
OCTOBER SSC BOARD MEETING MINUTES

DATE: October 3rd, 2022

I. Call to Order at: 6:16pm

Attendees: Tiffany Baker, Tyler House, Kaycee Denny, Maddy Watson, Tarrin Bailey, Brandy Stowell, Jane Pettit-Castor, Julia Carter, Lieve Vandewalle, Leigh Sweeney, Michelle Hamlet, Donna Patrick, Pam Peterson, Lori Larsen, Tasha Music, Vanessa Mellinger, Jill Koester, Liz Orgeron

II. President's Opening Comments: Top 3 will be going through each person's drive to tidy up.

III. Review and Approve Previous Board Minutes: Jane moves that we approve meeting minutes and like Donna seconds. Unanimously passes.

IV. Executive Board Reports / Old Business

1. President - Tiffany Baker

- **Completed task(s):** Applied for tax exempt status at office max (waiting on approval) Gave letter to Imprints 1 for tax verification, Figured out the check system at the Thrift Shop, Learned the opening and closing procedures for the Thrift Shop, Attended the Base Newcomers, walk to remember, BISD vision panel, and Boomtown Blowout (Community Outreach).
- **Accomplishments:**
- **Number of hours volunteered:** 120
- **Incomplete tasks/needs:**
 - -Working on Fall Festival (October 21st) with SRC (Sara Moeller)-Need to finish making games, Need an idea for a 4th game and we also need volunteers to run game. Already gave backdrop to TSgt Bridget Jennings to use.
 - -Working on the financials and Tax issues with Jane for Thrift Shop (needing to figure out the comptroller and sec of state situation)

- -Need to take tax exempt letter to Sam's and Market Street or give to Brandy to take with her for Social Supplies.
- -Need to meet with Top 3 to go over the drives for board members and get them cleaned up
- -Need to confirm with wineries on specials for Wine Crawl (Wine Club)
- -Need volunteers for the Retiree Day event on 5 Nov 9am-1pm

2. Operational Vice President - Tyler House

- **Completed task(s):** n/a
- **Accomplishments:**
- **Number of hours volunteered:** 8
- **Incomplete tasks/needs:** Clean up all drives on the operational side, make sure all operational know how to check drive and emails and are doing so often enough.

3. Charitable Vice President - Kaycee Denny

- **Completed task(s):** Scheduled facebook posts for the TS, as well as Hangar Holiday, before leaving on vacation for 3 weeks.
- **Accomplishments:**
- **Number of hours volunteered:** 15
- **Incomplete tasks/needs:** Continued creation and scheduling of posts for the TS and hangar holiday.

4. Secretary - Maddy Watson

- **Completed task(s):** Finalized minutes for September's meeting and posted them to the group Facebook page as well as submitted them to FSS. I sent out the board report for September and created October's meeting agenda. I attended

Right Start to represent the SSC. I checked the mail weekly and delivered it to the correct parties. I managed the Club Info email.

- **Accomplishments:** I manned the SSC booth at Right Start for the first time!
- **Number of hours volunteered:** 25
- **Incomplete tasks/needs:** Finalizing October's meeting minutes and submit to Facebook page and FSS.

5. Parliamentarian - Tarrin Bailey

- **Completed task(s):** Ensured club ran in accordance to governing documents.
- **Accomplishments:**
- **Number of hours volunteered:** 8
- **Incomplete tasks/needs:** Waiting on Thrift Shop Docs to submit everything to legal for wing approval.

6. Operational Treasurer - Brandy Stowell

- **Completed task(s):** I completed and checked the bank statement with wave account. I worked with the board to update the budget.
- **Accomplishments:** Reconciled Wave
- **Number of hours volunteered:** 15.5
- **Incomplete tasks/needs:** I need to Check Bank statement with wave account and reconcile for the month of September. I need receipts from Tiffany for record of transactions for Walgreens, renewal for website and Office depot.

7. Charitable Treasurer - Jane Pettit-Castor

- **Completed task(s):** Tracked expenses, reconciled the account, worked on Thrift Shop finances.
- **Accomplishments:** Got the Thrift Store account linked to Wave.
- **Number of hours volunteered:** 15

- **Incomplete tasks/needs:** Thrift Shop Finances

V. Operational Standing Committee Reports

8. Membership Coordinator- Julia Carter

- **Total Number of Members:** 75?
- **Completed task(s):** Made birthday posts, scheduled posts, answered questions about membership, maintained the membership roster.
- **Accomplishments:**
- **Number of hours volunteered:** 10
- **Incomplete tasks/needs:** Creating birthday posts for November, continuing to contact new members and maintain documentation.

9. NATO Liaison - Lieve Vandewalle

- **Completed task(s):** Updated the NATO-google account. Posted the flyer of the monthly socials on the T6 spouses FB, the Belgian spouses WhatsApp and the SNR spouses WhatsApp.
- **Accomplishments:**
- **Number of hours volunteered:** 4
- **Incomplete tasks/needs:**

10. Retiree Liaison - Leigh Sweeney/Nicketta Osborn

- **Completed task(s):** Coordinated volunteers for Boomtown Bay Blowout on Sept 30th. I created a dinner event for local retirees on October 11. 8 confirmed as of 10/3.
- **Accomplishments:**
- **Number of hours volunteered:** 5
- **Incomplete tasks/needs:** Retiree Dinner Samurai Tuesday October 11th, 6:30pm

11. Social Events Coordinator: Brandy Stowell

- **Completed task(s):** Spent \$297.32 which was under budget by \$68.68. Planning the October social including flyer. Along with shopping and asked for donations for decorations for future socials for the club.
- **Accomplishments:** Hosted the September Social
- **Number of hours volunteered:** 15.5
- **Incomplete tasks/needs:** Working on putting the flyer together for Friendsgiving. Looking for donations (gift cards) for prizes for social. Still have to purchase food for October social. So far I have only spent \$79.06. Have to purchase 2 more gifts. Already know what I need and what I need to get.

12. Special Activities Coordinator - Michelle Hamlet

- **Completed task(s):** I created and posted all of September's Weekly Happenings to SSC mini club page. Coordinated the calendar so that there were no clubs overlapping and no mini clubs during social week. Kept count on mini club attendees and notated members and non members.
- **Accomplishments:** October calendar was created for non-facebook members.
- **Number of hours volunteered:** 6
- **Incomplete tasks/needs:** Complete/post each weekly happenings graphic for October. Create a November full calendar for non Facebook members.
 - Line dancing will be open to spouses.
- **Mini club attendance across organization:**
 - Lunch Bunch: Sep. 19 at Cotton Patch- 11 members
 - Bunco: Sep. 1 at Thrift Shop- 16 members
 - Playgroup: Sep. 27 at The Commons- 4 members 2 guests
 - Tea Party:
 - Social: Harvest Social Sept 8th, Wind Creek, 15 members

- Book Club: Sep. 21 at Fun Noodle- 7 members
- Wine Club: Sep. 28 at Roberta's House- 12 members
- Date Night: Sep. 24 at Tiffany's House- 4 members 5 guests
- Mutty Mingle: Canceled
- Coffee and Convo: Duck Coffee Co.- 6 members 1 guest

13. Publicity/Marketing Coordinator - Vacant

- **Completed task(s):**
- **Accomplishments:**
- **Number of hours volunteered:**
- **Incomplete tasks/needs:**

14. Webmaster - Vacant- (Lori is interested in filling this position)

- **Completed task(s):**
- **Accomplishments:**
- **Number of hours volunteered:**
- **Incomplete tasks/needs:**

15. Fundraising Coordinator - Vacant

- **Completed task(s):**
- **Accomplishments:**
- **Number of hours volunteered:**
- **Incomplete tasks/needs:**

VI. Charitable Standing Committee Reports

16. Thrift Shop Director - Donna Patrick

- **Completed task(s):** Working on changes for SOP. Made a few changes at TS.
- **Accomplishments:** Working on putting out Christmas decorations to sell starting October 1st.

- **Number of hours volunteered:** 94
- **Incomplete tasks/needs:** Still looking for more volunteers. Need donations of clorox wipes, paper towels, toilet paper, snacks, water, etc.
- **Thrift Store numbers:**
 - Number of individual volunteers for the month: 27
 - Total number of volunteer hours logged for the month: \$213
 - Profit:

17. Cinderella Closet Coordinator- Pam Peterson

- **Completed task(s):** 26 Total dresses loaned for the AF Ball and 5 others for other events. Continued to accept donated dresses
- **Accomplishments:**
- **Number of hours volunteered:** 15
- **Incomplete tasks/needs:** Kaycee will make a flyer regarding the new dresses that have been donated to CC.

18. Hangar Holiday Director - Tiffany Baker , Lori Larsen

- **Completed task(s):**
 - Processed more applications with Lori
 - Finalized layout with MPEC
 - Booked a photographer for Santa Pictures
 - Recruited more vendors at various events around town
- **Accomplishments:**
- **Number of hours volunteered:** 22
- **Incomplete tasks/needs:**
 - -Will hold a HH committee meeting and vote on various things such as food, Music, audio etc. (Meeting on Tuesday oct 4 at 1730-commons)

- -Waiting to hear back from Boy Scouts on canned food drive
- -Need to finalize volunteer format with Tasha
- -Waiting to hear back from shirt guy, will get quotes from others in mean time
- -Only have 18.5 booths left 3 of which are “reserved” and waiting for payment. 15.5 booths left as of 10/3
- -Need to try on elf costumes as well to ensure that they fit
- -Need to figure out security (pricing) as well as build frames/or make system for booths
- We will just need all hands on deck on the show days so be on the lookout for the volunteer sign up form! :)

19. Helping Hands Coordinator - Tasha Music

- **Completed task(s):** Researched the Home for Freedom group, responded to volunteer requests, responded to charitable grant requests.
- **Accomplishments:** learned a little more about how my requests work and get forwarded!!
- **Number of hours volunteered:** 9
- **Incomplete tasks/needs:** we have 3 grant requests to vote on, one volunteer request to present to the board.

20. Scholarship Coordinator - Vanessa Mellinger

- **Completed task(s):** Of the two scholarship recipients that had yet to be awarded checks one verification of enrollment form was received, and the check was sent out to her university. I contacted the final recipient via phone, and sent a follow up email letting her know if she had any questions to please contact me.
- **Accomplishments:** 1 scholarship was awarded
- **Number of hours volunteered:** 6

- **Incomplete tasks/needs:** Follow up with the final scholarship recipient. Working on finding judges for this years judging committee Working on a timeline of events to present to the scholarship committee

VII. New Business

1. **Scholarship Coordinator:** I need to call a Scholarship Committee meeting, members of the scholarship committee meeting include Scholarship Coordinator, President, Charitable Vice President, Charitable Treasurer, Advisors, and up to two SSC members, if needed. During this meeting we will review the scholarship.
2. **Helping Hands:** Three new requests
 - a. Home for Freedom: City cemetery.
 - i. Money would be used as a start up. Tasha talked to two county commissioners about the legitimacy of this project and gathered more information.
 - ii. Tasha's recommendation is to give \$1000 to Home for Freedom.
 - iii. Jane makes a motion to donate \$1000, Julia seconds.
 - iv. Discussion:
 - v. There are some concerns about the legitimacy of this request. Members discussed how much money should be donated.
 - vi. Brandy makes a motion to amend the original motion to a new number of \$750, Vanessa seconds. No discussion. 8 yay, 5 nay. No abstentions. Motion Passes.
 - b. Special Olympics:
 - i. 20-30 volunteers needed, 19 November.

- ii. Jane makes a motion to advertise for volunteers but to not be responsible for providing volunteers. No discussion. Unanimous decision, motion passes.
- c. 364 TRG asking for \$3,750 initial purchase for squadron attire.
 - i. Kaycee makes a motion to not give any money to 364 and Michelle seconds.
 - ii. Jane moves to amend the initial motion to a new amount of \$150 to fund the club to purchase products to try one and create a presale. The Club will also give some advice on fundraising. Brandy seconds. 13 yay, 1 nay. No absetations. Motion passes.
- d. 80th ENJJPT Harvest Festival requests \$500, funding multiple things for the harvest festival (tables, candy, chairs, decorations)
 - i. Tasha makes a motion to give \$500 to the 80th, Jane Seconds. No discussion. Unanimous decision. Motion passes.

Social Location Possibility: 8th Street Coffee has said that we would be allowed to use their space after hours for our socials. It would be \$50 per hour (half off the usual \$100/hr for military) to rent the space and we are allowed to BYOB as well as bring our own food. Maddy has been in communication with Jen, the manager.

- It is a good option but it would make the social budget even tighter regarding the \$100+ for renting the space.

VIII. Announcements

1. SSC Mini Clubs and activities upcoming events:
 - a. Lunch Bunch: October 17th, 12:30pm,
 - b. Thrift Store Work Night: October 27th 2-5pm
 - c. Bunco: October 6th, 6pm

- d. Playgroup: October 19th
 - e. Tea Party: October 21st, 1pm
 - f. Social: October 13th, 6-8pm
 - g. Book Club: October 27th
 - h. Wine Club: October 28th
 - i. Coffee Convo: October 4th, 9am, The Commons
 - j. Date Night: October 28th
 - k. Mutty Mingle: on hold
 - l. Line Dancing: October 5th, 7pm / Line Dancing
 - m. Next Board Meeting: November 7th, 6-8pm
2. President's Comments: n/a
 3. Advisor's Comments: n/a

VIII. Adjournment at: 7:34pm