



SSC **March** BOARD MEETING MINUTES

Date: Monday, 3/3/2025

I. Call to Order at: 6:00pm

- Absent: Bri, Lori H., Amber, Lisa, Jacqueline

II. President's Opening Comments

- New duty stations shared

III. Review and Approve Previous Board Minutes

- Kelsie moved to approve minutes for last month, Lucas seconded - *passed unanimously*

IV. Old Business

V. Executive Board Reports:

1. PRESIDENT - Lori Larsen

- Number of Hours Volunteered: 50
- Completed Task(s): Attended meetings, met with new spouses, checked emails
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

2. OPERATIONAL VICE PRESIDENT - Lindsey Shepard

- Number of Hours Volunteered: 10
- Completed Task(s): Made sure it all ran smoothly
- Accomplishments: Dressed Beck up as Inigo Montoya
- Incomplete Tasks/Needs: If we want to do the Bunny Breakfast in April as a fundraiser, we need to find a point person(s).



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

- Number of Hours Volunteered: 35
- Completed Task(s): Scheduled posts for TS, attended WW each week, helped CC team, planned Givesbacks with Lori, worked with Scholarship Chair on planning judging day
- Accomplishments: See above :)
- Incomplete Tasks/Needs: Working with Jane on preparations for the day of Scholarship judging; Working with CC team to do open house for Prom

4. **SECRETARY** - Chelsea Sisson

- Number of Hours Volunteered: 10
- Completed Task(s): Checked mailbox and both emails, edited/shared agenda and minutes for review, attended gov and exec. meetings, and Dining In meetings
- Accomplishments: N/A
- Incomplete Tasks/Needs: Turn in RoT (ohhhhh Amadaaaaaaaaaaaaaa)

5. **PARLIAMENTARIAN** - Tyler House

- Number of Hours Volunteered: 10
- Completed Task(s): Worked with publicity on advertisement for Nominations and got those going.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Still working on Nominations and Elections are coming up!

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



- Number of Hours Volunteered: 40
- Completed Task(s): Givesbacks - coordinated checks to Sheppard and Tower ES for meals; Scholarship committee, exec board nominations and events - graphics, postings, and sharing; Treasurer - number things
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

7. **CHARITABLE TREASURER** - Lucas Desautels

- Number of Hours Volunteered: 15
- Completed Task(s): Update budget; reconciled account; writing checks
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VI. Operational Standing Committee Reports

8. **MEMBERSHIP COORDINATOR** - Jazmyn Santos

- Total Number of Members: 105
- Number of Hours Volunteered: 10
- Completed Task(s): Attended community briefing to promote SSC
- Accomplishments: Made SSC Birthday posts
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 12
- Completed Task(s): Shopping for Feb. Social, set up and hosted successful Feb. Social; Reserved Heritage Center for March Social; checked out and returned key to HC; Coordinated emails to director and food mgr of Afterburner to get estimates for (possible) April Social venue



- Accomplishments: Successful February Social!
- Incomplete Tasks/Needs: Need to determine plan for April's Social (Afterburner vs. Progressive Dinner) - speak to board on budget; Need to game-plan with co-chair on March Social, shop for decor/games/prizes/food/drink

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

- Number of Hours Volunteered: 6
- Completed Task(s): Made weekly SSC calendar posts to FB, created in canva
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A
- Mini-club Attendance Across Organization:
 - Book Club: 14
 - Bunco: 9 members, 6 guests
 - Fantasy Sports: N/A
 - Gardening Club: 3
 - NATO Mix-N-Mingle: N/A
 - Playgroup: 5
 - Social: ???
 - Welcome (Coffee) Wednesday: 34 members, 6 guests
 - Wine Club: Held quarterly

11. **FUNDRAISING COORDINATOR(S)** - Carren Matej

- Number of Hours Volunteered: 3
- Completed Task(s): Assisted with social, completed and dropped off fundraising forms to grocery stores
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A



12. **NATO LIAISON** - Sharon Arcay

- Number of Hours Volunteered: 4
- Completed Task(s): Advertising and board meeting
- 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: 6
- Completed Task(s): Emails, webpage
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VII. Charitable Standing Committee Reports

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

- Number of Hours Volunteered: 40
 - TS Volunteers: 20 volunteers with 228 hours
- Financial Report: \$ XX (CH), \$ XX (OP)
- Completed Task(s): Called in work orders for TS
- Accomplishments: Re-organized TS shed; Hosted a volunteer luncheon and training



- Incomplete Tasks/Needs: Replace shed floor out of TS budget

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

- Number of Hours Volunteered: 19
- Completed Task(s): 8 appts (0 cancelled, 1 no-show); 13 dresses out, 12 returns
- Accomplishments: Catalogued dresses and made a Seabee Ball FB post
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 9
- Completed Task(s): Answered emails, compiled grant requests, handed out checks
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 40
- Completed Task(s): Organized scholarship apps as they came in; Communicated with students to let them know if they were missing any requirements or needed corrections; As of 2/25, we have a total of 20 applications (13 college-age, 27 high school; 5 mil-spouses)
- Accomplishments: N/A
- Incomplete Tasks/Needs: Essay judging (3/3); Rack&Stack (3/18); Scholarship celebration (5/17)

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

- Number of Hours Volunteered: 10



- Completed Task(s): Processed apps and assigned booths with new VC for the 2025 show.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Working with new VC to complete turn over and processing apps for this year's show.

VIII. New Business

- Balances (at time of report):
 - Charitable: \$33,750.54
 - Operational: \$4,502.07
- Bunny Breakfast (fundraiser):
 - April 5th (can change the date)
 - Need new point person
- Givebacks:
 - Sheppard Elementary picnic - 4/11, 5-7pm - hand out popsicles
 - Open tab at Starbucks on base - Tues, 3/4
- Volunteer Request:
 - For: National Military Family Association
 - When: April 1-15th, and 2 weeks quarterly after that
 - Details: This volunteer opportunity is completely virtual and can be done on your own time during the two week window (first window April 1st-15th). If you're interested in doing it, they provide an hour long virtual training prior to starting. They don't have a set number that they want you to complete within the two-week window, just do as many as you'd like. They provide scholarships to military spouses and we will be reading and grading essay



questions. The scholarship is called Joanne Holbrook Patton Military Spouse Scholarship and can be used for GED to PhD, entrepreneurial expenses, and certificates/licenses fees. It is available to all ID holding military spouses, with no rank restrictions.

- <https://www.militaryfamily.org/state-of-the-military-family-programs/spouses-scholarships/>
- Comments/Concerns/Shoutouts:
 - Kelsie says “I love you all!”
 - Social’s team: Any prize suggestions for May’s social!?
 - Sharon: Tickets are on sale for the ATWP as from 10 March for 82nd Wing (ask Sharon for poster)
 - Reminder, please shop and consign at the TS! :)
 - HH Vendor coord for next year is Rebecca Hill, no Director yet
 - Scholarship: Essay judging was this AM

****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: \$5,339.89

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:** 82nd Communication Squadron

Requested Amount: \$1500.00



Details: We are looking to host our squadron's yearly tradition of having a large squadron picnic, one of the biggest squadron events for the year. Event date: 5/22/2025

\$900 - Facility/venue

\$600 - Activity passes (\$6x 100 personnel)

\$400 - Food

Outcome: Kelsie moved to give \$400 (to cover food), Jane seconded - discussion and voting held - *passed unanimously*

★ **Requesting Org:** Sugar Bear Foundation

Requested Amount: \$500.00

Details:

The Sugar Bear Foundation is a 501(c)(3) formed in 2016 in honor of Lieutenant Colonel Mario "Sugar Bear" Carazo who made the ultimate sacrifice while serving in Afghanistan in July of 2010. The mission of the foundation is to support Gold Star/Surviving Spouses (Active-Duty and Service-Connected losses) and their Children of fallen United States military personnel through educational initiatives focused on academic, career, and financial literacy and wellness. We provide our programming to many qualifying families throughout the United States.

We kindly request \$500 for our Virtual Education Program. This program serves Gold Star/Surviving Spouses, Children, and Teens by offering memorial scholarships, tutoring, college consulting, test preparation assistance, educational subscriptions (websites), and coaching for the mothers (spouses), to support their children more effectively in school. We provide resources and financial counseling for future planning, along with accessible workshops and supplementary materials. This program also provides educational support for children and teens who have special learning needs such as Dyslexia, ADHA, anxiety issues, etc. Our Program runs from about May through March each year.



We take a holistic approach, especially with families who are dealing with the loss of their service member. As such, this program also provides educational programming focused on health and wellness, such as workshops, video recordings, and supplemental literature.

To date, all of our Registered families consist of women and their children, and our programming aims to help these families move forward with more stability. The majority of our families are struggling both financially and emotionally. Spouses need to either secure employment or prepare to re-enter the educational arena so they can take steps toward securing better-paying jobs. These women juggle all facets of their home life, especially raising their children. We want to help remove some of these burdens while providing tangible support that will impact the whole family's future. These families would not be able to afford such comprehensive services without our programming, especially in a nurturing environment that understands the gravity of their loss. Since its inception four years ago, our Virtual Education Program has provided hundreds of hours of tutoring for children, teens, and spouses, improved test scores and grades, secured college acceptances, funded private and higher education, and provided parental support. It is one of our most utilized programs and continues to grow. We are grateful for any support.

Each year we partner with the Marine Corps Association Foundation to cohost the Sugar Bear Virtual Memorial Run and split the proceeds. We also offer t-shirts and challenge coins to any donor that contributes more than a \$40 donation. Over the years we have had various individuals and or companies hold fundraisers for us. We do not receive any government support.

We are very grateful for your consideration as we strive to give back to the families who have given their all in service to our country.

Here are some testimonials from families in this program-

- "My son would benefit from having some one-on-one help with his math work. It has become more difficult, and it is hard for me (his mom) to help him because they teach the math very differently than I learned it and I am an only parent after late husband was KIA so I am quite busy getting dinner ready, etc. when he is doing homework. He also learns better from other adults and gets frustrated with me."
- "This resource is invaluable for our teens and young adults. It is a much-needed resource in our community."



- “As a surviving military family, we live on a fixed income. I had to return to work full time to pay our bills. I cannot afford to pay for private tutors. Our public school does not offer the individual tutoring assistance my children require. As a working single parent, it’s very difficult to tutor and assist my kids in subjects that are difficult for me to understand as well.”

Virtual Education Program - Runs from about May - March 2025

Memorial Scholarship - \$15,000

Website subscriptions - \$5,000

College Consulting - \$15,000

Workshops, Recordings, Group Instruction - \$5,000

Educational/Parental Coaching - \$5,000

Supplemental Materials - \$4,000

Tutoring - \$20,000

Total Program: \$69,000.00

Outcome: Kelsie moved to table, Lindsey seconded - discussion and voting held - *passed unanimously*

★ **Requesting Org:** Chief’s Group

Requested Amount: \$2,000.00

Details: The Chief’s Group is under new leadership. We are rebuilding our PO to better serve the community. Unfortunately, we do not have the funds to execute the Chief Recognition Ceremony to the level it deserves. Additionally, the first AF Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, CMSgt Retired Ramon-Lopez will be the guest speaker and we want to do it right! No, team with Top III in May, solicit donation from other private org, increased landing fee/dues.

Location fees - \$320



Mementos - \$1,500

Food - \$3,750 (ticket sales)

Decorations - \$700

Guest speaker gift - \$75

Outcome: Kelsie moved to give \$395, Sharon seconded - Amendment made by Kelsie to give \$500, Donna seconded - discussion and voting held - *passed unanimously*

★ **Requesting Org:** Sheppard NCO Academy

Requested Amount: \$4,000.00

Details: The \$4000 would be used to cover the room & service fees! Room Fee \$1700, Service Fee \$2250, additional A/V system \$300, decorations \$400, chair covers \$500. We are hosting the first joint Airmen Leadership School & NCO Academy graduation with the keynote speaker being the former Senior Enlisted Leader to the Chairmen of Joint Chief of Staff. Due to the number of estimated guests, we will not be able to host the graduation on base unless we secure a hangar. However, the hangar will add a large price tag to secure A/V, rent tables & chairs, linen, HVAC depending on the weather ext. Currently we are looking into the Country Club and requesting funds to assist with keeping the ticket cost to \$30. - Date: 3/27/25

Outcome: Kelsie moved to give \$400 (for decor), Sharon seconded - discussion and voting held - *passed unanimously*

★ **Requesting Org:** Fisher House Inc.

Requested Amount: \$1,000.00



Details: During a recent trip to Sam's club \$800 was used to purchase food items and \$200 for household items (paper goods and disposable dining supplies. Once a month we shop for each of the 3 Fisher House campuses in San Antonio Texas for their "wish list" items. A shopping trip averages around \$1,000.00. The funds will be used to purchase essential grocery, pantry, and household items for military families staying at one of the three Fisher House campuses in San Antonio, Texas. These items include non-perishable food such as canned and packaged goods, disposable dining supplies including plates, cups, and utensils, as well as paper products like paper towels and toilet paper. Additionally, the funds will help procure cleaning supplies and, when needed, small household appliances such as coffee makers, hand mixers, and toasters. We conduct monthly shopping trips to fulfill the "wish list" needs of each campus, ensuring that families have access to necessary supplies during their stay. Fisher House, Inc. also provides a Taxi service for military families to critical medical appointments. These funds will directly support active duty and retired military members and their families by reducing their financial burden during their stay at Fisher Houses. By providing a well-stocked pantry, families can prepare their own meals, helping them save on dining expenses while also creating a sense of comfort and normalcy during a challenging time. Additionally, by alleviating these costs, the funds enable families to focus on their loved one's medical care and recovery without the added stress of food and lodging expenses.

The need is on-going. We entered a date in the event field because it is required, any donation of any amount and any time of the year would be greatly appreciated. Thank you for your consideration.



In the fall we have a golf tournament fundraiser. We also receive unsolicited donations from individuals and local businesses and organizations.

Outcome: Kelsie moved to table until May, Lindsey seconded – Amanda moved to amend to give \$500, Lindsey seconded - discussion and voting held - *motion passed*

VIII. Announcements

1. SSC Mini-clubs and Activities Upcoming Events:

- a. Book Club: Tuesday, 3/25 - Savage Boards - 6pm
- b. Bunco: Thursday, 3/6 at TS - 6pm
- c. Fantasy Sports: March Madness - TBD
- d. Garden Club: Friday, 3/14 at Starbucks on base - 4pm
- e. NATO Mix-N-Mingle: N/A
- f. Next Board Meeting: Monday, 4/7 at Wind Creek - 6pm
- g. Playgroup: Tuesday, 3/11
- h. Social: Thursday, 3/20 at the Heritage Center - 6pm
- i. Thrift Shop Cleanup: Monday, 3/31, 2-4pm
- j. Welcome (Coffee) Wednesday: Every Wednesday at Starbucks on base - 8-10am
- k. Wine Club/Crawl: Friday, 3/21 - Start at 6th Street at 6pm

2. Closing Comments

- a. Advisors
- b. President

IX. Adjournment at: 6:47pm