



**REGULAR MEETING
OF THE VETERANS COMMITTEE**

Tuesday, April 9, 2024

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 **Minutes from the March 12, 2024 Regular Veterans Committee Meeting.**

- B. Discuss an **Update to the Veterans Committee By-Laws.**
- C. Discuss and **Select Officers of the Veterans Committee.**
- 4. **Workshop.**
 - A. Discuss the **Start Time of Veterans Committee Meetings.**
 - B. Discuss **Social Media and Marketing for the Veterans Committee.**
 - C. Discuss an **Update from the Subcommittee on Cemetery Cleanups.**
 - D. Discuss **Future Events.**
- 5. **Items to be Discussed on a Future Agenda.**
- 6. **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 4 day of April 2024 before 5:00 p.m.



Date: 04/09/2024

Agenda Item #: 3. A.

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

AGENDA ITEM:

Consider Action to Approve **Minutes from the March 12, 2024 Regular Veterans Committee Meeting.**

DESCRIPTION:

The minutes from the March 12 Regular Veterans Committee Meeting are attached for approval.

Attachments

Minutes - March 12, 2024

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 MARCH 12, 2024 - 5:00 p.m.

Present: Mike Watts; Joselyn Passerelle; Charles Losiewicz; Michael Kelly; Robert Passerelle; Jeanie Beal
Absent: Jason Salsbury; Derrick JaQuess; Gerod Ware
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 5:01 p.m.

A. Invocation.

Chair Michael 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.

The Committee discussed adding a calendar of events and a veteran supported business list to the website.

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.

Herman Luethe discussed ideas for the veterans newsletter and website. The Committee also discussed celebrating Women's Veterans Day on June 12 by recognizing women veterans in the community.

3. Regular Items.

- A. Consider Action to Approve **Minutes from the February 13, 2024 Regular Veterans Committee Meeting.**

Motion by Jeanie Beal, seconded by Joselyn Passerelle *to approve minutes from the February 13, 2024 Regular Veterans Committee Meeting.*

Vote: 6 - 0 - Unanimously

4. Workshop.

- A. Discuss **May Meeting Date.**

The Committee will be moving the May meeting date from Tuesday, May 14 to Monday, May 13.

- B. Discuss an **Update from the Subcommittee on Cemetery Cleanups.**

This will be discussed at the next meeting.

- C. Discuss **Future Events.**

The Committee discussed upcoming events of the Veterans Committee.

- *The Committee requested the April 4 Happy Hour at Hula Hut be advertised on the Town's marquees.*
- *Members of the Committee will run the table at the Town Expo on April 13.*
- *May Event at The Lawn*
- *Monthly Library Seminars will be 1st Thursdays of each month at 6 pm starting in May. The first topic will be on personal finances.*
- *Staff will research dates for the Veterans Banquet. The subcommittee will be the same as last year.*
- *The Veterans Honor Walk will be November 9.*

5. Items to be Discussed on a Future Agenda.

At a future meeting, the Committee would like to explore options to have a subscribable calendar and processes for veterans to reach out to the Committee to receive assistance.

6. Adjourn.

The meeting was adjourned at 6:05 p.m.

Respectfully,

Caitlan Biggs
Town Secretary

Passed and Approved this _____ day of _____ 2022.



Date: 04/09/2024
Agenda Item #: 3. B.
Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss an **Update to the Veterans Committee By-Laws.**

DESCRIPTION:

The red lined by-laws are attached for review and approval.

Attachments

Red Line Veterans Committee By Laws
Updated By Laws for Signature

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 monthly 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 will be automatically removed from the Committee. 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.

Approved this the 9 day of April 2024.

Chair

Date

Vice Chair

Date

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

Approved this the 9 day of April 2024.

Chair

Date

Vice Chair

Date



Date: 04/09/2024

Agenda Item #: 3. C.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss and **Select Officers of the Veterans Committee.**

DESCRIPTION:

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.

On August 23, 2022 Michael Watts was selected as Chair and Jason Salisbury was selected as Vice Chair for the Committee.



Date: 04/09/2024

Agenda Item #: 4. A.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss the **Start Time of Veterans Committee Meetings.**



Date: 04/09/2024

Agenda Item #: 4. B.

Staff Contact: Kate Graham, Assistant to the Town Manager

AGENDA ITEM:

Discuss **Social Media and Marketing for the Veterans Committee.**

DESCRIPTION:

The Committee will discuss updates on communications topics such as the webpage, monthly newsletter, and Facebook page.



Date: 04/09/2024

Agenda Item #: 4. C.

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

AGENDA ITEM:

Discuss an **Update from the Subcommittee on Cemetery Cleanups.**

DESCRIPTION:

At the February Veterans Committee meeting, a subcommittee was established to make plans regarding cemetery cleanups. This is an opportunity for the subcommittee to provide an update.



Date: 04/09/2024

Agenda Item #: 4. D.

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

AGENDA ITEM:

Discuss **Future Events**.

DESCRIPTION:

At this meeting, the Veterans Committee will further discuss and make plans for the below events.

- Town Expo Table
 - May Event at The Lawn
 - Monthly Library Seminars - 1st Thursdays at 6 pm starting in May
 - Next Quarterly Happy Hour
 - Veterans Banquet
-