



**REGULAR MEETING
OF THE VETERANS COMMITTEE**

Tuesday, October 10, 2023

5:00 PM

Little Elm Town Hall

100 W Eldorado Parkway, Little Elm, TX 75068

1. **Roll Call/Call to Order Veterans Committee Meeting at 5:00 p.m.**
 - A. Invocation.
 - B. Pledge to Flags.
 - C. **Presentation of Monthly Updates.**
Updates on research, programming, and events put on by the Veterans Committee.
2. **Public Comments**
Persons may address the Veterans Committee on any issue. This is the appropriate time for citizens to address the Committee on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the council may not comment or deliberate such statements during this period, except as authorized by Section 551.007, Texas Government Code.
3. **Regular Items.**
 - A. Consider Action to Approve the **Minutes from the September 12, 2023 Regular Veterans Committee Meeting.**

- B. Consider Action to Approve **Updates to the Veterans Committee Bylaws.**
 - C. Discuss the **Veterans Banquet.**
 - D. Discuss the **Veterans Honor Walk.**
 - E. Discuss **Future Events of the Veterans Committee.**
 - F. Discuss **Participating in Wreaths Across America.**
 - G. Discuss **Veterans Resources in Little Elm.**
- 4. **Items to be Discussed on a Future Agenda.**
 - 5. **Adjourn.**

Pursuant to the Texas Open Meeting Act, (Chapter 551, Texas Government Code), one or more of the above items will be taken or conducted in open session following the conclusion of the executive closed session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aide of service such as interpreters for the hearing impaired, reader or large print are requested to contact the secretary at 214-975-0452 two days prior to the meeting so appropriate arrangements can be made.
BRAILLE IS NOT PROVIDED.

Respectfully,

Town Secretary

This is to certify that the above notice was posted on the Town's website this 3 day of October 2023 before 5:00 p.m.



Date: 10/10/2023

Agenda Item #: 3. A.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Consider Action to Approve the **Minutes from the September 12, 2023 Regular Veterans Committee Meeting.**

DESCRIPTION:

The minutes from the September 12, 2023, regular Veterans Committee Meeting are attached for approval.

Attachments

Minutes - September 12, 2023

DRAFT

Minutes
Town of Little Elm
100 W Eldorado Parkway
Little Elm, Texas 75068
214-975-0404
<http://www.littleelm.org>

REGULAR VETERANS COMMITTEE MEETING TUESDAY SEPTEMBER 12, 2023 - 5:00 p.m.

Present: Mike Watts; Joselyn Passerelle; Robert Passerelle; Jeanie Beal
Absent: Jason Salsbury; Wanda Muldoon
Staff Present: Caitlan Biggs, Director of Administrative Services/Town Secretary

1. Roll Call/Call to Order Veterans Committee Meeting at 5:00 p.m.

Meeting was called to order at 5:02 p.m.

A. Invocation.

Chair Mike Watts gave the invocation.

B. Pledge to Flags.

C. Presentation of Monthly Updates.

Updates on research, programming, and events put on by the Veterans Committee.

None.

2. Public Comments

Persons may address the Veterans Committee on any issue. This is the appropriate time for citizens to address the Committee on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the council may not comment or deliberate such statements during this period, except as authorized by Section 551.007, Texas Government Code.

None.

3. Regular Items.

- A. Consider Action to Approve the **Minutes from the August 8, 2023 Regular Veterans Committee Meeting.**

Motion by Jeanie Beal, seconded by Joselyn Passerelle *to approve the minutes.*

Vote: 4 - 0 - Unanimously

- B. Discuss the **Veterans Banquet.**

The subcommittee and staff gave an update to the Committee. The goal is to get the registration open for the event in two weeks.

- C. Discuss the **Veterans Honor Walk.**

The subcommittee will meet before the next meeting. Staff will work on logistics and research options for food truck vendors.

- D. Discuss **Future Events of the Veterans Committee.**

Staff will send out an email regarding attendance for LEISD's Salute to Veterans. The committee will not participate in the Homecoming parade, but will participate in the Christmas parade. The next social is scheduled for December 9 at 1:30 at Jake's Gameday.

- E. Discuss the **Veterans Facebook Page.**

This item was pushed to the next meeting.

4. Items to be Discussed on a Future Agenda.

- Banquet
- Veteran's Walk
- December social
- Participation in Wreaths Across America
- Veteran Resources in Little Elm
- Veterans Outreach department of The Mesothelioma advocacy center

5. Adjourn.

The meeting was adjourned at 5:38 p.m.

Respectfully,

Caitlan Biggs
Town Secretary

Passed and Approved this _____ day of _____ 2022.



Date: 10/10/2023
Agenda Item #: 3. B.
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Consider Action to Approve **Updates to the Veterans Committee Bylaws.**

DESCRIPTION:

Per direction from the Town Council, alternate spots will be added to the bylaws of the Veterans Committee. A red-line version of the bylaws are attached for approval.

Attachments

Amended Bylaws October 10, 2023

BY-LAWS OF
LITTLE ELM VETERANS COMMITTEE

ARTICLE I
MISSION AND VISION

Section 1. Mission. The mission of the Little Elm Veterans Committee, hereafter referred to as the “Committee” is to bring the Town’s veterans together through activities, committees, and comradery; champion veterans’ accomplishments through awareness; and bring veterans together in a community driven environment.

Section 2. Vision. The vision of the Committee is to aid the Town in becoming a Town appreciative of its veteran residents from all branches of service and create a sense of belonging for veterans through Town sponsored activities.

ARTICLE II
COMMITTEE MEMBERSHIP

Section 1. Committee Makeup and Terms of Office.

(a) The Veterans Committee shall consist of seven (7) regular members appointed by the Town Council, at least five (5) of whom shall be military veterans.

(b) The term of each member shall be for three (3) years, except that the original members shall be appointed for staggered terms, three (3) for two (2) years, and four (4) for three (3) years.

(c) In addition, two (2) alternate members shall be appointed for three (3) years by the Town Council who shall serve in the absence of one or more of the regular members of the commission when requested to do so by the Chair.

(c) Any member may be removed from office by the Town Council at any time without cause.

(d) Each member must reside within the Town of Little Elm.

(e) The Town Manager shall assign a designee to serve as the staff representative to the Committee. The Town Manager or designee may refer, as appropriate, administrative matters to the Committee for recommendations.

(f) In addition to the seven (7) members and two (2) alternate members, the Committee shall have one (1) liaison from the Town Council who will serve in an ex-officio role.

(g) All members of the Committee shall adhere to the Town of Little Elm Boards and Commissions Policy.

Section 2. Selection Criteria.

(a) Applications for the Veterans Committee can be accessed and submitted through the Town’s website. Applications are considered current for 12 months after their original submittal, after which the application will be removed for consideration and a notice of such action emailed to the applicant. The applicant may reapply and submit a new application.

(b) Interviews for the Committee vacancies will be conducted with the Mayor, Mayor Pro Tem, and the Council Liaison. Any Committee member serving less than a full-term that is up for renewal would not have to re-interview if they have served less than one year.

Section 3. Meetings of Committee. Committee meetings will be held at least quarterly on the day and time agreed to by the committee members. As needed, the Committee may call Special Meetings. Meeting attendance is important and committee members are requested to make attendance a priority. An attendance log will be maintained and members who are unable to attend 3 consecutive regularly scheduled meetings in a 12 month period can be recommended by for removal by the Town Council. The committee Chair shall determine any changes to the meeting schedule and location and notify the members.

Section 4. Notice and Open Meetings Act. The Committee shall be considered a “governmental body” within the meaning of section 551.001 of the Texas Government Code, as amended, and notice of each meeting and deliberation shall be given to the public in accordance with the provisions of the Texas Government Code, Chapter 551 (The Texas Open Meetings Act), as amended.

Section 5. Quorum and Voting. A majority of the members shall constitute a quorum for the conduct of the official business of the Committee. Meetings will be collaborative with determinations approved and enacted by a majority vote of the Committee. A member may not vote by proxy.

Section 6. Conduct of Business.

(a) At all meetings of the Committee, the Chair shall preside, and in the absence of the Chair, the Vice-Chair shall exercise the powers of the Chair.

(b) The presiding officer may appoint any person to act as secretary of the meeting.

**ARTICLE III
OFFICERS**

Section 1. Titles and Term of Office.

(a) The officers of the Committee shall be a Chair and a Vice-Chair. Terms of office shall be one (1) year with the right of an officer to be re-elected for no more than three (3) consecutive years.

(b) All officers shall be subject to removal from office at any time by a vote of a majority of the entire Board.

(c) A vacancy in the office of any officer shall be filled by a vote of a majority of the members.

Section 2. Chair. The Chair shall be a member of the Committee and shall preside at all meetings of the Committee. The Chair will always vote last on any business and their vote will count twice if necessary to break a tie.

Section 3. Vice-Chair. The Vice-Chair shall be a member of the Committee and shall exercise the powers of the Chair during that officer's absence or inability to act.

Section 4. Subcommittees. The Chair may create sub-committees as deemed necessary to serve the Veterans Committee. Sub-committees may be staffed by veteran students, employees, or non-veterans with no residence requirement or formal appointment to the Committee. Sub-committee chairs shall be members appointed by the Chair and will be appointed members of the Veterans Committee.

ARTICLE IV RESPONSIBILITIES

Section 1. Responsibilities. The Veterans Committee shall have the following responsibilities:

(a) Advise the Town Council by making recommendations on military veteran programs, policies and practices designed to improve the quality of life for veterans;

(b) Educate the community on the status of military veterans' rights, needs and contributions to our community;

(c) Recommend ways to strengthen existing services for military veterans while pursuing the creation of new program and service opportunities;

(d) Assist in creating and supporting a community connection point to inform, guide, and direct military veterans seeking personal and professional enhancement services that may include education, mentoring, workforce support, and health and wellness; and

(e) Advise and make recommendations on other issues and matters relating to military veterans as the Town Council may direct.

ARTICLE V EFFECTIVE DATE, AMENDMENTS

Section 1. Effective Date. These By-Laws shall become effective upon the occurrence of all of the following events:

- (a) the recommendation of these By-Laws to the Town Council;
- (b) the approval of these By-Laws by the Town Council; and
- (c) the approval and adoption of these By-Laws by the Committee.

Section 2. Amendments to By-Laws. These By-Laws may be amended as found appropriate by the Committee.



Date: 10/10/2023

Agenda Item #: 3. C.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss the **Veterans Banquet**.

DESCRIPTION:

The subcommittee and staff will provide an update on the veterans banquet and discuss final details that are required for moving forward with planning the event.



Date: 10/10/2023

Agenda Item #: 3. D.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss the **Veterans Honor Walk**.

DESCRIPTION:

The committee will discuss the details of the Veterans Honor Walk scheduled for November 11.



Date: 10/10/2023

Agenda Item #: 3. E.

Staff Contact: Caitlan Biggs, Director of Administrative Services/Town Secretary

AGENDA ITEM:

Discuss **Future Events of the Veterans Committee.**

DESCRIPTION:

The committee will discuss the below events:

- Little Elm Christmas Parade
 - Q4 Social - Army vs Navy Watch Party
-



Date: 10/10/2023

Agenda Item #: 3. F.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss **Participating in Wreaths Across America.**

DESCRIPTION:

At the September Veterans Committee Meeting, the committee stated they would like to discuss participating in the Wreaths Across America program.



Date: 10/10/2023

Agenda Item #: 3. G.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss **Veterans Resources in Little Elm.**

DESCRIPTION:

At the September Veterans Committee Meeting, the committee stated they would like to discuss veterans resources in Little Elm. During this discussion, the committee will discuss outreach of the Mesothelioma Advocacy Center.
