



SSC FEBRUARY BOARD MEETING MINUTES

Date: Monday, 2/3/2025

I. Call to Order at: 6:07pm

- Absent: Jessica, Daniela, Karley, Tyler, Meghan

II. President's Opening Comments

- N/A

III. Review and Approve Previous Board Minutes

- Jane moved to approve January's minutes, Sharon seconded – *passed*

IV. Old Business

V. Executive Board Reports:

1. PRESIDENT - Lori Larsen

- Number of Hours Volunteered: 50
- Completed Task(s): Attended board meetings, booked venue for scholarship ceremony
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

2. OPERATIONAL VICE PRESIDENT - Lindsey Shepard

- Number of Hours Volunteered: 10
- Completed Task(s): Helped run January's social
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A



3. **CHARITABLE VICE PRESIDENT** - Kelsie Perez

- Number of Hours Volunteered: 40
- Completed Task(s): Mid-year budget meeting; publicity for TS; random tasks for CC team, scholarship committee, hosted book club; met with FSS for PO updates
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

4. **SECRETARY** - Chelsea Sisson

- Number of Hours Volunteered: 10
- Completed Task(s): Attended Exec and General board meetings; checked both emails and mail box, updated and submitted agenda and minutes; Attended mid-year budget meeting; helped set up Jan's social
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

5. **PARLIAMENTARIAN** - Tyler House

- Number of Hours Volunteered: 20
- Completed Task(s): N/A
- Accomplishments: N/A
- Incomplete Tasks/Needs: Gearing up for nominations to start and preparing for election time

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

- Number of Hours Volunteered: 36
- Completed Task(s): Publicity for all things related to OP; mid-year budget review
- Accomplishments: N/A



- Incomplete Tasks/Needs: N/A

7. **CHARITABLE TREASURER** - Lucas Desautels

- Number of Hours Volunteered: 20
- Completed Task(s): 1099-NEC taxes to contractors; Updating budget
- Accomplishments: Taxes
- Incomplete Tasks/Needs: N/A

VI. Operational Standing Committee Reports

8. **MEMBERSHIP COORDINATOR** - Jazmyn Santos

- Total Number of Members: 104
- Number of Hours Volunteered: 13
- Completed Task(s): Made name tags; birthday posts; attended B4B and Right Start
- Accomplishments: We hit 104 members!
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 6
- Completed Task(s): Met and discussed plans for Feb. social and reserved Heritage Center
- Accomplishments: Megan provided dessert for Jan's social
- Incomplete Tasks/Needs: Purchase items for upcoming events/social

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

- Number of Hours Volunteered: 5.5
- Completed Task(s): Made monthly calendar for Canva, posted to all socials, updated google calendar



- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A
- Mini-club Attendance Across Organization:
 - Book Club: 11
 - Bunco: 16
 - Fantasy Sports: N/A
 - Gardening Club: 3
 - NATO Mix-N-Mingle: 14
 - Playgroup: 5
 - Social: ?
 - Welcome (Coffee) Wednesday: 37 members, 4 guests
 - Wine Club: Held quarterly

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

- Number of Hours Volunteered: 5
- Completed Task(s): Booked location for April fundraiser
- Accomplishments: N/A
- Incomplete Tasks/Needs: For April fundraiser - need info on budget and other details to plan. Then I need to market and get the permission form signed by 82FSS.

12. **NATO LIAISON** - Sharon Arcay

- Number of Hours Volunteered: 7
- Completed Task(s): Promoted NATO/SSC Mix-N-Mingle, hosted mini club;
Trying to recruit more NATO members
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A



13. **RETIREE LIAISON** - Vacant*

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

14. **WEBMASTER** - Kady Rogers

- Number of Hours Volunteered: 2
- Completed Task(s): Emails, website
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VII. Charitable Standing Committee Reports

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

- Number of Hours Volunteered: 35
 - *TS Volunteers:* 20 volunteers with 221 hours
- Financial Report: \$ (CH), \$ (OP)
- Completed Task(s): Ensured all days were covered with volunteers
- Accomplishments: Added one new volunteer
- Incomplete Tasks/Needs: Volunteer luncheon and training - Feb. 3rd at the TS
- 11:30am

16. **CINDERELLA'S CLOSET COORDINATOR(S)** - Daniela Martins & Jessica Davis

- Number of Hours Volunteered: 15.25
- Completed Task(s): 6 appts; 9 rented dresses; 16 dress out currently; 0 no shows or cancellations



- Accomplishments: 1 dress taken for cleaning, 1 dress fixed; 1 fabric door installed to keep non-appointments out
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 7
- Completed Task(s): Gave out grant checks and checked emails
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 15
- Completed Task(s): Sent emails to local schools regarding the scholarships, organized the incoming scholarship apps to get ready for judging.
- Accomplishments: N/A
- Incomplete Tasks/Needs: 5 applications so far.

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

- Number of Hours Volunteered: 10
- Completed Task(s): Started processing apps for this year and deposited booth fees.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Training new Vendor Coord.

VIII. New Business

- Balances:
 - Charitable: \$36,223.79



- Operational: \$5,754.10
- Givebacks:
 - Pass out custom (Starbucks) gift cards we ordered
 - Pay for school lunch balances at Tower and Sheppard (approx. \$600)
 - Discussion and voting held - Vanessa moved to approve, Kelsie seconded - *passes unanimously*
- Mid-year Budget Review:
 - Discussion held and voting took place
 - Outcome:
 - (a) OP budget: Amanda moved to approve, Kelsie seconded - 11-yes, 0-opposed - *passes*
 - (b) CH budget: Kelsie moved to approve, Lucas seconded - *passes unanimously*
- Comments/Concerns/Shoutouts:
 - President: Veterans Resource Fair - Thursday, April 10th, 2-6pm
 - Socials team:
 - **April Social** - Would like to use the April social to do a Progressive Dinner ("Spouses Night In"), which had been mentioned at a previous meeting and had a lot of positive feedback. In order to do so, volunteers are needed for opening their homes/venues, such as hangars/schoolhouses.
 - (a) Looking to get 3-4 locations
 - (b) Need solid location answer by the end of the month, or nix the progressive dinner idea



- **May Social** - We feel the May social should be held at a venue that can accommodate more sitting tables due to the level of attendance for Bingo. We feel the Heritage Center doesn't offer enough space. -
Thoughts/Comments/Concerns?
(a) Options: Wind Creek, Event Center, Welcome Center
- Sharon:
 - Around the World party is April 5th (Sat)
 - KBP Orange party is April 25th (Fri)
(a) Sharon will share fliers and ways to obtain tickets
- Special Activities:
 - Garden Club - Hoping to get more attendance, co-host added - they have great ideas.
- Jacqueline: You guys are doing a great job!
- Vanessa: *I am so grateful that three years ago, I took the leap and began working with all of you on the SSC Board. It has truly been an incredible experience, and I feel fortunate to have been part of such an amazing group. The next spouses club I join will certainly have some big Texas-sized boots to fill! - With love, Vanessa*

****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: \$2916.00

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:** 90th Spouse Group

Requested Amount: \$216.00

Details: Tumblers- \$65, Gift bags- \$16, Gummy Bears- \$21, Notebooks- \$6, Diapers- \$27, Aquaphor- \$18, Baby Blankets- \$24, Hearing protection- \$39. Here is a t-shirt fundraiser ready to go live as soon as approval is received from Command. Submitted to Command on 1/4/25. These funds will be used to purchase welcome gifts for incoming spouses and to provide baby baskets to current squadron members who welcome a new child into their family. We believe these are classic ways we can support our people as well as improve morale and participation! Your consideration would be greatly appreciated!

Outcome: Jacqui moved to give full asking amount of \$216, Kelsie seconded - discussion and voting held - *passes unanimously*

★ **Requesting Org:** Home for Freedom

Requested Amount: \$4,500.00

Details:

16x24x8 A-Frame Utility- \$12,442.28

LP Smartside

White (paint)

LP Smartside Trim

Metal Roof

CS Taupe (Metal)

(1) 6 Panel Solid Door RH-\$300



3x4 Insulated Window W/G-(2)-\$275=\$550

2x3 Insulated Window W/G-(1)-\$245

Foam Insulation (Floor Only) 1" Closed Cell (1" Closed Cell = 3" Open-\$1152.00

Subtotal-\$13,515.48

Sales Tax (6.75%). \$912.29= \$14,427.77

We currently have a quote and spec sheet on roughly a 305 square foot ADA compliant prefabricated unfinished tiny house, at a cost of approximately \$15,000. We believe our fundraising, grant writing efforts, and partnerships will allow this to come to fruition. We plan to host the 3rd Annual Golf Tournament at River Creek, April 17, 2025. Currently it is estimated that 85-100 military veterans are homeless on any given night in Wichita County. We plan to thoroughly vet individuals and move them into long term living space. The City of Wichita Falls has given Home for Freedom a lot at 1625 Pearl Dr and has allowed it to be zone for 2 tiny homes. We have been told once we have two tiny homes completely finished and in place, the city will give us another vacant lot. Have raised \$3,000 currently.

Outcome: Jacqui moved to give \$795 and suggested to revisit in May, Donna seconded - discussion and voting held - *passes unanimously*

★ **Requesting Org:** Operation Homefront (**see attachment at end of Agenda**)

Requested Amount: \$1,000.00

Details: Funds will cover costs for backpacks and school supplies for our Back-to-School Brigade® event in August and meal kits for our Holiday Meals for Military® event in November. Costs have been broken down in our 2025 budget. We can provide that to you via email, if needed. Number impacted is about 760. We do not fundraise. We are 100% donor funded. Our development team, along with our regional teams, work together to



secure funds from donors. Our mission is to build strong, stable, and secure military families so they can thrive, not simply struggle to get by, in the communities – OUR communities – they have worked so hard to protect. Funds will be used to support both our Back-to-School Brigade® and Holiday Meals for Military® programs. They will be used to purchase school supply kits and meal kits and costs associated with these programs, therefore alleviating the financial strain on military families from Sheppard AFB and the surrounding area.

Outcome: Jacqui moved to give \$500, Sharon seconded - Lindsey moved to let next year's board review the request (after resubmission for new year), Amanda seconded - discussion and voting held - *passes unanimously*

★ **Requesting Org:** Seabee Ball Committee (Navy)

Requested Amount: \$2,000.00

Details:

\$4,000 - Food (Texas Roadhouse)

\$3,000 - Decor (Table mats, entryway display, balloons, centerpiece, podium, and other jungle themed Misc decor)

\$50 - Event Center Rental

\$2,000 - Prizes (Students only)

\$600 - DJ

\$2,500 - Bar services with staff provided

\$150 - Tickets vendor (created ticket for us)

\$1,000 - Personalized Sponsor gifts

\$1,350 - Seabee Ball challenge coin

\$100 - Tickets and wristbands (materials for printing - ink/paper/etc.)



\$50 - Digital slideshow presentation

\$200 - Photo Booth display

About 210 people will be attending. They currently have raised \$8,000.00 of their goal amount of \$15,000. As a sponsor/donor you will receive tickets for one table (6 seats) and also a sponsor gift for our appreciation to support the Navy and Marine students that attend Sheppard AFB. The donation you provided will help benefit this event and help our newly elected Seabee ball committee that will start fundraising in the following month (April). This event is a time honored in the Seabee Community celebrated annually around our birthday of March 5th. This Seabee ball is an opportunity to help future Seabees understand the history, the tradition and the community of the Navy not a lot of people know or understand. Yes, we conduct monthly bake sales, car washes, and/or burger burns, put on by staff only. Other sponsors/resources we use: Petty officer association, Chief Petty Officer association, Hotter than Hell, and Wichita Falls Downtown Development - Date of event: Sat, March 8th

Outcome: Jacqui moved to give \$1600, Kelsie seconded – Kelsie moved to give \$1750, Vanessa seconded – yes-4, no-7 – Carren moved to give \$2000, Sharon seconded - yes-2, no-9 – Original amount back on the table to give \$1600 - yes-11, 1- abstention throughout entire discussion and voting - *motion passes*

★ **Requesting Org:** Tower and Sheppard Elementary

Requested Amount: \$225

Details: Sheppard Elementary and Tower Elementary students have received approval to decorate plywood to place at the gates for April- month of the military child. We would love to list SSC as the sponsor for this project. Our hope is they can be reused annually to



celebrate our military kiddos. \$93 for plywood, \$38 for rebar, \$36 for base paint, \$5 for PVC pipe, \$14ish for tax, and \$39 for other color acrylic paints.

Outcome: Jacqui moved to give full amount of \$225, Donna seconded - discussion and voting held - 11-yes, 1-abstention - *motion passes*

VIII. Announcements

1. SSC Mini-clubs and Activities Upcoming Events:

- a. Book Club: Tuesday, 2/25 at Fun Noodle - 6pm
- b. Bunco: Thursday, 2/13 Couples Bunco at TS - 6pm
- c. Fantasy Sports: N/A
- d. Garden Club: Friday, 2/7 at The Commons - 4pm
- e. NATO Mix-N-Mingle: 2/27 at Afterburner - 6pm
- f. Next Board Meeting: Monday, 3/3 at Wind Creek - 6pm
- g. Playgroup: Friday, 2/28 - ?
- h. Social: Thursday, 2/20 at the Heritage Center - 6pm
- i. Thrift Shop Cleanup: Thursday, 2/27 - 2-4pm
- j. Welcome (Coffee) Wednesday: Every Wednesday at Starbucks on base - 8-10am
- k. Wine Club: Quarterly

2. Closing Comments

- a. Advisors
- b. President - Farewell Vanessa and thank you for your service and time, we will miss you!

IX. Adjournment at: 7:39pm



OPERATION HOMEFRONT: Breakdown of expected expenses for back to school backpack event and holiday meals:

Recurring Military Family Support Programs	
Wichita Falls (Sheppard AFB)	
2025 Back-to-School Brigade Program Elements - serving 160 children	Cost
Backpacks (\$8 per backpack x 160 children)	\$ 1,280.00
Assorted School Supplies (\$20 per bag x 160 bags)*	\$ 3,200.00
Event banner (\$78 per banner x 2 banners per event)	\$ 156.00
Volunteer support (shirts, nametags, water, snacks, etc - \$15 per volunteer x 20 volunteers)	\$ 300.00
Printed materials (~\$2 per backpack x 160 backpacks)	\$ 320.00
Event supplies (décor, etc)	\$ 250.00
Craft activity (\$5 per child x 160 children)	\$ 800.00
Program additions (lunchbox, waterbottle, or similar - \$10 per child x 160 children)	\$ 1,600.00
Event activities (snacks, snow cone station, or similar)	\$ 600.00
Total Programmatic Support:	\$ 8,506.00
Core Mission Support - 20% of event cost (registration management, IT, etc)	\$ 1,701.20
TOTAL BACK-TO-SCHOOL BRIGADE EVENT COST	\$ 10,207.20
*Assorted school supplies to include pencils, pens, notebooks, erasers, glue sticks, markers/crayons/colored pencils, highlighters, pencil sharpeners, binders, paper, pencil pouches, folders, etc.	
2025 Holiday Meals for Military Program Elements - serving 150 families	Cost
Grocery gift card (\$10 per family x 150 families)	\$ 1,500.00
Non-perishable meal kit (\$50 per family x 150 families)	\$ 7,500.00
Frozen turkey (\$15 per turkey x 150 families)	\$ 2,250.00
Event banner (\$78 per banner x 2 banners per event)	\$ 156.00
Volunteer support (shirts, nametags, water, snacks, etc - \$15 per volunteer x 20 volunteers)	\$ 300.00
Printed materials (~\$2 per family x 150 families)	\$ 300.00
Event supplies & activities (décor, on-site games, etc)	\$ 250.00
Program additions (board games, gingerbread houses, or similar - \$10 per family x 150 families)	\$ 1,500.00
Total Programmatic Support:	\$ 13,756.00
Core Mission Support - 20% of event cost (registration management, IT, etc)	\$ 2,751.20
TOTAL HOLIDAY MEALS EVENT COST	\$ 16,507.20
TOTAL 2025 RECURRING SUPPORT PROGRAM COST	\$ 26,714.40