



SSC *December* BOARD MEETING MINUTES

Date: Monday, December 2nd, 2024

I. Call to Order at: 6:37pm

- Absent: Donna, Sharon, Carren, Lucas

II. President's Opening Comments

III. Review and Approve Previous Board Minutes

- Lindsey moved to approve last month's minutes, Jazmyn seconded - *motion passes*

IV. Old Business

V. Executive Board Reports:

1. PRESIDENT - Lori Larsen

- Number of Hours Volunteered: 100
- Completed Task(s): Completed Hangar Holiday!! Fixed issue with TS bank account, held bylaws and constitution review meeting, attended other meetings
- Accomplishments: Hangar Holiday!
- Incomplete Tasks/Needs: N/A

2. OPERATIONAL VICE PRESIDENT - Lindsey Shepard

- Number of Hours Volunteered: 70
- Completed Task(s): N/A
- Accomplishments: Rocked first year as a Santa's Helper!
- Incomplete Tasks/Needs: N/A



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

- Number of Hours Volunteered: 100
- Completed Task(s): TS social media, met with TS Mgr, found 2 people to co-coord. CC's Closet
- Accomplishments: Daniela and Jessica agreed to co-coord. CC's Closet
- Incomplete Tasks/Needs: Need to purchase gift cards for cook drive and givesbacks

4. **SECRETARY** - Chelsea Sisson

- Number of Hours Volunteered: 65
- Completed Task(s): Attended Exec, General board, and scholarship meetings, Volunteered (before, during and after) HH, Attended ENJJPT Tour, checked both emails and mail box, updated and submitted agenda and minutes
- Accomplishments: Another successful year as Santa's Helper!
- Incomplete Tasks/Needs: N/A

5. **PARLIAMENTARIAN** - Tyler House

- Number of Hours Volunteered: 65
- Completed Task(s): Bylaws and constitution committee to finalize new grants section/process
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A

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



- Number of Hours Volunteered: 75
- Completed Task(s): HH Santa photos, emails, publicity; Budget stuff; Executive board meeting for bi-laws review
- Accomplishments: Nothing extraordinary, however, I am now TV news famous. Autographs are \$5.
- Incomplete Tasks/Needs: N/A

7. **CHARITABLE TREASURER** - Lucas Desautels

- Number of Hours Volunteered: 15
- Completed Task(s): Updated budget, reconciling bank accounts, checked emails; TS: \$7,299.42
- Accomplishments: N/A
- Incomplete Tasks/Needs: Reconciling TS account; Verifying and confirming books and records to make sure FSNB and Wells Fargo transfers and numbers run smoothly.

VI. **Operational Standing Committee Reports**

8. **MEMBERSHIP COORDINATOR** - Jazmyn Santos

- Total Number of Members: 91 members - 9 new this month!
- Number of Hours Volunteered: 18
- Completed Task(s): Attended B4B, Heart Link and Right Start; Worked on birthday fliers
- Accomplishments: We had NEW spouses join us at our Thanksgiving social, who found out about it because of Right Start!
- Incomplete Tasks/Needs: N/A



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

- Number of Hours Volunteered: 15.5
- Completed Task(s): Successful Friendsgiving Social that included meeting to finalize details, shopping for decor/food/drinks/prizes, and setting up for the event.
- Accomplishments: Volunteered at HH and drove golf carts; Planned and hosted Friendsgiving social; Volunteered to decorate the Event Center
- Incomplete Tasks/Needs: Planning and shopping for December's Social - Will contact an OP card holder to check out credit card for purchases for social; ROTs will be given to OP treasurer

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

- Number of Hours Volunteered: 5
- Completed Task(s): Completed weekly calendars and published to FB
- Accomplishments: HH was a lot of fun!
- Incomplete Tasks/Needs: N/A
- Mini-club Attendance Across Organization:
 - Book Club: 12
 - Bunco: 20 + 2 guests
 - Fantasy Sports: N/A
 - Gardening Club: Repotting party was cancelled on 11/8
 - Mix-N-Mingle: 22
 - Playgroup: 1
 - Social: N/A
 - Welcome (Coffee) Wednesday: N/A
 - Wine Club: Quarterly



11. **FUNDRAISING COORDINATOR(S)** - Carren Matej & Vanessa Mellinger
 - Number of Hours Volunteered: 50
 - Completed Task(s): Panera fundraiser; Volunteered at HH - Marketing team and Prize table
 - Accomplishments: Successful Panera fundraiser - profit: \$48
 - Incomplete Tasks/Needs: N/A

12. **NATO LIAISON** - Sharon Arcay
 - Number of Hours Volunteered: 20
 - Completed Task(s): Advertised Mix-n-Mingle, canva, hosting and set-up Mix-n-Mingle potluck, cooking, draft/print cookbook, ENJJPT visit.
 - 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, website
 - Accomplishments: N/A
 - Incomplete Tasks/Needs: Finish uploading minutes



VII. Charitable Standing Committee Reports

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

- Number of Hours Volunteered: 48
 - *TS Volunteers:* 17 volunteers with 153 hours
- Financial Report: \$601.06 (CH), \$257.60 (OP)
- Completed Task(s): Made sure we had volunteers each day; called in work order for ceiling
- Accomplishments: Organized clothing racks; cleaned out cabinets in donation room
- Incomplete Tasks/Needs: N/A

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

- Number of Hours Volunteered: 20
- Completed Task(s): Completed multiple dress appts, met with and trained Jessica and Daniela for the CC Co-Coords role, went through and examined 18 returned dresses
- Accomplishments: Trained new CC co-coordinators
- Incomplete Tasks/Needs: Need more dry cleaning coupons for CC, please.

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

- Number of Hours Volunteered: 22
- Completed Task(s): Answered emails, wrote and delivered checks, compiled grant requests
- Accomplishments: N/A
- Incomplete Tasks/Needs: N/A



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

- Number of Hours Volunteered: 58
- Completed Task(s): Completed more edits on the apps, rubrics, and other documents for upcoming scholarship app season.
- Accomplishments: N/A
- Incomplete Tasks/Needs: Finish editing

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

- Number of Hours Volunteered: 100
- Completed Task(s): Successfully completed HH, counted and deposited all funds to complete 2024 and start 2025
- Accomplishments: Successfully completed 2024 HH with our wonderful committee!
- Incomplete Tasks/Needs: Processing apps for 2025 and training new team

VIII. New Business

1. **MISC:**

- Balances:
 - Charitable: \$43,497.51
 - Operational: \$5,124.68
 - Givebacks: Handout gift cards at the Commissary - \$20 each
 - Dates:
- Fundraiser: gift wrapping at the Exchange (December)
 - Dates: PM of 18th, 20th and 23rd – Day shift on 21st and 22nd
- To-Do's/Notes:



- Vote on new grants section
 - a. Kelsie moved to approve new grant process, Vanessa seconded – *motion passes*
- Socials team: Please note, Socials will start at 6pm, with a no earlier than 8pm clean-up time. Also, we request/recommend that if there are any concerns/issues at the social, please bring those to our attention privately at the event or record in the after-action. TY!
- La Presidenta
 - a. Board t-shirts: Will be ordering another round on board t-shirts (for newer board members), additional color options available
 - b. TS update: Lori updated governing board about the TS financial concerns and mitigations; TS owes the grants approx \$2400.00
- iv. Shoutouts/Feedback/Needs:
 - Socials team: Thank you to all who helped set-up and clean-up the Friendsgiving social, we greatly appreciate the help! Also, thank you all for the feedback from the socials.
 - Sharon: HH volunteering was so much fun!
 - Karley: HH was fun! Can't wait for next years'!
 - Donna: Liked having a time clock for contractors to sign in/out - much easier system!
 - a. *TS needs a few things for the Children's Christmas Saturday on December 7th, if anyone can donate juice boxes or cookies, that'd be great.*



- CC: Daniela would love to add a clock to the CC that stays on the time 23:59 - If the TS receives any clocks as a donation, please let her know.

****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: \$6,737.68 (with grant of \$4000 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:** Memorial HS Orchestra Booster Club

Requested Amount: \$2000.00

Details: \$800 for the venue, \$750 for the food, \$300 for the decorations, \$150 for the DJ.

We are a newly formed booster club that is starting from scratch. Our bylaws were just recently approved so we are now official and can begin fundraising. The total number of orchestra students is right under 50. They are an amazing group of very talented musicians. The booster club officers are all parents and membership of the booster club is only open to parents/guardians/relatives of a current student. We are excited to start the foundation of the orchestra booster club for Memorial HS and we want to celebrate the kids as much as we can because they deserve it for all their hard work. We hope that the booster club's success will also help spread the word about the orchestra program so that elementary and middle school students who show interest know that they can join.



I am not 100% sure if we can or cannot use UNITE funds so I selected no to be safe. I chose 4/1/25 for our banquet date, but that could change. Since we are a newly formed organization, we are utilizing the WFISD Foundation as our bank account until we get everything formed for our non-profit bank account at a financial institution. Thank you for your consideration!

Outcome: Jackie moved to give \$800 (to cover venue costs), Jane seconded – Karley moved to amend the amount given to \$500, Jaclyn seconded – Discussion and voting held: *motion passes unanimously*

★ **Requesting Org:** Child Advocates - CASA of Red River

Requested Amount: \$500

Details: Gift cards to purchase items for children's Christmas or birthday celebrations \$500.00. CASA is an acronym for Court Appointed Special Advocates. Our organization works to provide trained volunteers to represent children's best interests as long as they are in the care of the State after removal from their homes. In the last year, our organization served a total of 349 children from four counties in North Texas. While we see very few children of military families who are victims of abuse or neglect incidents, as Base entities have jurisdiction over those matters, we are fortunate to have counted among our volunteer advocates a number of servicemen and women. These dedicated individuals selflessly give their time and resources in order to make a difference in a child's life.

Volunteering for CASA is a complicated and rigorous endeavor involving: An emotional relationship with the child, the ability to assess and speak up for their needs, and the



ability to document these needs in a court report. CASA volunteers visit with everyone involved in the child's life, including the child first and foremost, and their parents; they observe visitation; and they speak to foster parents, social workers, teachers, and counselors. Each of these activities is paramount in searching out and representing what is in the child's best interest.

CASA has employed several military spouses in recent years, all of whom were valuable assets to our staff. We participate in Hangar Holiday each year, allowing us the opportunity to promote awareness of the needs of the children we serve.

Research has shown that the presence of one trusted, stable adult in a child's life can reverse the childhood trauma of abuse or neglect. CASA volunteers fill that role, and our mission is only possible with the support of individuals and groups such as yours.

Your grant, if funded, would purchase gift cards to provide children's needs and to ease the financial burden on foster families. When children are removed from their homes they take few, if any, personal possessions with them. Clothing and shoes, school supplies, and toiletries are the most requested items, as are special treats to make Christmas or birthdays memorable.

Outcome: Jackie moved to give \$500, Lindsey seconded - Discussion and voting held: *passes unanimously*

★ **Requesting Org:** 89th FTS

Requested Amount: \$900

Details: 87 beverage

130 italian Christmas cakes



60 hot chocolate ingredients

75 Christmas ornaments

105 kids activities materials

400 cookie class for 20 kids (20\$ea kid min 10, max 20)

We would like to bring a little of the Italian tradition on how we approach the Christmas holidays, presenting the traditional cakes we eat during these festivities, il Panettone. Creating an environment family friendly where we can exchange Christmas greetings, while our kids are having fun decorating cookies with a professional teacher, writing letters for Santa to deliver the day after during the Santa taxi and creating Christmas tree decorations using glue guns and felt. All these while enjoying our Panettone, some delicious hot chocolate and a little bit of prosecco that can never be missing during an Italian driven event.

Outcome: Jackie moved to give \$400, Kelsie seconded; Vanessa moved to amend the amount given to \$500, Lindsey seconded – Discussion and voting held: yes-11, abstention-1, *motion passes*

★ **Requesting Org:** 362 TRS

Requested Amount: \$1000

Details: Food- \$600 (pizza, drinks, chick fil a, popcorn, etc), Activities and prizes- \$400 (bingo supplies, cookie decorating supplies, gingerbread house supplies, game prizes/gift cards, etc). This will be for two days of events for all of the Airmen staying behind during Exodus.



Outcome: Jackie moved to give \$1000; Chelsea moved to amend the amount given to \$500, Lindsey seconded - Discussion and voting held: yes-7, abstentions-5, *motion passes*

★ **Requesting Org:** 469th FTS Spouses Group

Requested Amount: \$260

Details: Total cost of the 7 embroidered blankets are \$300. We have a number of families expecting babies in our squadron. We are needing to order new baby blankets as we just gifted our last one. They will be large plush blankets with the squadron patch and "Little Bull" embroidered on it.

Outcome: Jackie moved to give \$0.00, with a recommendation to coach/assist with fundraising and resources; Jane moved to amend the amount given to \$150 (still with the assistance/coaching), Chelsea seconded, Daniela also offered her services for hand embroidery - Discussion and voting held: *motion passes unanimously*

★ **Requesting Org:** Sheppard AFB TOP III

Requested Amount: \$4000

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!

Total promotees last year was 68

CMsgt-9

SMsgt-11

Msgt-48

This year there are 5 CMsgt.

Outcome: Jackie moved to give \$1120.00, Jaclyn seconded - Discussion and voting held: *motion passes unanimously*

VIII. Announcements

1. SSC Mini-clubs and Activities Upcoming Events:

- a. Book Club: Tuesday, 12/17 at Chelsea's house - 6pm
- b. Bunco: Thursday, 12/12 at Donna's house - 6pm
- c. Fantasy Sports: **XX**
- d. Garden Club: Friday, 12/13 at Starbucks on base - 4pm (Plant Swap)
- e. Next Board Meeting: Monday, 1/06 at Wind Creek - 6pm
- f. Playgroup: Friday, 12/6 at the Commons - 4pm
- g. Social: Thursday, 12/19 at the Heritage Center - 6pm



- h. Thrift Shop Cleanup: Wednesday, 12/18 - 2-4pm
- i. Welcome (Coffee) Wednesday: Every Wednesday at Starbucks on base - 8-10am
- j. Wine Club: Quarterly

2. Closing Comments

- a. Advisors
 - i. Thank you all for a great board year so far and Merry Christmas!
- b. President

IX. Adjournment at: 7:38pm