



## SSC *January* BOARD MEETING MINUTES

**Date: Monday, January 6, 2025**

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

- Absent: Donna, Bri, Lisa, Amber

**II. President's Opening Comments**

- Lori read a thank you letter from CASA regarding their grant money

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

- Jane moved to approve December minutes, Kelsie seconded – *voting passes unanimously*

**IV. Old Business**

**V. Executive Board Reports:**

**1. PRESIDENT - Lori Larsen**

- Number of Hours Volunteered: 45
- Completed Task(s): Attended meetings, gift wrapping, givebacks
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 5
- Completed Task(s): N/A
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A



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

- Number of Hours Volunteered: 30
- Completed Task(s): Givebacks, gift wrapping, TS and social media, assisted CC team as needed
- Accomplishments: N/A
- Incomplete Tasks/Needs: Will be ordering Starbucks gift cards for Jan/Feb givebacks

4. **SECRETARY** - Chelsea Sisson

- Number of Hours Volunteered: 10
- Completed Task(s): Attended Exec and General board meetings; Attended scholarship meeting and HH Hotwash; checked both emails and mail box, updated and submitted agenda and minutes
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

5. **PARLIAMENTARIAN** - Tyler House

- Number of Hours Volunteered: 20
- Completed Task(s): Completed new Grants section in the Bylaws and had the general membership vote on it at the social.
- Accomplishments: We received an assignment!!
- Incomplete Tasks/Needs: Will be finalizing the Constitution and Bylaws to send to the PO Office for approval now that all edits have been made and voted on.



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

- Number of Hours Volunteered: 25
- Completed Task(s): Normal duties, gift wrapping
- Accomplishments: 2nd place in Fantasy Football! (which I don't even watch)
- Incomplete Tasks/Needs: N/A

7. **CHARITABLE TREASURER** - Lucas Desautels

- Number of Hours Volunteered: 10
- Completed Task(s): Updated budget, looking over bank accounts
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

VI. **Operational Standing Committee Reports**

8. **MEMBERSHIP COORDINATOR** - Jazmyn Santos

- Total Number of Members: 98 members, 2 new members
- Number of Hours Volunteered: 20
- Completed Task(s): Bundles for Babies, Right Start, Heart Link
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 21



- Completed Task(s): Met to plan month's social, shopped for supplies (decor, drinks/food, games and prizes); hosted social
- Accomplishments: Successful December Social!
- Incomplete Tasks/Needs: Submit RoTs to OP treasurer

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

- Number of Hours Volunteered: 5.5
- Completed Task(s): Updated weekly posts for/to FB
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A
- Mini-club Attendance Across Organization:
  - Book Club: 13
  - Bunco: 19
  - Fantasy Sports: Not held
  - Gardening Club: 1
  - NATO Mix-N-Mingle: Not held
  - Playgroup: 8
  - Social: 27
  - Welcome (Coffee) Wednesday: 35
  - Wine Club: Held quarterly

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

- Number of Hours Volunteered: 10
- Completed Task(s): Volunteered for SSC holiday programs, attended social and HH hotwash meeting
- Accomplishments: N/A



- Incomplete Tasks/Needs: N/A

12. **NATO LIAISON** - Sharon Arcay

- Number of Hours Volunteered: 12
- Completed Task(s): N/A
- 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: 15
- Completed Task(s): Checked emails, updated website
- 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:* 19 volunteers with 140 hours
- Financial Report: \$849.91 (CH), \$364.25 (OP)



- Completed Task(s): Organized children's Christmas Shopping Saturday event and made sure there were enough volunteers.
- Accomplishments: Added two more volunteers to the TS family!
- Incomplete Tasks/Needs: N/A

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

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

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

- Number of Hours Volunteered: 8
- Completed Task(s): Answered emails, wrote and delivered checks
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 20
- Completed Task(s): Finalized applications and other documents for the scholarship season to open. Coordinated with webmaster to update website, coordinated with publicity to get social media posts, confirmed speaker for celebration, finalized dates, confirmed judges and date to judge scholarships and booked location, emailed local schools to notify them of the scholarships.
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A



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

- Number of Hours Volunteered: 10
- Completed Task(s): Answered emails for next year's show and prepared for turn over!
- Accomplishments: N/A
- Incomplete Tasks/Needs: Training new VC and processing apps for next year's show.

**VIII. New Business**

- Balances:
  - Charitable: \$37,752.61
  - Operational: \$5,250.44
- Comments/Concerns/Shoutouts:
  - Lori:
    - January Givebacks: Starbucks gift cards - will order online vs. in store so we can put our logo on them; HTeaO gift cards? – Other ideas: Books for kiddos
    - Handbook review: All members need to review their position in the handbook for updates
    - Gift wrapping this year was a success! We raised over \$500!
  - Jane: Scholarships are OPEN! Please share the word. We also already have one applicant!
  - Sharon: Happy 2025! Let's make it a great 2nd board semester!



- Social's team: Thank you to all that helped set-up and tear down for the December social. We really appreciate all the help from our SSC general members and board members that continuously stay after the socials to help tear down decor, put up tables/chairs and load up the vehicles with leftover supplies.

*\*\*\*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: \$3,622.68 (with \$4000 grant to TS)

***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:** 82 TRW Integrated Resilience Office

**Requested Amount:** \$150.00

**Details:** \$150 for food and drinks. The IRO is hosting 2 events for Teen Dating Violence Awareness Month in February 2025. We have one event planned for the 11th of February at the After Burner; the target population will be teenage dependents and families, and another planned for the 20th of February at the Landing Zone with the target population of Airmen in training. The events will have minute-to-win it games, and speed friending activities. We will have helping agencies at both to provide information to the attendees





on Teen Dating Violence Prevention and services provided. Both events are open to the base community.

**Outcome:** Jacqui moved to give \$150 - Kelsie seconded - Discussion and voting held - *passes unanimously*

★ **Requesting Org:** 82 TRW

**Requested Amount:** \$2500.00

**Details:** Decorations, Awards, Venue, Sound etc. Do not have the dollar figures on hand.

The requested amount was a roundabout request. I do not know what you would be capable of donating. Anything would be of course, welcomed. However, due to time constraints, if more could be provided that would be great. Because they are breaking the annual awards into two ceremonies. Tech training and Traditional will be two separate events. Funded by the same committee. Yes they are coordinating Bowl-A-Thons with FSS. 2/18/2025

**Outcome:** Jacqui moved to give \$1000 - Jane seconded - discussion and voting held - yes-13, abstention-1 - *motion passes*

## **VIII. Announcements**

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

- a. Book Club: Tuesday, 1/28 at Genova Italian - 6pm
- b. Bunco: Thursday, 1/9 at TS - 6pm
- c. Fantasy Sports: Superbowl Sunday, 2/9 at **TBD**



- d. Garden Club: Friday, 1/17 at Starbucks on base - 4pm
- e. NATO Mix-N-Mingle: Monday, 1/27 at Jason's Deli - Noon
- f. Next Board Meeting: Monday, 2/3 at Wind Creek - 6pm
- g. Playgroup: Friday, 1/10 at the Commons - 4pm
- h. Social: Thursday, 1/16 at the Heritage Center - 6pm
- i. Thrift Shop Cleanup: Wednesday, 1/8 at the TS - 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

**IX. Adjournment at: 6:39pm**