
SSC Exec Board Meeting

Friday, 06.24.2019 called to order at 6:11pm, at Sheppard Thrift Shop

Attendees

Name	Role	Present/Absent
Executive Board		
Tiffany Kelley	President	p
Amanda Chastain	Operational Vice President	p
Romayne Simonton	Charitable Vice President	p
Alicia Carraway	Operational Treasurer	p
Julie Fiedler	Charitable Treasurer	p
Kathrine White	Secretary	p
Advisors		
Janet Driggers	Advisor	P
Lisa Van Meter	Advisor	p
Christine Graham	Advisor	p

Agenda

New Business

1. President:
 - a. New Board Roster
 - i. Vacant positions: Parliamentarian, Helping Hands, Historian, Cinderella's Closet
 - ii. New board members thus far have been approved unanimously via email.
 - iii. Turn over still in progress, informational job binders are being updated via Drive.
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- b. Sheppard Exchange Summerfest Friday, August 2nd, 11am-2pm (Booth opportunity)

Discussion: ALC shared to board FB page about the possibility of SSC informational booths at both the back to school exchange (9 July) AND summer fest (2 July) booths on Board FB page. We would like to have it manned by board members. Amanda is working on both. 9 August is a tax-free weekend, high turnout probable. Vote/Decision coming via email: which to attend, or both.
 - c. Board Retreat
 - i. Where: Heritage Center
 - ii. When: July 13th 10 am, the option to stay overnight.
 - iii. Who: FULL board
2. Operational Vice President- AmC
- a. Current Membership for 2019-20: 50
 - b. Texas Welcome Update
 - i. Where: Sheppard Club (Ballroom & Hangar 1)
 - ii. When: August 29th, 430pm
 - iii. Discussion:

The planning meeting was held on Monday, 17 June. Shifting structure of TW to function more like a social and encourage new membership. Info fair to be held initially for the first hour in Hangar 1, then move attendees to Social in Ballroom. Board members shared experiences of past TW. The plan is to highlight the club and mini clubs. AC working on creating a video or other media to highlight club offerings. Rooms already booked at Sheppard Club, catering and cake booked, the possibility of contracting with Ron Moses for entertainment. Strategic planning to ensure traffic flow in regards to membership signup, event sign in, etc. include Spouse/Vertran businesses
 - c. Summer Social event POP UPS ideas
 - i. POP ON BY meet up at a playground- base and/or prairie dog park. We provide popsicles.
 - ii. PUP UP! MUTTY MINGLE Dog park playdate- RS will be PoC
 - iii. Pool Meetup (we could look into reserving Boomtown Bay), JD shares that Boomtown is fairly heavily booked already.
 - iv. Discussion of ticketing and RSVPs- the possibility of "will call" as well as payments and tickets from the thrift shop.
 - d. Summer Mini-Clubs
 - i. Wine Club, Bunco dates set refer to FB events for further details.
3. Charitable Vice President - RS
- a. Scholarship Committee

- i. Led by Danielle Whalen who will be attending all board meetings
- ii. Committee will be formed in January
- iii. Currently, we are issuing checks as the enrollment verifications are received. One scholarship has been paid - Kim Nottingham (Spouse \$3,500 paid to Vernon College).

Discussion: KN has indicated that she will not use all of this scholarship, and a refund will be issued from Vernon in May

- iv. Discussion of verification procedures:

AmC has a resource for verification that she will share. Verification to be revamped after confusion from last year (a winner's eligibility is in question, the verification process was not upheld by committee, waiting on further information and documentation)

b. Thrift Shop Committee

- i. TS Committee meeting is July 16th, 6pm, at the Thrift Shop
- ii. JF, RS, TK serving on the committee with Sharon Buttrick and Veronica Garcia.

c. Knots of Love

- i. Blanket Making dates are July 19th, 11am-1pm and August 16th, 11am-1pm
- ii. This will become a mini club, led by Helping Hands when we fill it
- iii. Possibly meeting once a month on Friday at Thrift Shop
- iv. RS is filling in until the chair is filled.

d. Back to School Drive

- i. Kristie Mimms POC
- ii. Distribution date will either be August 9th or 10th at the Youth Center Gym- waiting to hear from Youth Center Manager to confirm date
- iii. Partnering with PAB (confirmed) and possibly First Shirts Council (in works)
- iv. Donation items are collected twice a week from three local Dollar Tree stores.

4. Treasurer

a. Current Financials

AIC reported that the club accounts are total of \$300 over. The treasurer (AIC) is working to find the error in the accounts.

b. TK requested that treasurers research online accounting, JF suggested using QuickBooks


c. Proposal: Schedule budget meeting for 7/13 during Board Retreat

AIC motioned, KW seconded, passed unanimously

Notes

Action Items

1. June Charitable Grant:
 - a. AmC proposes we support Paws for a Cause Burkburnett and purchase needed items. Also suggest scheduling a volunteer opportunity. Same motions to donate \$200 from charitable funds, AIC seconds. JF votes nay, as she has not yet seen the books. JD suggests that numbers are kept from last year (plan was \$200/mo) until new budget is approved. Proposal passes 5/6
 - b. JD asks for clarification on voting for advisors, they do not vote for executive board motions. However, advisors do have full voting rights/privileges in general membership votes i.e. budget approval/nominations/elections.
2. Scholastic Grants: Due to \$5,000 leftover from allotted scholarship fund and excess funds in Charitable fund account:
 - a. AmC Proposal: to implement an expanded Scholastic Scholarship & Grant Program:
 - i. Scholarships (merit based)
 - ii. Scholastic Grants for students (not merit based)
 1. Scholarships Grants for Educators
 - b. Proposal: to award educational grants to all 2019 scholarship applicants that did not receive a scholarship, 11/29 applicants were awarded last year.
 - c. These two proposals are tabled until budget meeting.
3. SSC office space needed
 - a. Operational VP Request: that the back Thrift Shop storage room be turned into office space.
 - i. July 15th suspense date for this storage room to be cleaned out
4. Fundraising Opportunity Sheppard Air Show, October 26-27
 - a. Job: staff Air Show's Concession Stands
 - b. Discuss pros/cons
 - i. 2 day event, Sat & Sun
 - ii. Approx hours 730-1630
 - iii. \$10/hr per volunteer
 - iv. No split shift work allowed
 - v. Weekend prior to Halloween
 - c. Vote on whether we will commit
 - d. All voted nay- passed unanimously
5. SSC Insurance policy renewal due - \$1401

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- a. Discuss which budget should pay
 - i. Charitable account (b/c HH, TS, CC)
 - ii. Split premium 3 ways - Operational, Charitable, and Thrift Shop
 - iii. KW motioned that policy be paid from charitable acts, JF seconded, passed unanimously
 6. Set budget for Board Retreat
 - a. Amanda proposes \$400 limit since bldg rental is free
 - b. Passed
 7. Proposal for moving bank accounts to business bank. TK, JF, AmC, RS, AIC need to be in attendance.
 8. TK brought up idea of Yankee Candle fundraiser. JD has extensive knowledge.

Meeting adjourned at 730

Next Meeting Agenda Items