



SSC BOARD MEETING MINUTES

Date: Monday, September 9, 2024

I. Call to Order at: 6:11pm

A. Absent from meeting: Jazmyn, Bre, Lisa and Taylor

II. President's Opening Comments

III. Review and Approve Previous Board Minutes

A. Moved to approve: Lindsey

B. Seconded: Amanda

C. Voting: Passes unanimously

IV. Old Business

V. Executive Board Reports:

1. **PRESIDENT** - Lori Larsen

● Number of Hours Volunteered: 120

● Completed Task(s): Completed Texas Welcome, worked on yearly taxes, attended meetings.

● Accomplishments: Texas Welcome was a success! Shoutout to the wonderful committee and all of our other board members who jumped in to help!

● Incomplete Tasks/Needs: Figure out 501c3 needs with Tyler. Follow up on Tax filing.

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

● Number of Hours Volunteered: 20

● Completed Task(s): Met with Gov Board members individually to go over tasks and expectations for all of us; Helped with Texas Welcome.



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

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

- Number of Hours Volunteered: 30
- Completed Task(s): Helped plan/execute Texas Welcome, attended AF Ball meeting, attended SSC Givesback events, worked with TS manager on TS publicity, helped clean and organize CC, assisted with Givesback
- Accomplishments: Texas Welcome was a GREAT success!!
- Incomplete Tasks/Needs: Ongoing TS Publicity; Once Upon a Gown Cinderella's Closet Event 9/21

4. **SECRETARY** - Chelsea Sisson

- Number of Hours Volunteered: 30
- Completed Task(s): Checked emails and PO box; Edited meeting minutes/agenda; Shopped for TW mini-club gifts; attended TW meetings, set-up, and event
- Accomplishments: As of this actual date, I have been with my employer - Ochsner Health for 5 years!
- Incomplete Tasks/Needs: Give RoT to Amanda

5. **PARLIAMENTARIAN** - Tyler House

- Number of Hours Volunteered: 20
- Completed Task(s): Planned and executed Texas Welcome, finished up finishing touches on the constitution and bylaws.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Need to submit the final copy of the constitution and bylaws to the PO office



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

- Number of Hours Volunteered: Publicity: 40 - Treasurer: 20
- Completed Task(s): Publicity for TW and other events. Meeting and committees for TW and attendance – Board retreat, budget review and balancing.
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

7. **CHARITABLE TREASURER** - Lucas Desautels

- Number of Hours Volunteered: 10
- Completed Task(s): Checking emails, writing scholarships checks, updating and tracking budget.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Currently working on scholarship checks as they come in.

VI. **Operational Standing Committee Reports**

8. **MEMBERSHIP COORDINATOR** - Jazmyn Santos

- Total Number of Members: 70 total, 16 new this month
- Number of Hours Volunteered: 22
- Completed Task(s): Attended Bundles 4 Babies and Heartlink; Added b-days to spreadsheet and made b-day posts.
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

9. **NATO LIAISON** - Sharon Arcay



- Number of Hours Volunteered: 15
- Completed Task(s): Handing out flyers for Texas welcome at ENJJPT; A lot of social media work to the 80th.
- Accomplishments: Got some NATO memberships going!
- Incomplete Tasks/Needs: N/A

10. **RETIREE LIAISON** - Vacant*

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

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

- Number of Hours Volunteered: 7.5
- Completed Task(s): Meeting to finalize plan for Sept. social; Made decor for Sept. social, initial plans for Oct. social.
- Accomplishments: Finalized September's social
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 20
- Completed Task(s): Met w/ President and VP on fundraising ideas, reached out to Amanda for Boo Bag and Auction fliers, made event for interest meeting for Spring Auction.
- Accomplishments: Had fundraising schedule plan and set goals for \$\$\$ –
Vanessa started her new job!



- Incomplete Tasks/Needs: Boo bags - budget and buying supplies - need guidance

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

- Number of Hours Volunteered: 15
- Completed Task(s): Set up the weekly posted calendars for the mini clubs.
- Accomplishments: better attention to details and more connections.
- Incomplete Tasks/Needs: N/A
- Mini-club Attendance Across Organization:
 - Book Club: 12 members, 1 guest
 - Bunco: canceled
 - Gardening Club: 1
 - Playgroup: canceled
 - Social: TW
 - Welcome (Coffee) Wednesday: 21
 - Wine Club: quarterly
 - Fantasy Sports:

14. **WEBMASTER** - Kady Rogers

- Number of Hours Volunteered: 10
- Completed Task(s): Checked emails; attended meetings
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VII. Charitable Standing Committee Reports

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

- Number of Hours Volunteered: 55



- TS had 23 volunteers with 143 hours
 - Completed Task(s): Got all the fall tubs emptied and all items out.
 - Accomplishments: TS clean-up and re-organized racks of clothing.
 - Incomplete Tasks/Needs: N/A
16. **CINDERELLA'S CLOSET COORDINATOR** - Jaclyn Burrola
- Number of Hours Volunteered: 25
 - Completed Task(s): Dress appointments and CC clean out.
 - Accomplishments: N/A
 - Incomplete Tasks/Needs: Some dresses still need to be fixed or thrown away.
17. **HANGAR HOLIDAY** - Lori Larsen + Tyler House
- Number of Hours Volunteered: 40
 - Completed Task(s): Processed applications, reached out for missing payments, and deposited payments. Had an interest meeting for our 2024 committee.
 - Accomplishments: WE ARE FULL FOR 2024!
 - Incomplete Tasks/Needs: N/A
18. **HELPING HANDS COORDINATOR** - Jacqueline Duncan
- Number of Hours Volunteered: 24
 - Completed Task(s): Awarded checks to 8 grant recipients, checked emails and contacted others, helped with the givebacks, and completed the grant requests for the upcoming board meeting.
 - Accomplishments: N/A
 - Incomplete Tasks/Needs: N/A
19. **SCHOLARSHIPS COORDINATOR** - Jane Pettit-Castor
- Number of Hours Volunteered: 16



- Completed Task(s): Completed transfer of account from previous scholarship chair; Sent emails to students who have not completed their forms for the scholarship and tracked receiving and let Ch. Treasurer know who to send out letters and checks to.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Only 6 scholarships left to get authorized!

VIII. New Business

1. MISC:

- Balances:
 - Charitable: \$ 60,540.25
 - Operational: \$ 5,147.35
- Lori**: Softball Team for Operation Warmheart tourney (10/25th-27th) \$300 per team; Next giveback opportunity (TS cleanup)
- Jaelyn**: CC is hosting an open house on Saturday, Sept. 21st! - 10am to 2pm (open to all base)
- Chelsea**: Fundraising Ideas - Pancake breakfast (with Santa) - Advertise AT HH and have it a few weeks later for the kiddos? On/off base? Giveback ideas: Do a base/community clean up day? Pick up trash?
- Fundraising Team**: Sept 26 - Spring Auction interest meeting - details to come soon (Sparkles and Spurs)
- Givebacks**: Clean up TS, Sept. 30th - arrive at 5:30 to begin at 6pm (wear SSC shirt and name tag)
- Comments/Shout-outs:



- **Carren/Vanessa:** TX Welcome was so fun! Great job to the committee!
- **Jane:** The board retreat and TW were great!

****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: \$21,150.00

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: Sheppard AFB TOP III

Requested Amount: \$4000.00

Recommendations: Table until March

Details: Our team is requesting \$4,000.00 to assist in covering promotion events that will be upcoming in 2025. These events include, the Chief Recognition Ceremony and release party (April 2025), SMSgt release party (May 2025), MSGT release party (May/June 2025) and SNCO induction ceremony (Oct 2025). I serve as the treasurer for the organization and to be proactive and better serve our SNCO's across the base, I am requesting this amount to help cover and offset costs that are projected for next year's events. I want next year's events to be as magical for our members as possible but unfortunately we cannot do it alone. As SNCO's many have families and can only give so much to the events. I would like to reach and ask for funding that will cover the upcoming ceremonies and parties that happen yearly. These are memories that will last a lifetime for our fellow SNCO's and their families and we would like to provide them with the best of the best. Thank you!



Outcome: Jackie moved to table until February, Lindsey seconded, voting: *passes unanimously*

Requesting Org: Americans Working Around the Globe (AWAG)

Requested Amount: \$500.00

Recommendations: Table until March

Details: 69th Annual Seminar- Will be used to help offset participant fees for transitioning military and military spouses for employment networking and professional volunteerism. Conference maintenance application with Whoova is about \$3,000, which will be used to offset the cost of our subscription. Food, decor, hotel cost included in the participation package. Event is in April of 2025.

Outcome: Initially, Jackie moved to table until a later date, due to this being a Nat'l Org, Sharon seconded – Carren moved to amend to give \$500 now, Amanda seconded, voting: *passes unanimously*

Requesting Org: 469th Fighting Bulletes

Requested Amount: \$299.00

Recommendations: \$150.00

Details: We are in need of a new baby welcome sign for our squadron families. We are wanting to order a long-lasting wrought iron sign to be able to use for many years to come. Our current wooden signs are falling apart within a year in the Texas weather. We have a current spouse roster of 46 members, 3 of which are expecting a baby this fall. This will have a longer lasting impact on the spouses, as it can be used for multiple families in the future. They currently have 100.00 raised and have fundraisers every 6 weeks to raise more money.

Outcome: Initially, Jackie moved to give \$150, Donna seconded – Amanda moved to amend to give the remaining amount of \$199, Carren seconded – voting: *passes, 1 abstained*



Requesting Org: 80th Operations Group

Requested Amount: \$200.00

Recommendations: \$200.00

Details: This request is for transport costs for our 3rd annual group-wide spouses' progressive dinner. At this event each squadron takes a course in the dinner and all the spouses move as a group from the beginning course at one squadron to dessert at the final squadron destination. This allows all spouses, including enlisted, to show their squadron spirit and hospitality while also meeting other spouses they may not normally have the opportunity to engage with in a non-competitive environment. They will also get the chance to see each squadron heritage room. This event has been very popular since it began 3 years ago. While most squadrons are in the ENJJPT building, the OSS squadron is at a separate location and we plan to use the ENJJPT bus to help transport groups of people there and back. Our Operations Group does not have the opportunity to fund raise so your support would be very appreciated and we would be happy to put a sign up noting the Sheppard Spouses Club's support. Thank you for your consideration. Our portion will cost \$200 and anything not covered will be paid out of pocket.

Outcome: Jackie moved to give \$200, Lindsey seconded - voting: passes, *yes-12, abstained-2*

VIII. Announcements

1. SSC Mini-clubs and Activities Upcoming Events:

- a. Thrift Shop Cleanup: Monday, Sept. 30th (#givesback) at 5:30pm
- b. Social: Thursday, Sept. 19th, 6pm at Wind Creek
- c. Book Club: Tuesday, Sept. 24th, 6pm at Stone Oven Pizza
- d. Bunco (with Spouses): Thursday, Sept. 12th, 6pm at The Thrift Shop
- e. Next Board Meeting: Monday, Oct. 7th, 6pm at Wind Creek
- f. Playgroup: Wednesday, Oct. 2nd, 4pm at The Commons
- g. Gardening Club: Friday, Sept. 13th plant Swap at Starbucks on base
- h. Welcome Wednesday (coffee): Sept. 11th, 18th and 25th at Starbucks on base



- i. Wine Club: N/A
- j. Fantasy Sports: TBD

2. Closing Comments

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

IX. Adjournment at: 7:18pm