



## **American Gold Star Mothers, Inc.**

### 2025 - 2026 National Executive Board

NOTE: Immediately following the close of the National Convention held on June 22, 2025, President Annette Kirk met with the newly elected 2025-2026 National Executive Board (NEB) for ratification of appointed officers.

A motion to ratify the appointment of Carla Wicks as National VAVS Chair was made by 1st Vice President Joyce Paulsen and seconded by National Sergeant-at-Arms Denise Torbert. The motion carried.

A motion to ratify the appointment of Rose Duval as National Service Officer was made by 1st Vice President Joyce Paulsen and seconded by National Sergeant-at-Arms Denise Torbert. The motion carried.

A motion to ratify the appointment of Nichole Chilton as National IT Chair was made by 1st Vice President Joyce Paulsen and seconded by National Sergeant-at-Arms Denise Torbert. The motion carried.

### Meeting Minutes - June 22, 2025

The business meeting was called to order at 11:59 a.m. by President Annette Kirk (See agenda at Attachment 1). A motion to dispense with the Ritual was made by 1st VP Joyce Paulsen and seconded by Sergeant-at-Arms Denise Torbert. The motion carried.

Chaplain Sherrie McGhee offered the opening prayer, and Sergeant-at-Arms Denise Torbert led the members in reciting the Pledge of Allegiance.

Secretary Chanta Vasquez conducted the roll call of officers. There were 12 members of the NEB present and no guests: President, Annette Kirk; 1st Vice President, Joyce Paulsen; 2nd Vice President, Teresa Bullock; Treasurer, Theresa Karlson; Secretary, Chanta Vasquez; Sergeant-at-Arms, Denise Torbert; Chaplain, Sherrie McGhee; Banner Guard, Evelyn Baltierra; Flag Guard, Tammy Bell; NSO, Rose Duval; VAVS National Chair, Carla Wicks; IT Chair, Nichole Chilton.

There must be seven NEB members for a quorum.

Annette Kirk provided notebooks to all NEB members that included all documents, forms, and resources for the newly elected NEB members.

Annette Kirk provided a copy of The Oath of Obligation for NEB members to review.

The Board provided a brief introduction to enable all members to get to know one another.

The following forms were reviewed and completed:

- Contact information (Data Sheet)
- Confidentiality Policy
- Conflict of Interest Policy
- Document Retention Policy
- Whistleblower Policy
- Non-Discrimination Policy

The Forms Management Procedures form was reviewed, and IT Chair Nichole Chilton discussed the Google Drive operations, uses, and best practices. Nichole Chilton will turn over the Board emails on July 1, 2025.

The Request for Disciplinary Action Form was provided and reviewed.

Annette Kirk provided NEB's Standing Rules for review. Discussion followed: She reminded that Chapters and Departments should send their Standing Rules to the 2nd VP for National approval. A copy of these documents will be kept and filed for future reference.

Anette Kirk reviewed committee assignments and discussed the new role of Deputy. This role allows new board members to work directly with the Committee Chair and learn their role, or it enables an experienced Chair to assist a new Committee Chair.

Annette Kirk discussed the travel expense policies and procedures. The current reimbursement form will be emailed to all Board members. A calendar of upcoming events was also provided, but it is subject to change. Rose Duval discussed in detail what is covered by reimbursement

Annette Kirk requested that Board members check their emails at least twice a day. Discussion followed: a reminder to be courteous to other members living in different time zones when texting or calling.

Annette Kirk reviewed the Online Voting Protocol form for the board.

Annette Kirk shared that one goal she would like to focus on is getting to know our membership better, especially our mothers who are 80 and older. The Board could accomplish this by highlighting their stories in the Gold Star Mother newsletter.

Nichole Chilton mentioned the Jotform on the AGSM website for Chapters and Departments to complete when they want to share stories for the newsletter. Nichole Chilton shared that the publication of The Gold Star Mother newsletter will be delayed due to the post-convention wrap-up.

Annette Kirk shared the description of the Liaison Program with new members. At this time, Annette is still making decisions regarding the program. Joyce Paulsen, Theresa Karlson, Sherrie McGee, and Rose Duval shared their experience with the program last year.

Annette Kirk shared that she would like to offer business cards and name tags to NEB members. Nichole Chilton offered to reach out to the name tag company they used the previous year for prices. Rose Duval made a motion that American Gold Star Mothers, Inc., pay for business cards, not to exceed \$1,000.00, for the NEB members. Teresa Bullock seconded. Tally 12-0-0. Motion carried.

New Business:

Annette Kirk shared and discussed goals created by the 2024-2025 Board.  
Goals discussed:

- Improve Community Service forms
- Adding a deputy position to the Committees
- Continuation of Position Forums, such as Treasurers and Secretary
- Why we are board members, and how do we support our membership

Annette Kirk will share the complete list with the entire board.

1st VP Joyce Paulsen discussed the details of an Executive Session with the new board members.

For the good of the order, the following was discussed:

Annette Kirk asked the new board members to bring a 4X6 portrait of their Hero for the Headquarters Office when they visit in September.

Sergeant-at-Arms Denise Torbert asked new members if they had any food allergies to let her know.

Carla Wicks shared about the wellness website [safeproject.us](https://safeproject.us). The website offers a seminar about preventing an epidemic affecting newly separated military personnel that may lead to suicide.

Rosed Duval reminded all that when presenting challenge coins, please remember to remove the plastic sleeve.

The next meeting of the NEB is TBD. There being no further business to come before the NEB, the meeting was adjourned at 2:14 p.m.

Respectfully submitted, Chanta Vasquez, National Secretary.

NEB approved date:

\_\_\_\_\_  
Annette Kirk, President    Date

\_\_\_\_\_  
Chanta Vasquez, Secretary    Date



## *American Gold Star Mothers, Inc.*

2025-2026 National Executive Board Meeting

June 22, 2025

Agenda

Call to Order

Motion to Dispense with the Ritual

Opening Prayer - Sherrie McGhee

Pledge of Allegiance – Denise Torbert

Roll Call of Officers – Chanta Vasquez

Review of Oath of Obligation

Forms, Policies, and Procedures

- Data Sheet
- Additional Data Sheet
- Confidentiality Policy
- Conflict of Interest Policy
- Document Retention Policy
- Whistleblower Policy
- Non-Discrimination Policy

Review of Standing Rules

Review of Committees/Assignments

Review of Travel Schedule

Review of Reimbursement Procedures

Review of Google Suite and Email Procedures

- Accessing
- Checking
- Responding
- Calendar Feature
- Shared Drives

Review of Database

Review of Meetings, E-votes, Zoom Meeting Protocols, and Scheduling

Review of Publication Schedule

Review of Department/Member Liaison Program

Ordering Business Cards and Name Tags

New Business:

2025-2026 Goals

Good of the Order

Adjourn