



SSC November BOARD MEETING MINUTES

Date: Monday, 11.4.2024

I. Call to Order at: 6:05pm

- Absent: Bri, Lisa, Amber, Kady, Sharon

II. President's Opening Comments

III. Review and Approve Previous Board Minutes

- Kelsie moved to approve last month's minutes, Jaclyn seconded
 - Voting: 1 abstention, *motion passes*

IV. Old Business

V. Executive Board Reports:

1. PRESIDENT - Lori Larsen

- Number of Hours Volunteered: 85
- Completed Task(s): Fundraising meeting, scholarship meeting, board meeting, HH meetings, hosted wine crawl, helped clean up after social, assisted with AF ball
- Accomplishments: N/A
- Incomplete Tasks/Needs: Need everyone to volunteer at HH

2. OPERATIONAL VICE PRESIDENT - Lindsey Shepard

- Number of Hours Volunteered: 20
- Completed Task(s): Helped fundraising with boo bags
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

3. CHARITABLE VICE PRESIDENT - Kelsie Perez

- Number of Hours Volunteered: 55
- Completed Task(s): Hosted CC open house, attended scholarship committee meeting, Givesback
- Accomplishments: Lori and I finished with the Ball Committee!
- Incomplete Tasks/Needs: N/A

4. **SECRETARY** - Chelsea Sisson

- Number of Hours Volunteered: 15
- Completed Task(s): Checked both emails and mail box, edited/sent board reports, agenda and minutes, attended HH and Exec meeting, finalized details with Santa Donny for HH, helped clean-up Social, Handed out candy at Trunk-or-Treat, updated Activity Report sheet
- Accomplishments: Attended my first ever AF Ball! Lol Anddd **Trunk-or-Treat** was a hit!
- Incomplete Tasks/Needs: N/A

5. **PARLIAMENTARIAN** - Tyler House

- Number of Hours Volunteered: 10
- Completed Task(s): N/A
- Accomplishments: N/A
- Incomplete Tasks/Needs: Bylaws and Constitution revision

6. **OPERATIONAL TREASURER + PUBLICITY/MARKETING** - Amanda Walton

- Number of Hours Volunteered: 60
- Completed Task(s): HH publicity scheduled throughout event
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

7. **CHARITABLE TREASURER** - Lucas Desautels

- Number of Hours Volunteered: 20
- Completed Task(s): Wrote and sent checks, updated budget

- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VI. Operational Standing Committee Reports

8. **MEMBERSHIP COORDINATOR** - Jazmyn Santos

- Total Number of Members: 85
- Number of Hours Volunteered: 18
- Completed Task(s): Attended Right Start and B4B
- Accomplishments: Lindsey and I got the membership roster correct!
- Incomplete Tasks/Needs: N/A

9. **SOCIALS COORDINATOR(S)** - Hilliary Edwards & Megan Simmons

- Number of Hours Volunteered: 25
- Completed Task(s): Prepped and hosted October social
- Accomplishments: Successful October Social!, Finalized planning for the November social and began shopping for social
- Incomplete Tasks/Needs: Volunteers needed to take care of frying or roasting the 2nd turkey for Nov. social, Megan - RoT for Hobby Lobby

10. **SPECIAL ACTIVITIES COORDINATOR** - Karley Valdez

- Number of Hours Volunteered: 3
- Completed Task(s): Set up weekly calendar for public view
- Accomplishments: Updated weekly posts from Canva to FB for viewing
- Incomplete Tasks/Needs: Play group needs a new host
- Mini-club Attendance Across Organization:
 - Book Club: 8 members, 1 guest
 - Bunco: 8 members, 1 guest
 - Fantasy Sports: 3
 - Gardening Club: 3
 - Playgroup: 0

- SSCxNATO Mix-n-Mingle: N/A
- Social: 40
- Welcome (Coffee) Wednesday: 34
- Wine Club: 5

11. **FUNDRAISING COORDINATOR(S)** - Carren Matej & Vanessa Mellinger

- Number of Hours Volunteered: 20
- Completed Task(s): Boo bags supplies ordered, put together and distributed, requested the Panera Fundraiser (Nov 19th), Fundraising planning meeting with the president and OPVP, decided on bunny breakfast in the spring!
- Accomplishments: **BOO Bags** raised \$94!
- Incomplete Tasks/Needs: Waiting for FS approval for Panera fundraiser

12. **NATO LIAISON** - Sharon Arcay

- Number of Hours Volunteered: 10
- Completed Task(s): Hosted SSCxNATO mini-club, sent emails for ENJJPT, worked on surveys for NATO families
- Accomplishments: N/A
- Incomplete Tasks/Needs: Working on next month's mini-club event

13. **RETIREE LIAISON** - Vacant*

- Number of Hours Volunteered:
- Completed Task(s):
- Accomplishments:
- Incomplete Tasks/Needs:

14. **WEBMASTER** - Kady Rogers

- Number of Hours Volunteered: 7
- Completed Task(s): updated webpage minutes, emails
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VII. Charitable Standing Committee Reports

15. **THRIFT SHOP DIRECTOR** - Donna Patrick

- Number of Hours Volunteered: 38
 - *TS Volunteers:* 18 with 209 hours
- Financial Report: \$1,793.29 (CH), \$768.55 (OP)
- Completed Task(s): Pulled all Christmas tubs from shed, all items tagged and put out to sell
- Accomplishments: Reorganized clothing racks
- Incomplete Tasks/Needs: N/A

16. **CINDERELLA'S CLOSET COORDINATOR** - Jaclyn Burrola

- Number of Hours Volunteered: 18
- Completed Task(s): Successful CC open house during ball week!
- Accomplishments: Taylor did an awesome job adding a second dressing room in CC
- Incomplete Tasks/Needs: Currently have 30 dresses rented out from the ball, 10 dresses out for other events

17. **HELPING HANDS COORDINATOR** - Jacqueline Duncan

- Number of Hours Volunteered: 12
- Completed Task(s): Answered emails, compiled info on grant requests, handed out checks
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

18. **SCHOLARSHIPS COORDINATOR** - Jane Pettit-Castor

- Number of Hours Volunteered: 10

- Completed Task(s): Continued tracking last years scholarships that haven't been awarded yet, monitored emails, prepped for first committee meeting, worked on rubrics and applications for this year
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

19. **HANGAR HOLIDAY** - Lori Larsen + Tyler House

- Number of Hours Volunteered: 50
- Completed Task(s): Processed applications, finalized things with MPEC, and all preparations for the **best weekend ever!**
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VIII. New Business

1. MISC:

i. Givebacks:

- Hand out gift cards at the Commissary and/or Exchange
- Cover a winter break activity for the kiddos
- Airman Thanksgiving @ gazebo (still waiting on headcount and date)
- Handout pies (from SSC) when the turkeys are handed out

ii. Comments/Discussions:

- Board Christmas Party - Lori H.'s house - Mon, 12/2 at 6pm
 - a. Secret Santa limit \$25.00
- Board photo - TDB
- Need to vote on whether or not SSCxNATO Mix-n-Mingle counts towards our "two attendance" rule for trying out the mini-clubs
 - a. Voting: No, it will not count
- Reminder: Return your dress(es) from the ball
- Next Scholarship Meeting - Wednesday 11/20 at 9am - The Commons

- Please remember to sign up to volunteer for HH - DONE! :)
- Need new Cinderella's Closet Coordinator
- iii. Feedback/Requests:
 - Socials team: May need more set-up volunteers for November social since it will be at the TS, which closes at 4pm the day of
- iv. Shoutouts:
 - Socials team: TY to everyone who helped set-up and tear-down at October's social, we appreciated all the help and hope everyone had fun!!
 - Sharon: Thank you CC for always providing dresses for all events! A lot of appreciation from the 80th FTW spouses!
 - Sharon: Trunk-or-Treat was a success and I heard a lot of great comments about our trunk and outfits!

****Round Robin style will be conducted for each Charitable Donation Request. Each member will have the opportunity to speak twice****

2. HELPING HANDS (GRANT REQUESTS)

- Remaining Budget: \$14,607.68

Standard of \$20/person for promotion/release parties – Standard of \$500 for Heritage committees – ***per promotee for release parties only!! [minimum of \$200 with a maximum of \$700]***

Requesting Org: The General and Mrs. Curtis E. LeMay Foundation

Requested Amount: \$500

Details: We are not asking to fund an event. Our assistance is given for as long as it's needed. We are currently assisting 3 spouses in TX. Mrs. Jacinta is the youngest of the ladies at 68 years old. She lives in Jourdanton and has received our supplemental income since 2019. Mrs. Brenda is 80 years old and resides in Bedford. She's been with the foundation since 2005. Mrs. Maureen

is at the young age of 90. She has been with the foundation for two years and has been receiving \$450 per month.

The LeMay Foundation is here to assist the surviving spouses of all Air & Space Force retirees, both enlisted and officers. Our promise has been to help provide financial stability to these surviving spouses to remain in their homes. This supplemental benefit improves their quality of life and covers many essential needs.

Outcome: Jackie moved to give \$500, Vanessa seconded – Discussion and voting held – 2-abstentions, 11-yes – *motion passes*

Requesting Org: Prop Enterprises LLC dba Bluebonnet Books (to provide books to the children at Sheppard Elementary)

Requested Amount: \$3,936

Details: I am the author of a children's book called "Reach the Magic," which is a fun, heartwarming story about the magic of friendship, kindness, and reading (there is a full read-along video of the book on ReachTheMagicBook.com, if you'd like to see it!). My request is that the Sheppard Spouses Club provide an autographed copy of the book for each child at Sheppard Elementary. This would be an extremely generous gift to these military kids, and I know they would be thrilled. I would also be happy to visit the school and do a free author visit where I read the book to the kids and answer questions about being an author. When I've done these in the past, and an organization is providing free copies to the children afterward, the kids are ecstatic when I tell them the news after we've read and discussed, and then they get their very own, brand-new copy to bring home. It's like a holiday celebration!

"Reach the Magic" is sold on Amazon for \$16.95, and through the Bluebonnet Books website for \$15. If the SSC is willing to support this initiative, I would offer a bulk order discount price of \$12 per book. I believe there are about 310 children enrolled at Sheppard Elementary (though the number fluctuates a bit as military families PCS) and 18 core classrooms, so 328 books should be enough for each child to get a book and each classroom to get one, as well (328 books x \$12/book = \$3,936).

When I was in fifth and sixth grade, we had an author visit our school, and he inspired my dream of one day becoming an author. I would love to be able to inspire these awesome military kids that they, too, can follow their dreams.

The book has a heartwarming message about friendship, kindness, accepting others, and embracing literacy. If every child at Sheppard Elementary not only read these words but also got to bring the book home with them, I think there could be an amazing ripple effect. The book is a fun, engaging story that draws the reader in, and it contains a subtle message about getting to know people, giving others a chance, and embracing our differences. The take-aways would be especially relevant for the kids at Sheppard Elementary, who come from all different countries and backgrounds.

I have partnered with several other groups and organizations to provide books to children and schools. The NTX Area United Way has purchased hundreds of books for local schools, and the Rotary Club of Wichita Falls purchased books for Booker T. Washington Elementary. An automotive group sponsored books for Wright Elementary, and Rebecca Lammers Insurance purchased several boxes of books to donate to schools. This would be a wonderful opportunity for the children of Sheppard Elementary School to also benefit from this book, the story's powerful message, and a free author visit.

Outcome: Jackie moved to deny giving money as the request does not align with the SSCs mission and guidelines - Discussion and voting held - 13 voted yes, *motion passes unanimously*

Requesting Org: 82nd TRG

Requested Amount: \$1000

Details: We would like \$1k to help with our group's children's holiday party. We've raised \$1300 doing fundraisers in each squadron. We've requested donations from each booster club and received \$500 from 362's Booster club. These funds would go towards food, activities, and picture opportunities. We plan to make food for the event ourselves, so the money will go to supplies and activities. We have raised \$3500, we intend to do 2 more fundraisers and we hope to receive donations from the other 2 booster clubs. We are also delivering donation letters monthly to businesses in town. Event date: December 7th

Outcome: Jackie moved to give \$500, Jane seconded - Jaclyn moved to amend to give the full amount of \$1000, Lindsey seconded - Discussion and voting held - 1-abstention, 12-yes, *motion passes*

Requesting Org: Falls Town 2013B Sky (Soccer Team)

Requested Amount: \$250

Details: Our team would love to participate in a fall soccer tournament in Dallas (7-8 Dec), which costs a lot, especially now playing a higher age group. We would have 14 kids on the roster, 2 coaches and 1 manager, so for 17 people in total. We have some funds from our fundraiser (325\$ from Jason's Deli), but we request 250\$ if possible, to keep the costs low for our families since they have to book rooms to stay. We need to pay 895\$ tournament fee in total. Some of our families out of the WF community are less fortunate, that's why we are reaching out. We want to make competitive sports accessible to everyone in our community. What the families pay in the beginning of the year, it's just enough to cover their league games, training fees & referee costs. The tournament has a 895\$ entrance fee (<https://u90c.com/upper-90-challenge>) for our U12 boys. It's also a stay to play tournament, so parents have to stick to the hotel list and have to book a room for the weekend.

We already raised 325\$ with Jason's Deli, we are looking to raise more, but unfortunately not before the tournament due payment date on 10 Nov (fundraiser Applebees on 16Nov).

- SSC logo will be printed on our practice jersey as well.

Outcome: Jackie moved to give full amount of \$250, Kelsie seconded – Discussion and voting held, *motion passes unanimously*

Requesting Org: 80th OSS Booster Club

Requested Amount: \$3500

Details: \$6000 total cost, we have raised \$1800. We have a golf tournament on 26OCT24, merch and food sales at warrior call 15NOV24, pie in the face and cornhole tournament 22NOV24, a few volunteer spots for hangar holiday just not sure how much those spots will pay out and we are waiting to hear back from 3 other private individuals on if they can and how much they'll donate.

- \$1500 food/venue
- \$1500 gifts
- \$500 decorations

Outcome: Jackie moved to give \$1000, Donna seconded - Lindsey moved to amend the amount to \$500, Carren seconded - Discussion and voting held - 1-abstention, 12-yes, *motion passes*

Requesting Org: 469 FTS Spouse Group

Requested Amount: \$200

Details: Our Christmas social for the past 10 years has been a wagon ride through the MSU neighborhood looking at Christmas lights. Looking back on records, it has been \$200. The company is now under new ownership, and they increased their price to \$400. We have raised \$200 but unfortunately do not have the rest to keep the tradition going. We would be taking 20 of our spouses on this Christmas lights tour.

Outcome: Jackie moved to give full amount of \$200, Kelsie seconded - multiple amendments for different amounts were given and discussed, with final amendment for giving original amount of \$200 - Discussion and voting held - 4-abstentions, 0-no, 9-yes, *motion passes*

Requesting Org: Mansfield High School JROTC

Requested Amount: \$1500

Details: Transportation - \$900.00, Meals - \$600.00, breakfast, lunch for 36 Cadets, \$2,500.00 for transportation and meals total. We won't meet our goal as we are a National Drill Team. We are number one in the Nation in the Army. Date of event: November 21st

Outcome: Discussion held and amendments given to deny giving funds due to lack of clarification/understanding of what funds will be used for - Lindsey amended, Jazmyn seconded - voting held - abstentions-1, 12-yes, 0-no - *motion passes*

Requesting Org: Sheppard First Sergeant Council

Requesting Amount: \$2600

Details: There will be an Airman cookie drive prior to EXODUS and we would like the for the SSC to provide a General or AAFES gift card for 130 gift bags (130 Airmen x 20.00=\$2,600) that will be delivered to the Permanent Party Airmen residing in the Dormitories prior to EXODUS. We would also like to invite you to contribute Holiday Cards wishing the airmen "happy holidays" from the SSC for the gift bags if you are available to do so. Additionally, we would like to have

the SSC present to take part in the delivery of the gift bags when the time comes. This event is not a fundraiser supported event, it happens by donation only. Any extra cost is committee member funds supplemented.

Outcome: Jackie moved to give \$1300, Jazmyn seconded - Discussion and voting held - 13-yes, *motion passes unanimously*

Requesting Org: 362 Training Squadron

Requesting Amount: \$500

Details: The 362 Holiday party is open to all permanent party squadron members and their civilian counterparts as well as their spouses. We will be providing childcare for those who need it as well. We are aiming to provide prizes for ALL guests who attend the event as well as tokens for the bar to help offset costs of drinks. We want to encourage maximum attendance to give our members a fun chance to get together and end the year, without them incurring a large cost to do so with high ticket prices, bar sales, etc. The event is being held at the Event Center on base. We have weekly merchandise sales at the Squadron, and we have a booth at Hangar Holiday. Currently has raised \$10,000 of \$14,000.

Momentos - \$650

Decor - \$1000

Food - \$8000ish, still getting quotes

Beverages - \$1000 +

Location - \$500

Childcare - \$1000

Prizes - as much as we can

Outcome: Jackie moved to give \$500, Lindsey seconded - Discussion and voting held - abstentions-4, 9-yes - *motion passes*

Requesting Org: 88th Fighter Spouses

Requesting Amount: \$560

Details: Personalized tote bag: \$10 each, 15 new families per year + 10 families which haven't received anything yet. Total: \$260

Craft starter kit for the kids: markers, color pencils, glue, scissors, pompoms: \$100

In order to kick off the swag project, we need to order 10 t-shirts: \$20 per t-shirt of different size and design: \$200

The 88th squadron is the final stage of the pilot training at ENJJPT. The New Commander of the squadron had a meeting with the 88th Fighter Spouses and emphasized the importance of taking care of the people of the squadron and their families. The 3 lines of effort are as follows: Welcome, Connect and Help people.

For each line of effort we have made up a plan for the future. Each month, we will organize a First Friday where all the families of the squadron will be invited. Craft activities for kids will be organized, the new spouses will receive a personalized tote bag with their name/logo of the squadron/T-38 and we would like to start selling t-shirts to give some swag in the squadron! The families are in demand of swag items, this way they can identify themselves as part of the team and create stronger bonds.

In order to start our project, we need some funds. We would really appreciate any help you could provide.

Outcome: Jackie moved to give full amount of \$560, Jaclyn seconded - Jane moved to amend the amount given to \$360, Carren seconded - Discussion and voting held - abstentions-3, yes-10, no-0 - *motion passes*

Requesting Org: Sheppard Airman Council

Requesting Amount: \$800

Details: Food will be about \$800-\$900. We are hosting it at our dorm residence Gazebo. The Airman Council will do the cooking nearby, so transportation will not be difficult. 1,000, this year with the dorms at max capacity we want to make sure everyone will have food. During the first week of November the Airman Council will be doing a projected headcount of how many permanent party Airman will be staying at the dorms during thanksgiving.

Outcome: Amanda moved to amendment the amount given to \$800, Lucas seconded - Discussion and voting held - yes-13, *motion passes unanimously*

VOLUNTEER REQUEST:

December 5th 2024

12pm- 5pm or until cookies are delivered

Starting at 12 noon we will be packing a variety of cookies into 130 plus pre-decorated bags, closing the bags and attaching tags to help bring a bit of home/holiday cheer to our permanent party airmen in the dorms. We would love to have the SSC join us at the Windcreek housing office to help with packaging and are also inviting SSC volunteers for the special duty of helping our First Shirts with delivery of the cookies to the dorms once the packaging process is complete (delivery time will depend on when packaging is completed with a goal of no later than 5 pm on December the 5th 2024). We do have a sign up that will be coming out to recruit other general volunteers and to sign up to donate but are requesting the SSC volunteers sign up directly through our POC because the SSC Volunteers have an exclusive invite to help our First Shirts with delivery.

We would love to see any SSC members use our sign up if they would like to bake/donate cookies, especially since I heard there is going to be a bit of a spin and competitive edge to this awesome event! Sign up will be shared in the near future, thank you for your consideration.

Outcome: Opportunity to put cookie bags together and held deliver, *voting held - yes*

VIII. Announcements

1. SSC Mini-clubs and Activities Upcoming Events:

- a. Book Club: Tuesday, 11/19 at 6pm - Panera
- b. Bunco: Thursday, 11/14 at 6pm - TS
- c. Fantasy Sports: Sunday, 11/17 - 6pm - Ashley Marlink's house***
- d. Garden Club: Repotting Party - Friday, 11/8 at 4pm - Common Grounds
- e. Next Board Meeting: Monday, 12/2 at 6pm - Lori H.'s house
- f. Playgroup: ****NEED NEW HOST****
- g. SSCxNATO Mix-n-Mingle: Tuesday, 11/12 at noon - Wind Creek
- h. Social: Thursday, 11/21 at 6pm - TS
- i. Thrift Shop Cleanup: TDB
- j. Welcome (Coffee) Wednesday: Every Wednesday, 8am - Starbucks on base
- k. Wine Club: Quarterly

2. Closing Comments

- a. Advisors - N/A
- b. President - N/A

IX. Adjournment at: 8:02pm