



## SSC October BOARD MEETING MINUTES

**Date:** Monday, October 7th, 2024

**I. Call to Order at: 6:05pm**

- Absent: Vanessa, Jane, Jacqueline D., Megan, Donna

**II. President's Opening Comments**

- Lori read a Thank You note we received from a givesback.

**III. Review and Approve Previous Board Minutes**

- Lindsey moved to approve the previous month's minutes – Kelsie seconded –  
*passes unanimously*

**IV. Old Business**

**V. Executive Board Reports:**

**1. PRESIDENT - Lori Larsen**

- Number of Hours Volunteered: 65
- Completed Task(s): Attended AF Ball meetings, Hangar Holiday meetings, met with NATO liaison, assisted with Social, attended Welcome Wednesday, helped with Givebacks and Cinderella's closet open house.
- Accomplishments: Put on a successful CC open house.
- Incomplete Tasks/Needs: Bylaws and Constitution review pt. 2

**2. OPERATIONAL VICE PRESIDENT - Lindsey Shepard**

- Number of Hours Volunteered: 20
- Completed Task(s): Helped Social team with first social. Met with fundraising to game plan the year.
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- *Number of Hours Volunteered:* 70
- *Completed Task(s):* Scheduled TS posts for Oct., CC open house, HH, Fundraising interest meeting, Givebacks, Assisted Helping Hands as needed.
- *Accomplishments:* N/A
- *Incomplete Tasks/Needs:* N/A

4. **SECRETARY** - Chelsea Sisson

- *Number of Hours Volunteered:* 17
- *Completed Task(s):* Checked both emails and mail box, edited/sent board reports, agenda and minutes, attended HH and Exec meeting, attended givebacks at FE and TS cleanup, spoke with Santa Donny for HH, attended Welcome Weds, Book club, Nato/SSC lunch, 9/11 5k
- *Accomplishments:* N/A
- *Incomplete Tasks/Needs:* N/A

5. **PARLIAMENTARIAN** - Tyler House

- *Number of Hours Volunteered:* 15
- *Completed Task(s):* N/A
- *Accomplishments:* N/A
- *Incomplete Tasks/Needs:* N/A

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

- *Number of Hours Volunteered:* 60
- *Completed Task(s):* Graphics for fundraisers: Boo Bags, Auction, socials and mini-clubs, HH. Attended meeting for HH and budget
- *Accomplishments:* Staying weird!
- *Incomplete Tasks/Needs:* Need to share HH vendor slides. Most count-down days scheduled.

7. **CHARITABLE TREASURER** - Lucas Desautels

- Number of Hours Volunteered: 20
- Completed Task(s): Updated budget, sent checks, tracking bank account
- Accomplishments: Hosting first mini-club event!
- Incomplete Tasks/Needs: N/A

**VI. Operational Standing Committee Reports**

8. **MEMBERSHIP COORDINATOR** - Jazmyn Santos

- Total Number of Members: 80 members, 8 new this month!
- Number of Hours Volunteered: 17
- Completed Task(s): Attended Bundles4Babies, inviting new members to join, made and posted birthday announcements
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 10.5
- Completed Task(s): Hosted Sept. social and began planning for Oct.'s social
- Accomplishments: Completed our first social as the new socials coordinators. Ensured everything was ready for the social - decorations, food, drinks, game & prizes. We hope everyone enjoyed themselves and look forward to seeing everyone at the October Social! Also, thank you to our volunteers - Lindsey & Lori for helping decorate for the September Social!
- Incomplete Tasks/Needs: We are currently planning/starting the shopping for the October Social. We will need to check out the Operational card from a board member to make our in-store purchases (will get from Chelsea)

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

- Number of Hours Volunteered: 5.5

- Completed Task(s): Recorded amount of attendees for mini-clubs, updated weekly calendar for September
- Accomplishments: Encouraged new and incoming people to join SSC , had giveback at FE walking gate
- Incomplete Tasks/Needs: N/A
- Mini-club Attendance Across Organization:
  - Book Club: 13
  - Bunco: 16 members, 8 guests
  - Fantasy Sports: 19 members, 1 guest
  - Gardening Club: 2
  - Playgroup: 7 members, 11 kiddos
  - Social: 25
  - Welcome (Coffee) Wednesday: 43 members, 5 guests
  - Wine Club: N/A
  - SSCxNATO Mix-n-Mingle: 25 attendees

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

- Number of Hours Volunteered: 20
- Completed Task(s): Ordered and submitted Fundraising request for Boo Bags, held an interest meeting for Spring Silent Auction, set up Panera fundraiser for November.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Completing Boo Bag fundraiser and Spring Silent Auction – Need white bags from SSC closet, Need candy bars and googly eyes

12. **NATO LIAISON** - Sharon Arcay

- Number of Hours Volunteered: 15
- Completed Task(s): Worked on new ideas to include NATO spouses more, start-up of the new mini club: SSC x NATO mix & mingle, a lot of advertising and advocating for SSC in ENJJPT/NATO/80FTW, lot of social media & canva time.

- Accomplishments: Start-up of our new mini club: SSC x NATO mix & mingle was a great success!! ***We got some new NATO members too!!***
- Incomplete Tasks/Needs: Planning 'potluck & sharing' recipes next month

13. **RETIREE LIAISON** - Vacant\*

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

14. **WEBMASTER** - Kady Rogers

- Number of Hours Volunteered: 6
- Completed Task(s): Emails
- Accomplishments: N/A
- Incomplete Tasks/Needs: submit September minutes

## VII. Charitable Standing Committee Reports

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

- Number of Hours Volunteered: 55
  - *TS Volunteers:* 25 with 217 hours
- Financial Report: \$1506.93 (CH), \$645.83 (OP)
- Completed Task(s): Finished getting out Fall clothes and made room for new racks. (Thanks to Hemming's for donating racks)
- Accomplishments: Added TWO new volunteers! Made all deposits weekly.
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 12
- Completed Task(s): 31 dresses currently rented for AFB
- Accomplishments: Successful CC open house!

- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 9
- Completed Task(s): Handed out grant checks to 3 orgs and mailed 1,  
Compiled all grant requests for the month and checked emails
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 10
- Completed Task(s): Prepper for first meeting, Organized rubrics and applications and make recommendations for adjustment, followed up with students we are still waiting on
- 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 and payments, met with MPEC to finalize HH plans, responded to vendor emails, formed a committee and began planning meetings
- Accomplishments: We have completely filled the show AND waitlist!
- Incomplete Tasks/Needs: N/A

**VIII. New Business**

1. **MISC:**

- i. Balances:
  - Charitable: \$48,855.54
  - Operational: \$4,631.88
- ii. Givebacks - for October

- Hand out the rest of the Starbucks giftcards
- Fri 10/25 - Hand out popsicles at the Soccer Game
- Fri 10/25 - Trunk or Treat - looking at doing two trunks - 1 for HH, 1 for regular decor/spooky

iii. Other/President:

- Lori briefly went over new guidelines for grant requests and that the Exec. board will be doing another review of the Bylaws and Constitution and Handbook
- Friday, 10/18 from 2-4: Airman's council Game Day
- Halloween Social - does the board want to do themed costumes together? - vetoed
- CC will be hosting a second open house on Wednesday, 10/16 from 5-7pm

iv. Feedback/Requests/Discussions:

- Review changes to grant processes
- Set standard for Holiday party request (Helping Hands)
- Meeting for Bylaws and Constitution review - November
- Volunteers needed to decorate for October social (16th) - night before
- *Socials team is seeking **any** feedback from the social for betterment*
- More communication surrounding mini-clubs, an up-to-date roster of who hosts each club
- Would like to see Walking Club and/or Lunch Bunch brought back (we can use Fitness&Friends for walking and use SSCxNATO for lunch bunch)
- Request for new/additional fitting room for CC

v. Shoutouts:

- Donna&Karly: Thank you to all who volunteered for TS Cleanup on 9/30!

*\*\*\*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: \$20,251.00

***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]***

**For Discussion:** \*\*\*For christmas parties, should we decide on an amount and then have them be a yes or no vote? Suggesting \$500 as a fair price but it could also be a lower amount if that is what everyone else prefers\*\*\*

**Outcome:** Discussion was held for a holiday party standard. Will revisit at a later date, or possibly next year, when more data is compiled to see if a standard is warranted.

**Requesting Org:** Friberg Cooper VFD

**Requested Amount:** \$3214.97

**Recommendations:** \$1600

**Details:** Cabinets. We are attempting to fundraise and write grants to remodel our Fire Department's kitchen. They are a volunteer fire department so they don't receive funds from the state or county to help with things like this.

**Outcome:** Discussion was held and amendments were suggested. Final vote and outcome was for Carren moving to give the original recommended amount of \$1600 – voting: 6-yes, 0-no, 6-abstained – *passes*

**Requesting Org:** Wild Bird Rescue

**Requested Amount:** \$5,000

**Recommendations:** \$500

**Details:** I am writing to you on behalf of Wild Bird Rescue, a dedicated organization committed to the care and rehabilitation of injured and orphaned birds. We are seeking your support for our



Volunteer Training Program, an essential initiative that empowers our volunteers with the knowledge and skills necessary to provide the best possible care to the wildlife we serve.

As you may know, several of our dedicated volunteers are military personnel stationed at Sheppard Air Force Base. Their involvement not only enriches our program but also strengthens the bond between the local community and the military. We work collaboratively with these volunteers on various projects throughout the year, fostering teamwork and community engagement.

The funds we are requesting will be utilized to enhance our training program, specifically focusing on the unique needs of endangered species birds. This training will cover essential topics, including avian anatomy, nutrition, proper handling techniques, and rehabilitation practices. By equipping our volunteers with this critical knowledge, we can improve our rescue efforts and ensure higher survival rates for the birds in our care.

Moreover, this program is not just about wildlife conservation; it is also an opportunity for team and strength building within our community. By bringing together local residents and military members, we promote understanding, camaraderie, and shared purpose, which are invaluable in today's world.

We believe that with your generous support, we can expand our training initiatives, ultimately benefiting both the birds we rescue and the volunteers who dedicate their time and effort to this cause. Your contribution will help us create a more informed and effective volunteer team, enhancing the overall impact of Wild Bird Rescue in Wichita Falls.

**Outcome:** Discussion held and voting took place - Kelsie moved to give \$500, Jaclyn seconded - voting: 11-yes, 1-no, 0-abstentions – *passes*

**Requesting Org:** Tower Elementary

**Requested Amount:** \$500

**Recommendations:** \$500

**Details:** Tower Elementary has the Braveheart Club- which provides peer and military mentor support for students who have a parent gone, or leaves frequently, due to the military. Although this is a training base, we still have some grown ups deploy, quite a few parents go remote, and others TDY frequently or for extended periods. We hold the club every other week in the mornings, to not provide too much added strain to their parent. During the meeting the kids bring their breakfast, and we provide a fun craft and support. We also are hoping to provide at least two field trips this year. We currently have 12 kids registered, but that will change as parents realize the club is an option. Last year we got up to 26 students by the end of the year. Tower also has a Student 2 Student (S2S) club, that is based on the MCEC (Military Child Education Coalition), which follows the MCECs guidance and provides peer support for new students as well as service to others. We host meetings for these students every other week and provide snacks and create welcome bags for the new students that arrive at Tower. This club has around 25 students, and will welcome all new students, whether military or not (although most are military). These funds would help cover the Braveheart Clubs crafts and field trips. They would also be used to support the S2S club and their snacks, possible field trips for community service, and other administrative items. Directly- 50 students, indirectly- new students and the community. We have 2 main fundraising streams, a Family T Shirt (RED) in October, and a Purple Up T-Shirt in April.

**Outcome:** Discussion held and voting took place - Kelise moved to give \$500, Sharon seconded - voting: 9-yes, 0-no, 3-abstentions - *passes*

**Requesting Org:** 82nd Communication Squadron

**Requested Amount:** \$1000

**Recommendations:** \$500

**Details:** We are desperately trying to raise funds for the Holiday Party for our squadron. All funds raised will go to off-set ticket prices for food (\$400), decorations (\$200), location (\$200) and give away for the squadron (\$200). We are a very small squadron (70 people) and have a lot of first term Airmen that do not have a lot so fundraising is very minimal. \$3000 is what we are trying to earn. We have raised \$500 and are planning (3) more fundraisers. Event is 12/13/2024.

**Outcome:** Discussion held and amendments suggested - Final vote and outcome was for Kelsie moving to give original amount of \$500, Sharon seconded - voting: yes-12 - ***passes unanimously***

**Requesting Org:** 469 FTS Spouse Group

**Requested Amount:** \$455

**Recommendations:** \$455

**Details:** The 469th Spouses Group needs to order new farewell gifts for our spouses/families to be presented to them during their FINI flight (final flight with our squadron). These gifts are a thank you to the spouses and family for supporting their active duty member during their time in the 469th, as well as recognizing them for being members of the Fighting Bullettes. We will be ordering 30 new squadron specific ceramic tiles made by Hand-N-Hand Designs. We were quoted around \$375 before tax (estimated 8.5% of total cost) and shipping (estimated 12% of total cost). We do not have funds raised at this moment due to other spouse group purchases/ social expenses we have had. We do have a fundraising table at every UPT graduation selling swag in hopes of raising money. 30 spouses/ families impacted.

**Outcome:** Discussion held and voting took place - Kelsie moved to give full amount of \$455, Jaclyn B. seconded - voting: 11-yes, 1-abstention - ***passes***

**Requesting Org:** 361 Unit Advisory Council

**Requested Amount:** \$500

**Recommendations:** \$500

**Details:** Costs: \$2000 Venue Rental, \$2000 Food, \$200 Drinks, \$150 Decorations, \$500 Childcare, \$4000 Gifts/Raffle Prizes for Holiday Party.

We are currently limited to only allowing 15 children at the venue for childcare during the event. However, we are exploring other options due to the venue limitation.

Total Estimate: \$9000 Current Raised: \$7000

We have a Bowl-A-Thon planned for each quarter with the next one being in October to assist in our financial goal for the event. We have completed two Bowl-A-Thons this year that have raised

about \$4000 together and also volunteered at a NASCAR event that raised about \$900. We also have multiple requests for funding from organizations within the squadron periodically throughout the year for events such as babies & bundles, newcomers welcome, promotion ceremonies, and squadron renovations. We also provide funding for change of command ceremonies and leadership PCS celebrations. Event date 12/7/2024

**Outcome:** Discussion held and voting took place - Kelsie moved to give \$500, Sharon seconded - voting: 11-yes, 1-abstention - **passes**

**Requesting Org:** Memorial High School Boys' Basketball Booster Club

**Requested Amount:** \$283.32

**Recommendations:** \$283.32

**Details:** The Memorial High School Booster Club, will be hosting our inaugural fundraiser, *"BINGO WITH THE BULLS,"* on October 10th from 6:00 to 8:00 PM at City of Hope Church in Wichita Falls. The event's proceeds will go toward purchasing team warm-ups, which cost \$1,400.

We kindly request your support to help us cover the total costs for the fundraiser, which include \$200 for 20 XL pizzas, four cases of 36 packs of soda for \$61.92, and five cases of 40 bottles of water for \$21.40. Your contribution of \$283.32 would greatly enhance the experience for our attendees, allowing us to focus more on raising funds toward the team's equipment needs.

In appreciation of your generosity, we would be honored to acknowledge the Sheppard AFB Spouses Club during the event and feature your club in our promotional materials. Your support will be instrumental in providing our players with essential resources and ensuring the success of our fundraiser. Date of event 10/10/2024

**Outcome:** Discussion held and voting took place - Kelsie moved to give full requested amount of \$283.32, Jazmyn seconded - voting: 12-yes, **passes unanimously**

**Requesting Org:** 80th FTW ENJJPT soccer team

**Requested Amount:** \$760

**Recommendations:** \$500

### **Details:** 80th ENJJPT vs 82nd AITs soccer game

On suggestion of the 82nd Training Wing, the question was raised of playing a yearly soccer game between the 80th ENJJPT personnel & the 82nd AITs, to strengthen the relationship and cohesion between the two Wings. It would be a recurring event called the World Cup and the ENJJPT team will consist of a mix of the best available players from all parts of the wing, officers and enlisted, co-ed. The first game will be held on 25 October 2024 at Sheppard AFB. However, a soccer team requires soccer uniforms. The 82nd already has USA themed uniforms, but the ENJJPT Wing does not. The question was raised to the Wing, but there is no budget foreseen; no funds are available for buying 20 uniforms (shorts & jerseys). Also, the organizers had limited time to prepare and weren't able to fundraise at this time. The aim is to keep these uniforms in the 80th FTW for the next years, so they wouldn't be kept personally by the players, but they will be re-used every event. The kit costs 38\$ per player, tax included. There will be 20 players on the roster, so the needed budget is 760\$, tax incl. This roster is 100% military from SAFB.

**Outcome:** Discussion held and amendments were suggested. Final vote and outcome was for Amanda moving to give the full requested amount of \$760, Carren seconded - voting: 11-yes, 1-abstention - **passes**

**Requesting Org:** SAFB Youth Flag Football

**Requested Amount:** \$2000

**Recommendations:** \$1000

**Details:** These funds are, in hopes, to help support this Winter's SAFB flag football teams for the NFL Flag Super Regional Tournament at the Dallas Cowboys Ford Center, December 7-8, 2024. This tournament has been around for over 10 years but SAFB has not had the opportunity to partake due to the locations being too far out of the area I.E. New Orleans, Las Vegas, Nashville.

With this year's tournament being in Dallas, this gives these kids from this installation an opportunity that most will never get.

The ask for funds for this tournament is \$1000. SAFB will be able to attend this tournament due to them playing NFL Flag football requirements through the YMCA. SAFB will be assembling two

10 man teams. An 8U division and a 10U division. Each team, per the NFL Flag football guidelines can only roster 10 kids max and are only allowed two coaches per team. So in all, 20 kids/players and 4 Coaches will attend. The entry fee is \$375/team if paid by October 25th. \$750 in all for both teams to enter. After October 25th, the entry fee will go up to \$475/team. We will also have to provide lodging for the teams. And per the NFL Flag football by-laws, they have a "Stay-And-Play" rule to where any team outside of a 75 mile radius of event MUST/Required to stay with a list of hotels (that are teamed with the event) that they provide for each group. The hotels range from \$120-\$200 per night times 20 rooms. Additionally, with lodging and Entry fees, we will have to make sure we have meals for 20 players for two days and the 4 Coaches.

The main ask from the Spouses club is not to cover all of the expenses but to assist in making a small but very crucial dent to make this fantasy a reality for these kids and their families. In all we will need roughly \$3800 for both teams to attend and if your organization can donate \$1000, that will help this process out tremendously. We will also be reaching out to other private orgs and the parents of the players attending will be donating to get to the collective goal as well...

Thank you in advance for your time and support!

\$3800 needed

\$0 acquired as of today 09/26/24

**Outcome:** Discussion held and voting took place - Lori moved to give \$1000, Jazmyn seconded - voting: 9-yes, 3-abstentions - **passes**

## **VIII. Announcements**

### **1. SSC Mini-clubs and Activities Upcoming Events:**

- a. Book Club: Tuesday, 10/22 at 6pm - Bricktown
- b. Bunco: Thursday, 10/10 at 6pm - TS
- c. Fantasy Sports: Sunday, 10/20 at 3:00pm - Baby Lucas' house
- d. Garden Club: Friday, 10/11 at 6pm - Runway Bar & Grill (Pumpkin painting)

- e. Next Board Meeting: Monday, 11/4 at 6pm - Wind Creek CC
- f. Playgroup: Wednesday, 10/2 at 4pm - Atlas Park in FE
- g. SSCxNATO Mix-n-Mingle: Tuesday, November 12th at Noon - Recipe exchange at Wind Creek CC
- h. Social: Thursday, 10/17 at 6pm - Wind Creek CC
- i. Thrift Shop Cleanup: TBD
- j. Welcome (Coffee) Wednesday: Every Wednesday, 8am - Starbucks on base
- k. Wine Club: Saturday, 10/26 at 6pm - Wine Crawl starting at 6th Street Winery

## **2. Closing Comments**

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

**IX. Adjournment at: 8:11pm**