. Plan and execute the set-up of the Annual Reunion and Meeting with the Board's approval to include the responsibility for the final approval of all the negotiated contracts pertaining to the Reunion and Meeting and the acquisition of the human and material resources necessary to ensure its overall success.
 - d. Represent the Corporation at meetings, events, commemorations, and memorials consistent with the ideals and purposes of the Corporation.
 - e. Maintain and manage a financial operating account, the size of which will be approved by the Board, for the purpose of funding the day-to-day operations of the Corporation and the expenses incurred as part of the ED's Bylaws articulated duties and other Board assigned duties
 - f. Operate a Merchandise Store (nicknamed the Hooch) for the purpose of providing to members reasonably priced, quality items carrying the FRA logo. Items for sale will include a modest price mark-up that will allow the store to operate at a profit intended to cover expected and any unexpected expenses. Unless otherwise directed by the Board, the ED will provide a quarterly report to the Board on the financial status of the store.
 - g. Maintain a Turnover Binder that consists of this SOP and the detailed notes and comments resulting from the execution of the duties specified in the SOP and any additional duties assigned by the Board of Directors. The SOP will be reviewed at least annually for accuracy.
- III. PLANNING AND EXECUTING THE ANNUAL REUNION AND MEETING. The Reunion and Meeting planning for the next fiscal year will begin immediately following the conclusion of the current year's Reunion and Meeting. At the first Board Meeting following the current year's Reunion and Meeting, the ED will solicit from the Board a minimum of two (2) volunteers to assist him in preparing for the next year's Reunion and Meeting.

Annex A provides the planning guidance and checklists used to help ensure nothing is overlooked during the planning and execution process.

IV. ED REPRESENTATION OF THE CORPORATION TO OUTSIDE EVENTS:

- a. On occasion, the ED will need to represent the Corporation at various events to promote public good will toward the goals of the Corporation and to solicit donations from a variety of business organizations in support of the Scholarship and Assistance Funds as described in the Bylaws. If information on such events is known well in advance of their occurrence, the ED will ensure, with the Board's approval, that travel funding is provided in the annual budget. If the ED has only short notice on an event, the Executive Committee of the Board will be notified by the most expedient means available and its approval sought for the ED's attendance. Funding for such events will come from the ED's financial operating account as noted in this SOP.
- b. All details related to the ED's specific, duty related expenses will be included in the ED's Turnover Binder.

V. ED FINANCIAL OPERATING ACCOUNT:

- a. As part of the annual budget planning process the ED will provide the Treasurer with the estimated costs for the budget year of all the events that are normally part of the Corporation's annual schedule for which he has responsibility. In addition he will provide an estimate for a contingency fund based on the costs of unplanned events from previous years.
- b. Once the Board approves the annual budget, the ED will be responsible for the expenditure of those funds needed to implement the events for which he is responsible to include the funds for unplanned contingencies. Receipts for all expenditures must be provided to the FRA Treasurer. If it appears that the expenditures for any event will exceed the amount provided for it in the annual budget, approval must be obtained from either the Executive Committee or the Board as a whole.

VI. MERCHANDISE STORE (HOOCH):

- a. Annex B and its appendix provides an outline of the information the ED shall maintain on the store in accordance with this SOP. Annex B and its appendix will be updated at least annually as needed by the ED.
- b. Quarterly reports will be provided to the Board as to the status of the store's profit/loss unless otherwise directed in writing by the Board.

VII. ANNUAL SOP REVIEW. The ED will review this SOP at least annually to ensure it remains accurate and uptodate in all its subject matter. The results of the review will be

reported to the Board by the ED at the Annual Board Meeting. Any recommended changes to the SOP will be submitted for Board approval.

ANNEX A

PLANNING REQUIREMENTS FOR ANNUAL REUNION AND MEETING

I. With the Board's concurrence, identify the geographic location for the reunion and meeting. (Note: Based on an earlier Board's decision that was agreed to by the membership, annual reunions and meetings will alternate each year between the East and West Coasts. The Board will annually make a decision on the specific coastal location based on input from the ED.)

II. Major planning factors to consider when selecting an annual meeting/reunion site for the Board's approval:

a. The distance of the meeting/reunion site from an airport. Too great a distance can increase the transportation costs and time needed to get to the meeting/reunion site.

b. Cost and availability of hotel rooms. Negotiation is always required to obtain the best price for the number of rooms to be "blocked." Board decision needed.

c. Availability and cost of a catering service and reception facilities. Negotiation is essential. Board decision needed.

d. Availability of local event venues. ED must be familiar with the area through an on-site visit. It is also useful to coordinate with FRA members who live in the local area for their recommendations for local entertainment events and activities.

e. Proximity of Marine Corps bases. The annual meeting/reunion always needs the support of active duty Marines to provide Color Guards, transportation, and other support roles.

f. Availability of commercial transport services to support travel to event venues. Time, distance, and cost must all be considered to ensure timely arrivals and departures and to avoid cost over-runs.

g. Transportation to and from the meeting/reunion site for FRA related support such as Merchandise Store (Hooch) items, Memorial Wall, and the like.

III. Once the Board has made a decision on a specific site for the annual meeting/reunion, the following actions are needed:

a. Points of Contact. Establish contact with a hotel that can provide the lodging and other support needed. If a Marine base is nearby and can be used, contact must be made with Marine units who can provide a color guard and other support needed for the events such as transportation, support for the Merchandise Store (Hooch), and hospitality room.

b. Lodging . This item requires careful planning because in order to get a discounted rate, a specific number of rooms must be “blocked.” If the numbers “blocked” are not rented then a heavy monetary penalty must be paid that can severely impact the FRA’s budget. An accurate estimate of FRA attending members is essential to ensure the proper number of rooms are “blocked” and rented.

c. Points of Interest/Entertainment Venues. Select the specific venues attending members will likely enjoy. Transportation and ticket costs are also important considerations in selecting the venues.

d. Restaurants, Catering, Ball Room. These items are all normally addressed with the facilitator at the hotel chosen for lodging. The hotel’s support personnel can be very helpful in making selections and providing menus which are then reported to the Board for approval. Once approval is made, the appropriate reservations and deposits are made.

e. Meeting space for the Annual Meeting. This space is normally provided by the hotel where the annual meeting will be held. However, changes have been known to occur. It is essential that reliable contact be maintained with the hotel’s facilitator and his support personnel to ensure immediate notification so that other arrangements can be made.

f. Board Meeting Room and Merchandise Store Spaces. Again, these rooms/spaces are provided by the hotel where the annual meeting/reunion is held. Thorough coordination with the hotel’s facilitator and support personnel are essential to ensure the room and spaces needed are available when needed.

III. The ED will maintain as part of his Turnover Binder a detailed record of all efforts related to a specific annual meeting/reunion location so that in the event that location is used again planning and execution for that location may be simplified.

ANNEX B

MERCHANDISE STORE (HOOCH)

I. Employees:

A. Full Time none

B. Part Time none

(Note: This entry is for planning purposes only. The HOOCH as it now stands has no employees. However, the feasibility of hiring a full or part-time employee is under consideration. Any change of this kind would be made only with Board approval.)

II. Merchandise Sources and Wholesale Costs: (Note: Prices usually change either on an annual basis or when the vendor has to locate another supplier for desired items.)

A. Jackets:

1. 20% markup from wholesale to retail sale cost.

2.

B. Shirts and Sweat Suit Components:

1. 20% markup from wholesale to retail sale cost.

2.

C. Hats:

1. 20% markup from wholesale to retail sale cost.

2.

D. Embroidery Decorations:

1. 20% markup from wholesale to retail sale cost.
- 2.

P

E. Paddles and Plaques:

1. 20% markup from wholesale to retail sale cost.
- 2.

F. Challenge Coins

1. 20% markup from wholesale to retail sale cost.
- 2.

G. Belt Buckles:

1. 20% markup from wholesale to retail sale cost.
- 2.

H. Membership Cards:

1. Percent of markup from wholesale to retail sale cost, determined by supplier.
- 2.

J. Stickers/Decals:

1. 20% markup from wholesale to retail sale cost.
- 2.

K. Mugs/Mouse Pads:

1. 20% markup from wholesale to retail sale cost
- 2.

L. Reunion Items:

1. (Percent of markup per item from wholesale to retail sale cost, is determined by the vendor who supplies the articles such as name tags, lanyards, etc. for the purposes of the reunion}
- 2.

III. Payment for Retail Orders. Payment is most often by personal check from the customer placing the order. (PayPal is being considered for use as a means to pay for orders. Once procedures are developed for its use the specifics will be included here.)

IV. Shipping Methods, Procedures and Costs

- A. Methods . USPS is currently the primary method of shipping from the store. UPS and FEDEX remain as useful alternatives and are often used to return items to the store.
- B. Procedures. The ED currently packs and mails all orders from the store.
- C. Costs. Vary by size, weight, and destination of the parcel.

Appendix 1 to Annex B Merchandise Store Items Force Recon Association

STOCK #	Description	Color	Size	Cost	Quantity	\$ Total
<u>JACKETS</u>	All Special Order – Allow 4-6 wks for delivery	<u>Circle</u>				
J-002-TJ	<u>Team Jacket</u> Wool jacket/leather sleeves, large FRA logo on back. 1 line of text	Black Only		\$225.00	X_____ =	\$
J-002-TJP	Same as J-002-TJ w/ 2 nd line of text			\$231.00	X_____ =	\$
J-002-TJFR	Same as J-002-TJ w/out Association			\$225.00	X_____ =	\$
J-002-TJFRP	Same as J-002-TJFR w/ 2 nd line of text			\$231.00	X_____ =	\$
J-003-BJ	<u>Baseball Jacket</u> Nylon. FRA Logo on front.	Black Only		\$60.00	X_____ =	\$
J-003-BJP	Same as J-002-BJ w/ 2 lines of text			\$66.00	X_____ =	\$
J001-WB	<u>Windbreaker</u> Black Only- FRA logo	Black		\$35.00	X_____ =	\$
J004-F	<u>Fleece/Nylon, Mid-Weather</u> FRA logo	Black		\$65.00	X_____ =	\$
<u>SHIRTS</u>						
S-001-DW	<u>Men's Polo Shirt:</u> Dri-Wick FRA Logo	Blk		\$35.00	X_____ =	\$
S-001	<u>Men's Polo Shirt:</u> 100% Ctn FRA Logo	Rd, Wht, Blk, Olv		\$28.00	X_____ =	\$
S-002	<u>Men's Polo Shirt:</u> 100% Ctn SCUBA/Jump	Rd, Wht, Blk		\$28.00	X_____ =	\$
S-003	<u>Sports Tank Top:</u> Screened FRA Logo	Gray		\$25.00	X_____ =	\$
S-004	<u>Men's T-Shirt:</u> Embroidered FRA Logo	Black Lt Olive		\$22.00	X_____ =	\$
S-008	<u>Men's Sweat Shirt:</u> Non-Hooded FRA Logo	Black		\$28.00	X_____ =	\$
S-009	<u>Sweat Pants:</u> FRA Logo Black Only	Black		\$25.00	X_____ =	\$
S-010	<u>Sweat Shirt & Sweat Pants:</u> FRA Logo	Black		\$48.00	X_____ =	\$
S-011	<u>Hooded Sweat Shirt:</u> FRA Logo Black Only	Black		\$30.00	X_____ =	\$
S-013	<u>Men's T-Shirt:</u> Emb Mini Scuba/Jump Wings	Black		\$22.00	X_____ =	\$
S-014	<u>Men's Polo Shirt:</u> Full FRA Logo	Wht, Blk		\$39.50	X_____ =	\$
S-015	<u>Men's Polo Shirt:</u> Emb Scuba/Jump 60/40	Wht, Blk		\$38.00	X_____ =	\$
S-016	<u>Dry-Wick T-Shirt:</u> FRA Logo	Blk		\$30.00	X_____ =	\$

<u>HATS</u>						
H-001M	<u>Baseball Hat</u> : FRA Logo, Flex Fit, Mesh Back	Blk, Red		\$25.00	X_____ =	\$
H-002P	<u>Baseball Hat</u> : FRA Logo, Poplin Back	Red, Blk, Grn, Tan		\$25.00	X_____ =	\$
H-004-FR	<u>Baseball Hat</u> : FRA Logo, low-profile, hi qual	Kh,Blk,Olv,Crm,Rd		\$25.00	X_____ =	\$
H-004	<u>Baseball Hat</u> : w/o Association	Kh,Blk,Olv,Crm,Rd		\$25.00	X_____ =	\$
H-004-SB	<u>Baseball Hat</u> : Olive Drab Green Subdued FRA Logo. Choose tan or OD text.	OD Only		\$25.00	X_____ =	\$
H-001FL	<u>Baseball Hat</u> : FRA Logo, Solid Flex Fit	Blk, Red, Khk		\$25.00	X_____ =	\$
<u>MISC.</u>						
O-ST	<u>Swim Trucks</u> Olive Drab Green - FRA Logo	OD Only		\$25.00	X_____ =	\$
M-101	<u>Challenge Coin</u> : FRA Front MARSOC Back	N/A	N/A	\$15.00	X_____ =	\$
M-106	<u>Bumper Sticker</u> : FRA Logo	N/A	N/A	\$ 2.50	X_____ =	\$
M-1081	<u>Decal</u> : FRA Logo, Inside Window	Red	N/A	\$ 5.00	X_____ =	\$
M-1082	<u>Decal</u> : FRA Logo, Outside Window	Black	N/A	\$ 8.00	X_____ =	\$
M-109	<u>Lapel Pin</u> : Cloisonné FRA Logo	N/A	N/A	\$ 7.00	X_____ =	\$
M-113M	<u>Scuba Badge</u> : Lapel Miniature Size	N/A	N/A	\$ 7.00	X_____ =	\$
M-113R	<u>Scuba Badge</u> : Full Regulation Size	N/A	N/A	\$ 9.00	X_____ =	\$
M-114M	<u>Jump Wings Gold</u> : Miniature Size	N/A	N/A	\$ 9.00	X_____ =	\$
M-114R	<u>Jump Wings Gold</u> : Regulation Size	N/A	N/A	\$ 11.00	X_____ =	\$
M-115M	<u>Combat Divers Badge</u> : Miniature Size	N/A	N/A	\$ 9.00	X_____ =	\$
M-115R	<u>Combat Divers Badge</u> : Regulation Size	N/A	N/A	\$ 11.00	X_____ =	\$
M-138	<u>FRA Belt Buckle</u> – 2 5/8 x 3 1/2 in. Spec. Order	N/A	N/A	\$ 48.00	X_____ =	\$
M-141	<u>Membership Roster</u> – ordered by last name	N/A	N/A	\$ 25.00	X_____ =	\$



STANDARD OPERATING PROCEDURE

FOR THE

SECRETARY

APPROVED/ACCEPTED

PRESIDENT: _____ DATE: _____

SECRETARY: _____ DATE: _____

SOP FOR THE SECRETARY

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I. PURPOSE. To provide a detailed but concise description of the duties of the Secretary as prescribed in the CA Corporation Code, the FRA Bylaws, and in the current edition of Robert's Rules of Order. The SOP shall also be the main component to the Secretary's Turnover Binder.

II. DUTIES:

a. To properly record, take custody of, and preserve all Board official actions to include the taking of minutes at Board meetings and meetings of the Membership of the Corporation as a whole.

b. To keep on file all committee reports.

c. To maintain record book(s) in which the current Articles of Incorporation, Bylaws, special rules of order, standing rules, SOP's, and the current year's minutes and committee reports are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

d. To ensure, in coordination with the Board President and the Executive Director, that all meeting announcements are sent out in a timely manner as required in the Bylaws and the CA Corporation Code as applicable.

e. To distribute copies of all Board documents as requested.

f. To ensure that new members are issued a membership card and a membership documents package the contents of which will be determined by the Board.

g. To assure that the personal information of new members is duly entered into the Corporation's database with the assistance of the Executive Director and the Communications Chief as needed.

h. To perform such other duties as may be requested by the Board.

II. Official Minutes:

a. The minutes of a Board or Membership meeting are the official record of the meeting. As such they are considered to be prima facie evidence of what occurred at each meeting. Accuracy is essential.

b. Mainly the minutes should contain what was done at the meeting, not what was said by the members. The minutes should never reflect the Secretary's opinion, favorable or otherwise, on anything said or done.

c. The use of a tape recorder can be of great benefit in preparing the minutes, but a transcription of the recording should never be used as the minutes themselves.

d. The minutes of regular or special board meetings will be presented for Board approval no later than 30 days after the dates of the meetings . The minutes for both the Annual Board Meeting and the Annual Membership Meeting will be presented for Board review no later than 60 days after the dates of the meetings.

e. Annex A provides more detailed guidance as to how to take and report such minutes.

III. Records Maintenance and Availability. The current year's minutes, committee reports, the documents noted in paragraph II.c above, and such others as may be directed by the Board will be kept in written form and readily available for Board use or for review by a member in good standing who gives reasonable notice to the Secretary requesting such review. Records and documents older than one year may, with the Board's approval, be transferred to Board approved electronic storage media for storage as long as the stored items remain capable of being converted back into clearly legible tangible form.

IV. Biennial Corporation Filing Statement

a. Per Section 8210 of the CA Corporation Code, CA Form SI-100 must be filed biennially by the Corporation. As of the date of this SOP, the last filing date was 19 September 2011.

b. Annex B provides a copy of the current form along with the detailed filing instructions. Note that SI-100 requires the appointment of an Agent for Service of Process for the Corporation. Normally, this is an FRA member who must be a resident of CA. The instructions for the form fully explain the duties of the agent. The most uptodate information on SI-100 as well as a down-loadable copy of the form can be found at the following CA Secretary of State web site address: www.sos.ca.gov/business/be/statements.htm.

c. Current FRA practice calls for the Treasurer to complete and send in the form. This practice was established because of the current long-term continuity of the FRA member currently filing that position. However, since this is not a financial matter, the more common practice calls for this to be the Secretary's responsibility. As it currently stands, the Secretary should coordinate with the Treasurer to ensure the form is correctly completed and submitted to the CA Secretary of State on time. Failure to do so will result in a financial penalty to the Corporation. The Secretary will maintain a copy of the current form as part of the Corporation's official records.

V. Annual SOP Review. The Secretary will review the SOP at least annually to ensure it remains uptodate in all its subject matter. Such review will be reported to the Board by the Secretary at the Annual Board Meeting. Any recommended changes to the SOP will be submitted to the Board for approval.

FRA SECRETARY'S SOP

ANNEX A, MEETING MINUTES

I. Minutes of Meetings:

a. Board meeting minutes are an essential form of record keeping for the FRA. Minutes serve as the official (and legal) record of the meeting of the board of directors. They are presumed to be correct and are considered legal evidence of the facts they report. Thus, they should consist of a clear, accurate, and complete report of all business transacted and should be worded in a manner that is simple and unambiguous.

b. Because the minutes hold such legal importance, it is necessary to make certain that the minutes accurately reflect the official actions of the board of directors

c. Minutes should be worded in a way that is clear and concise and accurately conveys the meaning of the action taken. They should hold enough detail to make them useful if they are ever needed for reference or used as evidence that an action was taken or that the directors fulfilled their fiduciary duties. While it is not necessary (nor recommended) to record everything that was said at a meeting of the board, some things that should always be recorded are:

- . the date and time of the meeting,
- . whether the meeting is a special or regular meeting,
- . whether notice was given or a waiver of notice signed by all directors,
- . names of directors in attendance and directors not in attendance,
- . names of other guests in attendance,
- . whether a quorum was established,
- . any departures and re-entries of attendees,
- . any board actions (e.g., approvals, delegations of authority, directives), and
- . how the directors voted (yes, no, or abstained from voting).

d. In addition to the duties listed above, the person charged with taking minutes should include in the minutes:

- . alternatives considered for important decisions,
- . a note of what board action was taken (e.g., "RESOLVED," "action"),
- . a summary of key points from any reports given to the board,
- . and actions items.

e. Also, the person keeping the minutes should know and record what vote (e.g., majority, two-thirds, etc.) is required by the bylaws for certain actions and indicate if such a vote was reached. If no vote is taken on a certain question and the consensus of the directors is obtained in an informal manner, it is sufficient to note "it was the consensus that," "each director present expressed his/her approval of," or "doubt was expressed as to," and to follow with a statement of the facts. This places on record evidence of what was agreed to at the meeting.

f. When taking minutes, there are a few mistakes that are commonly made that secretaries should be cognizant of. Some of these mistakes include:

- . failing to document a quorum was present,
- . failing to document or provide a clear description about a board action taken,
- . drafting a transcript of everything said at the meeting including information that might be harmful to the organization if read by someone with access to the minutes,
- . drafting and distributing minutes to directors after a lengthy period of time has passed,
- . waiting to approve minutes from past meetings until a substantial period of time has passed decreasing the likelihood that mistakes will be caught and corrected, and
- . failing to maintain a reasonable document management system resulting in the loss of minutes from past meetings.

g. Because minutes are considered to be a true and accurate record of meetings of the board and can be used as legal evidence of actions of the board, it is very important to keep minutes that are clear, free of harmful and excessive information, and signed and verified in a timely manner to ensure that the minutes always reflect the true intentions of the board.

II. Resolutions/Motions

a. A resolution/motion is an action taken by the board of directors which applies to a single act (as opposed to bylaws which are the rules that govern an organization and regulate its affairs). If a resolution conflicts with a bylaw, the bylaw prevails unless amended or repealed (a process which can be done through a resolution). Although resolutions are not required by law, they are an important action for boards to take. Resolutions are the best way to revoke action taken by a previous resolution. If a resolution is clear and concise, it can minimize future misunderstandings between board members and the organization as a whole. A resolution is proposed by a motion, made and seconded, that the resolution be adopted.

b. There is no formal rule to govern when a resolution should be made; however, there are some circumstances when a resolution is the most appropriate course of action. These include:

- . if the matter is one that the statute, charter, or bylaws require to be covered by a resolution;
- . if a certificate showing that the authority granted by directors to perform a certain act is required to be filed, or likely to be required at some future time;
- . if the matter regulates the management of the corporation and is meant to be permanent until changed;
- . if the matter is one of importance or is likely to be referred to from time to time; and
- . if the matter consists of amendments to the bylaws.

c. The secretary of the meeting may draft resolutions, or the board member proposing the resolution may do so. Key resolutions are usually drafted in advance of the meeting in order to clarify the subject matter and facilitate discussion. Often a draft of the resolution is given to the secretary by the officer or member who originated it to ensure the resolution accurately reflects the wishes of the originator.

d. One exception is a resolution which involves legal technicalities. This kind of resolution is generally drafted or reviewed by legal counsel. It is also common practice to provide a copy of the resolution to the chairman or president prior to the meeting for review. In cases where new topics are brought up in a meeting and no resolution has been drafted, it is acceptable for the secretary to immediately write out the resolution in full and submit it to the chairman/president for approval, or write out the resolution after the meeting.

e. When recording a resolution in the minutes, the exact wording of the resolution, the names of the proposers and, the names of those voting in favor of or contrary to, or abstaining from the resolution should be recorded.

**APPENDIX 1 TO ANNEX A: SAMPLE BOARD MEETING MINUTES OF A
REGULAR OR SPECIAL MEETING OF THE BOARD, SAMPLE ANNUAL MEETING MINUTES OF
THE MEMBERSHIP, AND SAMPLE FORMAT FOR AN ACTION OF DIRECTORS IN LIEU OF AN
ORGANIZATIONAL MEETING**

SAMPLE BOARD MEETING MINUTES

1. Time and Place. The Board of Directors held its (regular or special) meeting on _____, 20__ at _____(a.m./p.m.)

2. Attendance. The following directors of the Corporation were present:

The following directors of the Corporation were absent:

The following guests were also present by invitation of the Board:

3. Presiding Officers and Quorum. _____ called the meeting to order and acted as chair thereof, and _____ acted as secretary of the meeting. The chair announced that a quorum of the directors was present, and that the meeting, having been duly convened, was ready to proceed with its business. *(If it is a special board meeting, the reason for holding it must be clearly stated. A special meeting will likely cause an adjustment of the following format.)*

4. Approval of the previous meetings minutes. The minutes may be read verbatim or the Board by resolution may vote to accept the minutes without a reading if they were distributed ahead of the meeting and there are no corrections to be made. If corrections are needed, a vote is required.

5. Selected reports are called for and rendered by the chairman/president and the treasurer as needed. As each report is completed a motion is called for to accept the report and it is voted on.

6. Old business matters are addressed in the form of motions/resolutions.

7. New business is addressed in the form of motions/resolutions.

8. Other motions/resolutions are called for according to the meeting agenda or as needed to address other action items brought forward by the board members. Each is voted upon or deferred as the board decides.

(NOTE: Each item brought forward should be addressed in a separate paragraph of the minutes that will include the details addressed in the Annex B of this SOP.)

9. Adjournment. There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at _____ (a.m./p.m.)

Minutes submitted by Secretary: _____

SAMPLE ANNUAL MEMBERSHIP MEETING MINUTES

ANNUAL MEETING MINUTES OF THE FORCE RECONNAISSANCE ASSOCIATION, A CALIFORNIA NON-PROFIT CORPORATION

1. The Annual Meeting of the Regular Membership of the Force Reconnaissance Association (FRA) a CA nonprofit corporation (the "Corporation"), met in person at the following location:

_____ in _____ on _____, 20__ at _____ (am/pm).

2. Attendance

a. The following Board officers and members were present:

b. The following Board officers and members were absent:

3. The President called the meeting to order at: _____ (am/pm) on: _____.

4. The President ascertained and announced that a quorum of both Board and Regular Members was present, and that the Annual Meeting was convened and ready to conduct Corporation business. (At this point the Annual Meeting will conduct its business in accordance with the meeting agenda. Subsequent paragraphs will likely follow the sequence noted in the example provided for a regular board meeting noted above.)

SAMPLE ACTION OF DIRECTORS IN LIEU OF BOARD MEETING

The undersigned, constituting the Board of Directors ("Board") of the Force Recon Association (FRA), a CA nonprofit corporation (the "Corporation"), acting pursuant to the CA Corporation Code, Section 7211(b), consent to the adoption of the following resolutions, to have the same force and effect as if unanimously taken and adopted at a regular meeting of the Board duly called and held on the ____ day of _____, 20__.

(All motions/resolutions brought forward for approval are listed here. The written consent of each board member must be included with this action. All actions of this kind must be filed with the Corporation's minutes.)

Secretary of the Meeting

Instructions For Completing Form SI-100

For faster processing, the required statement for most corporations can be filed online at <https://businessfilings.sos.ca.gov>.

Every **domestic nonprofit, credit union and consumer cooperative corporation** must file a Statement of Information with the California Secretary of State, within 90 days after the filing of the initial Articles of Incorporation, and biennially* thereafter during the applicable filing period. The applicable filing period for a corporation is the calendar month during which the initial Articles of Incorporation were filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety. * **Credit unions and consumer cooperative corporations** are required to file **annually** instead of biennially.

Legal Authority: Statutory filing provisions are found in California Corporations Code sections [6210](#), [8210](#), [9660](#), or [12570](#) and California Financial Code section [14101.6](#), unless otherwise indicated. All subsequent statutory references are to the California Corporations Code, unless otherwise stated. Failure to file this Statement of Information by the due date may result in the assessment of a \$50.00 penalty. (Sections [6810](#), [8810](#), [9690](#), or [12670](#); California Revenue and Taxation Code section [19141](#).)

Fees: The fee for filing the Statement of Information is **\$20.00**. Checks should be made payable to the Secretary of State. If this statement is being filed to amend any information on a previously filed statement and is being filed outside the applicable filing period, as defined above, **no fee** is required.

Copies: The Secretary of State will endorse file one copy of the statement if an exact copy is submitted along with the statement to be filed. Copies submitted with the statement to be filed can be certified upon request and payment of \$8.00 per copy.

Common Interest Development Association: Every domestic nonprofit corporation formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must also file a Statement By Common Interest Development Association (Form SI-CID) together with the biennial Statement of Information (California Civil Code section [1350](#), et seq.). Both forms are available on the Secretary of State's website at www.sos.ca.gov/business/be/statements.htm.

Complete the Statement of Information (Form SI-100) as follows:

- Item 1.** Enter the name of the corporation **exactly** as it is of record with the California Secretary of State.
- Item 2.** Enter the corporation number issued by the California Secretary of State.
- Item 3.** Enter the complete street address, city and zip code of the corporation's principal office in California, if any. Please do not enter a P.O. Box or abbreviate the name of the city. Note: a credit union must enter the street address of the corporation's principal office, if any, whether the office is located in or outside of California.
- Item 4.** Enter the mailing address of the corporation, if different from the street address of the principal office in California or if the corporation has no principal office in California.
- Items 5-7.** Enter the name and complete business or residential address of the corporation's chief executive officer (i.e., president), secretary and chief financial officer (i.e., treasurer). Please do not abbreviate the name of the city. The corporation must list these three officers. Any number of offices may be held by the same person unless the articles or bylaws provide otherwise, except, in the case of a nonprofit *public benefit* or *religious* corporation, neither the secretary nor the chief financial officer or treasurer may serve concurrently as the president or chair of the board (Sections [5213](#) or [9213](#)). Please note, unless the articles or bylaws provide otherwise, the president, or if there is no president, the chair of the board, is the chief executive officer of the corporation. Additionally, unless otherwise specified in the articles or the bylaws, if there is no chief financial officer, the treasurer is the chief financial officer of the corporation. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered, except in the case of a consumer cooperative corporation, which may include the name and address of its general manager in lieu of the name and address of its chief executive officer. (Section [12570\(a\)](#).)
- Item 8.** Enter the name of the agent for service of process in California. An agent is an individual (director, officer or any other person, whether or not affiliated with the corporation) who resides in California or another corporation designated to accept service of process if the corporation is sued. The agent **must** agree to accept service of process on behalf of the corporation prior to designation. If an individual is designated as agent, complete Items 8 and 9. If another corporation is designated as agent, complete Item 8 and proceed to Item 10 or Item 11, as applicable (do not complete Item 9).
Note: Before another corporation may be designated as agent, that corporation must have previously filed with the California Secretary of State, a certificate pursuant to Section [1505](#). **A corporation cannot act as its own agent** and no domestic or foreign corporation may file pursuant to Section 1505 unless the corporation is currently authorized to engage in business in California and is in good standing in the records of the California Secretary of State.
- Item 9.** If an individual is designated as agent for service of process, enter a business or residential **street** address in California (a P.O. Box address is not acceptable). Please do not enter "in care of" (c/o) or abbreviate the name of the city. If another corporation is designated as agent, leave Item 9 blank and proceed to Item 10 or Item 11, as applicable.

Common Interest Development Corporations: Corporations formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must file a Statement by Common Interest Development Association (Form SI-CID).

Item 10. Check the box only if the corporation is formed to manage a common interest. If the corporation is not formed to manage a common interest development, do not check the box and proceed to Item 11.

Item 11. Type or print the name and title of the person completing this form and enter the date this form was completed.

Completed forms along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, Sacramento, CA 95814. If you are not completing this form online, please type or legibly print in black or blue ink. This form must not be altered. This form is filed only in the Sacramento office.



State of California Secretary of State

N

Statement of Information

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

**Filing Fee: \$20.00. If this is an amendment, see instructions.
IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

1. CORPORATE NAME

2. CALIFORNIA CORPORATE NUMBER

This Space for Filing Use Only

Complete Principal Office Address (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
		CA	

4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE	ZIP CODE
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Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
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6. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
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7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
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Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
		CA	

Davis-Stirling Common Interest Development Act (California Civil Code section 1350, et seq.)

10. Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act.

NOTE: Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

DATE	TYPE/PRINT NAME OF PERSON COMPLETING FORM	TITLE	SIGNATURE
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