



ASSOCIATION
OF OLD CROWS



JOIN THE LEGACY,
SHAPE THE FUTURE





AOC Governance Committee Report

October 9, 2025

- Brandon Coleman, Governance Chair
- Committee:
 - Shelley Frost

Topics:



- OPMAN 13 Appendix A quarterly review
- OPMAN Status
 - Joint Operating Manuals between AOC and the Foundation
 - OpMan 16 – Meeting Minutes
 - OpMan 18 – Non-Discrimination Policy
 - OpMan 19 – Whistleblower Policy
 - OpMan 23 – Travel and Expense Reimbursement
 - OpMan 24 – Records Retention
 - OpMan 72 – Chapter of the Year
- Charter Status

Quarterly review

- Appendix A should be reviewed and approved quarterly by AOC Board of Directors
 - The list is extracted from:
https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_country_landing
- **No changes to Appendix A:** The Treasury and State Department embargo lists remain unchanged except for Syria. Despite the Treasury's partial sanctions relief, Syria continues to pose military and national security risks; therefore, it is recommended for Syria to remain on our embargo list.

OpMan Status



OPMAN	Committee	DATE	Admin Review and/or Rewrite	Notes
Articles of Incorporation	GOV	24 Jan 2019		Only changes when mission or Bylaws are significantly modified
11- Purposes and Responsibilities	GOV	2-Feb-21		
13 – Bylaws of the Association of Old Crows	GOV	19-Sep-24		Appendix A reviewed/updated quarterly, completed June 2025 Appendix B updated annually, completed Jan 2025
14 – AOC Strategic Positioning	STRAT PLAN	2-May-22		
15 – Code of Ethics	Ethics	11-Mar-21		
16 – Meeting Minutes	EXCOM	31-Aug-23	draft ready to approve	Will be shared with Foundation
17 – Board/Chapter Operations	EXCOM	8-Feb-21		
18 – Non-Discrimination Policy	EXCOM	16-Feb-21	in progress	Will be shared with Foundation - rewrite will be avail Dec 2025
19 – Whistleblower Policy	EXCOM		NEW	Will be shared with Foundation - rewrite will be avail Dec 2025
21 – Financial Management	Finance	12-Jun-25		
22 – Reserve Fund Policy	Finance	17-Feb-22		
23 – Travel and Expense Reimbursement	Finance	11-Mar-21	in progress	Will be shared with Foundation - rewrite will be avail Dec 2025
24 – Records Retention	Finance	2-Feb-21	draft ready to approve	
25 – Anti-Trust Compliance Policy	EXCOM	2-May-22		
31 – Awards Program	Awards	11-Mar-21		
32 – Nominations and Election Committee	N&E	11-Mar-21		
41 – Conference Planning, Operations, and Reporting	EXCOM	26-Apr-19	in progress	
42 - Certification	TRAINING & ED	11-Nov-21		
51 – Conducting Classified Events	EXCOM	19-Feb-21		
52 – Insider Threat Program	EXCOM	23-Feb-21		
72 – Annual Chapter Recognition Program	Membership	31-Oct-19	in progress	
73 – Publishing Chapter Events in the JED/eCrow	Membership	27-Dec-22		
74 – Establishing, Maintaining and Closing AOC Chapters	Membership	13-May-21		
92 – Human Resource Management	HR	11-Mar-21		

Why a Joint Operating Manual Makes Sense

- Shared policies (e.g., records retention, whistleblower, travel reimbursement) are administrative, not programmatic
 - No IRS restrictions as long as each entity maintains its own exempt purpose and financial separation.
 - Reduces duplication of effort and documentation
 - Streamlines staff training and board oversight.
 - Promotes consistent standards across both entities.
 - Many nonprofits with both 501(c)(3) and 501(c)(6) entities use shared governance policies.
 - Especially helpful when entities share staff, office space, or board members
 - Each entity retains its own mission, financials, and reporting.
 - The manual supports governance, not programmatic integration.
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OpMan Approvals



- Joint OpMans Approval in October
 - OpMan 16 – Meeting Minutes
 - OpMan 24 – Records Retention
- Remaining Joint OpMans for Approval in December
 - OpMan 18 – Non-Discrimination Policy
 - OpMan 19 – Whistleblower Policy
 - OpMan 23 – Travel and Expense Reimbursement
- AOC OpMan for Approval in December
 - OpMan 72 – Chapter of the Year (*see read-ahead*)

Charter Status

AOC Committee	Date	Review	Notes
Executive	12-Sep-24		
*Finance	9-Oct-24		
*Governance	12-Aug-24		
Awards	26-Feb-25		
Advocacy and Technical Advisory	18-Sep-24		<i>Changed from Advoacy and Outreach 2024</i>
Symposium	12-Aug-24		
Conferences	28-Aug-24		
Ethics	12-Sep-24		
*Human Resources	12-Sep-24		
International Advisory	1-Sep-25		
Membership	28-Aug-24		
Nominations and Elections	28-Aug-24		
Strategic Planning	4-Apr-22		
Professional Development	13-Aug-24		
AdHoc History	3-Mar-22		
AdHoc Editorial Committee	12-Sep-24		
AdHoc Future Leaders	13-Aug-24		<i>Changed from Young Professionals 2024</i>
AdHoc Security	19-Sep-24		
AdHoc Communications			committee disabled in 2022
Empowering Women in EW	1-Dec-24		
Past President	12-Aug-24		
Senior Advisory Board			committee not utilized 2022-2024
<i>*Standing Committees per the Bylaws</i>			

**Motion to approve OpMan 16 – Meeting
Minutes and OpMan 24 – Records
Retention.**