
SSC BOARD MEETING MINUTES

10/07/19, Sheppard Inn Meeting Room. Called to order by President at 6:11 pm

Attendees

Tiffany Kelley, Amanda Chastain, Alicia Carraway, Julie Fiedler, Janet Driggers, Lainie Norman, Kristie Mimms, Danielle Whalen, Brooke Mayberry, Heather Mykes, Kristin Acevedo, Romaine Simonton, Lori Bell, Lisa Van Meter , Veronica Garcia, April Lence, Morgan Ellis

ABSENT:

Vreni Schaumburger, Christine Graham, Jessica Jameson, Robyn Sheehan, Sharon Buttrick, and Patti DeMotts

Agenda

New Business

1. President
 - a. Farewell Elaine, NATO Liaison, moving back to Europe. Position now vacant.
 - b. Romaine Simonton stepped down from Charitable VP and will fill the Secretary role
 - c. Appointment to Secretary Approved by unanimous YAY vote from Executive Board.
 - d. Other Vacancies
 - i. Board positions: Parliamentarian, Historian (takes photos), Charitable VP
 - ii. Leaders for Mini-Clubs: Shooting Club, & Thrifty Bunch
 - e. Sheppard Single Airmen/Family Support partnership -
 - i. Meeting with Spicer to discuss Booker T. Washington Elementary needs
 - ii. Tiffany, Amanda, Kristie will attend on behalf of SSC
 - iii. Sheppard Cares- most recently the club gifted homemade cookies to 12 base agencies. We want to gift all commanders a sweet treat, can not exceed over \$25 per commander gift.
 - f. Move out of Sheppard Club Closet, Sheppard Club is going through renovations, we have slowly been getting things out. This closet belonged to Officer's Club. We will have a clean out date event for this.
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2. Sheppard Spouses' Dining In - MSAD base wide event, open to ALL spouses, outreach event to provide community support/bring spouses together. Donations will be solicited for catering/prizes. Discussion led by SSC Advisor Lori Bell.
 - a. We are sponsoring as SSC. May Date TBD.
 - i. Roughly \$1,000 for event to come out of or budget.
 - ii. Want to foster a stronger connection with the SMAC for support/sponsorship.
 - iii. Make sure in advertising to put the focus on it being a basewide event, sponsored by us and AF&RC. Want to empower other sponsors to step up with volunteers/support in all ways.
 - iv. Ticket cost roughly \$15-\$25/per ticket
 - v. Intentionally done in May, same month as MSAD
 - vi. AiT spouses allowed to attend, guard, reserve, retired. Put a membership table, possible incentive for signing up as a member for the night.
3. Operational Vice President
 - a. Current Membership 106
 - b. Reminders about upcoming Info Fair Opportunities for SSC
 - i. Local Support & Resource Fair - 11 October 11am-1pm - Info Table at A&FRC

Heather AD, Veronica AD, Tiffany 11am-12pm

- ii. Sheppard Exchange Oktoberfest - 12 October 11-1pm - Info Table (we are backing out of this)
 - iii. We will have a spot for the 80th Trunk or Treat on Oct 29th, 5:30-7:30 at 80th, 80th ENJPT Parking Lot, Theme to come
 - iv. 82D FSS is not doing anything this year for Halloween
4. Charitable Vice President
 - a. Thrift Shop
 - i. September Profit - \$1911.36

In the last few years we were paying staff more than what we were making.

As of January 1st of this year we are in black, (we are making a profit this year)

Starting December 1st we are changing consignment percentage for 70/30 split, 70% consigner, 30% to club (Unanimous decision between Amanda, Tiffany, and the TS Board) It was originally 75/25.

- ii. Volunteers needed
 1. Tiffany and Lainie will not be able to work Saturday this month due to Hearts Apart event.

2. Volunteer sign ups for one hour a month, Minimum of two volunteers for Saturdays to keep things safe.
3. One bag of Halloween Candy from Board Members for volunteer goody bags
- b. Helping Hands
 - i. Providing "Walking Tacos" for Airman's Halloween Party outside dorms on November 1st
 1. Needs: meat, cheese, salsa, individual bags of Fritos, (soliciting SSC members), volunteers at event
- c. Hangar Holiday - Volunteer sign up available 7 October. Please Sign up for at least one shift. We have submitted a volunteer request to Public Affairs, unknown if it will be sent out. Will put out an all call to Private Orgs for Vendor setup/teardown as vendors tip and it's an easy fundraiser for POs. We have shirts this year, will not say volunteer on back. SSC.hhvolunteers@gmail.com for those who want to volunteer to set up; open to squadron booster clubs as well.
5. Cinderella's Closet - Heather has requested an appreciation gift for Jean Clark (repaired several dresses free of charge), Tiffany proposes a \$25 commissary gift card, board members sign thank you card.

6. Treasurer

a. Current Financials

Operational Budget, \$2,992 at closeout September

Charitable Budget, \$48, 410 at closeout September

To date just over \$30,000 in scholarship awards, Should have another \$10k to come through verification, another \$2k coming in for the one time

Actual expenses for the year, almost \$36,000, on pace for about a 1/3 of the year

Sept Income for Charitable has been \$3200

7. Charitable Grants -

- a. \$300 AFRC Sponsorship for ENJJPT Heartlink - \$150 per quarter (covers two events for ENJJPT spouses held semi annually) Any additional comments provided by SSC Advisor Janet Driggers- we can provide brochures

Tiffany proposes

Heather motions

Morgan seconds

Motion passes unanimously

- b. \$250 Military Round Table Event - Sponsorship for Catering for December Event (this feeds about 40-50 people) - Comments provided by SSC President Tiffany Kelley

Our name will be mentioned in program, on marketing for that event

Tiffany proposes

Amanda motions

Brooke seconds

Motion passes unanimously

- c. Lori suggests we sponsor ALS Graduation in some way, or sponsor an award. Tiffany to further look into this.
- d. Is the CAC (Bldg 430) an option for future SSC events? There are more rules with using this facility as it falls under FSS, would need a waiver for alcohol.
- e. Grant request from Eagle Scout, to improve Youth Center at Sheppard AFB (\$660.89) Tiffany propose we purchase a gift card from Home Depot for him

Concerns were discussed.

We had \$6,000 budgeted, this leaves us \$3400, we can always reassess

Heather motions we allow Tiffany or a board member go shop with the Scout, to purchase supplies to not exceed the \$700 (\$660.89)

Brooke seconds

Kristin, Julie, and Amanda, abstain. With 8 yays, motion passes.

- f. November 20th open for Faith Mission 5:30-830pm, We only need 10 volunteers, Volunteers to be 16 and up, it is on a Wednesday. Everyone who wants to volunteer will have to register, Kristie to send out link to do so.

Old Business

1. Operation Sweet Appreciation:
 - a. Cookies were delivered to 12 Base Agencies 45 Dozen cookies were donated
2. Remaining school supplies from Back-2-School Brigade were divided up and distributed to Sheppard Elem, Tower Elem, IC Evans Elem, Overton Ray Elem, Cunningham Elem., Fowler Elem. (Scheduled to deliver to Booker T. Washington Elem)

Next Meeting Agenda Items

Next meeting Monday, November 4th 6pm a Windcreek Community Center

Meeting adjourned at 7:37 PM

Minutes Recorded by Romaine Simonton