



**REGULAR MEETING  
OF THE VETERANS COMMITTEE**

**Tuesday, June 11, 2024**

**5:30 PM**

**Little Elm Town Hall**

**100 W Eldorado Parkway, Little Elm, TX 75068**

1. **Roll Call/Call to Order Veterans Committee Meeting at 5:30 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 May 13, 2024 Regular Veterans Committee Meeting.**

- B. Consider Action to Accept the **Resignation of Committee Member Jeanie Beal.**
  - C. Consider Action to Approve **Subcommittee Guidelines for the Veterans Committee.**
  - D. Consider Action to Appoint **Subcommittee Members and Chairs.**
4. **Workshop.**
- A. Presentation from **Guest Speaker Gus Cabarcas from Texas Veterans Network.**
  - B. Discuss **Future Events.**
  - C. Discuss a **Cowboy's Watch Party in The Lakefront.**
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 6th day of June 2024 before 5:00 p.m.**



**Date:** 06/11/2024  
**Agenda Item #:** 3. A.  
**Staff Contact:** Kate Graham, Assistant to the Town Manager

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**AGENDA ITEM:**

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

**DESCRIPTION:**

The Minutes from the May 13, 2024 Regular Veterans Committee Meeting are attached for approval.

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**Attachments**

Minutes - May 13, 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 MAY 13, 2024 - 5:00 p.m.

Present: Mike Watts; Jason Salsbury; Joselyn Passerelle; Charles Losiewicz; Michael Kelly; Robert Passerelle  
Absent: Derrick JaQuess; Gerod Ware; Jeanie Beal  
Staff Present: Caitlan Biggs, Director of Administrative Services/Town Secretary

### 1. Roll Call/Call to Order Veterans Committee Meeting at 5:30 p.m.

*Meeting was called to order at 5:30 p.m.*

#### A. Invocation.

*Mayor Pro Tem Jamell Johnson gave the invocation.*

#### B. Pledge to Flags.

#### C. Presentation of Monthly Updates.

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

*Committee Member Joselyn Passerelle gave an update to the committee that she has created a new Facebook page and Gmail account. She will also add a Google phone number.*

*Staff Liaison Caitlan Biggs gave an update on the filling of vacancies on the 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 April 9, 2024 Regular Veterans Committee Meeting.**

Motion by Jason Salsbury, seconded by Joselyn Passerelle *to approve the minutes.*

**Vote:** 6 - 0 - Unanimously

- B. Consider Action to Approve an **Update to the Veterans Committee By-Laws.**

Motion by Joselyn Passerelle, seconded by Jason Salsbury *to approve the amended by-laws with the change in the requirement of the committee to be made up of at least 5 veterans to at least 4 veterans.*

**Vote:** 6 - 0 - Unanimously

**4. Workshop.**

- A. Discuss the **Fisher House Water Drive.**

*Joselynn stated that TaylorMade reached out to her with a request for bottled water. Caitlan will coordinate a location at Town Hall for it to be dropped off. Advertising will be included for the veterans fair for getting a raffle ticket for swag bag for donation at the event.*

- B. Discuss the **Community Garden Gala.**

*Council Member Michel Hambrick gave an overview of the community garden and requested the committee's partnership on their distribution list for food.*

*She also stated that the gala is on June 29 and requested consideration of the committee to sponsor a table.*

Motion by Joselyn Passerelle, seconded by Jason Salsbury *to sponsor a table for the gala at \$700.*

**Vote:** 6 - 0 - Unanimously

- C. Discuss **Requirements for Veterans Committee Subcommittees.**

*Mayor Pro Tem Jamell Johnson discussed establishing requirements for subcommittees. He also recommended that each board member should be part of a subcommittee and that each event should have one:*

- *Veterans Walk*
- *Veterans Banquet*
- *Monthly seminars*
- *Quarterly socials*
- *Veterans Fair*

*Staff will propose criteria for the next meeting for approval.*

D. Discuss **Future Events.**

- *Herman will speak at the June 6 seminar*
- *Joe will speak at the August 1 seminar*
- *The July seminar will be skipped*
- *Next happy hour date - August 8 @ Tenders*

Motion by Mike Watts, seconded by Robert Passerelle *to approve October 24 for the banquet.*

**Vote:** 6 - 0 - Unanimously

5. **Items to be Discussed on a Future Agenda.**

- *Assignment of subcommittees/criteria*
- *Committee partnerships/joint meeting*
  - *Rotary*
  - *KLEB*
  - *Youth Council*
  - *Chamber*
  - *St. Arbor*
- *UNT Organization - PTSD Findings (TBD)*
- *Veterans Retreat to discuss annual events*

6. **Adjourn.**

*Meeting was adjourned at 6:28 p.m.*

Respectfully,

**Caitlan Biggs**  
Town Secretary

Passed and Approved this 11th day of June 2024.



**Date:** 06/11/2024

**Agenda Item #:** 3. B.

**Staff Contact:** Kate Graham, Assistant to the Town Manager

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**AGENDA ITEM:**

Consider Action to Accept the **Resignation of Committee Member Jeanie Beal.**

**DESCRIPTION:**

Committee Member Jeanie Beal has informed staff that she can no longer serve on the Veterans Committee. The Committee will now vote to approve her resignation, so the position can be filled. An individual will be appointed by Town Council to complete the remainder of her term, ending in 2025.

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**Date:** 06/11/2024  
**Agenda Item #:** 3. C.  
**Staff Contact:** Kate Graham, Assistant to the Town Manager

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**AGENDA ITEM:**

Consider Action to Approve **Subcommittee Guidelines for the Veterans Committee.**

**DESCRIPTION:**

Guidelines for Veterans Committee subcommittees are attached for approval.

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**Attachments**

Veterans Committee Subcommittee Guidelines



## Veterans Committee Subcommittees

The By-Laws of the Little Elm Veterans Committee regarding subcommittees are as follows:

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.

The Veterans Committee has requested additional guidelines for subcommittees. The criteria of subcommittees is as follows:

- Each Veterans Committee Member should serve on at least one subcommittee each year.
- Subcommittee terms will begin in October, the month after Veterans Committee appointments are made.
- Subcommittees should meet on a monthly basis and report back information at each Veterans Committee Meeting.
- Each Veterans Committee event should have a subcommittee.

The Subcommittees are outlined below and will be updated by the Committee as changes occur.

- Veterans Walk
  - Chair:
  - Subcommittee Member(s):
- Veterans Banquet
  - Chair:
  - Subcommittee Member(s):
- Monthly Education Seminars
  - Chair:
  - Subcommittee Member(s):
- Quarterly Socials
  - Chair:
  - Subcommittee Member(s):
- Veterans Fair
  - Chair:
  - Subcommittee Member(s):
- Community Service and/or Outreach:
  - Chair:
  - Subcommittee Member(s):



**Date:** 06/11/2024

**Agenda Item #:** 3. D.

**Staff Contact:** Kate Graham, Assistant to the Town Manager

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**AGENDA ITEM:**

Consider Action to Appoint **Subcommittee Members and Chairs.**

**DESCRIPTION:**

The Committee will review each subcommittee in the guidelines and appoint members and a chair.

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**Date:** 06/11/2024

**Agenda Item #:** 4. B.

**Staff Contact:** Kate Graham, Assistant to the Town Manager

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**AGENDA ITEM:**

Discuss **Future Events**.

**DESCRIPTION:**

The Veterans Committee will discuss the below upcoming events.

- August Happy Hour
  - Veterans Banquet - November 14
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