
SSC Board Retreat Meeting Minutes

(served as July Meeting)

Saturday, 07.13.2019 10am-6pm

Sheppard AFB Heritage Center

Present: Tiffany Kelley, Amanda Chastain, Romaine Simonton, Alicia Carraway, Julie Fiedler, Janet Driggers, Christine Graham, Lanie Norman, Heather Mykes, Danielle Whalen, Sharon Buttrick, Veronica Garcia, Brooke Mayberry, April Lence, Vreni Schaumburger

Absent: Kathrine White (E), Kristie Mimms (E), Jessica Jameson (U), Lisa Van Meter (U), Elaine Blokhuis (E)

New Business

1. Motions

- a. Amanda Chastain moved and it was seconded

To Award a \$200 Charitable Grant to the Sheppard Airman's Council to provide pizza for the Airmen Outreach Pool Party, to be held July 19th.

The motion carried unanimously

- b. Heather Mykes moved and it was seconded

To Grant a SSC Lifetime Membership to Beth Moret for her 25 years of service to the Sheppard Thrift Shop.

The motion carried unanimously

2. Treasurers' Report

- a. After much research, Julie recommends that we transition to WAVE APPS, a free online accounting software with app
- b. Board Members need to submit budget requests via by July 21st. Include summary of anticipated supplies/expenses
- c. Reimbursement forms must be submitted within 60 days of purchase

3. New SSC office

- a. Located in the back room of Thrift Shop. Supplies located in SSC closet at Sheppard Club and items stored at board members' homes will be moved over during the summer.
 - b. Laptop (previously used only for Hangar Holiday) will be available for club use in new office
 - c. New printed needed ASAP (*Ensure new printer uses ink cartridges that are refillable at Sam's Club*)
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4. Board meetings: Will be held on the first Monday of the month at Windcreek Community Center (*unless the date falls on a holiday*)
 5. 2019-2020 Social Calendar (*dates set, theme tentative*)
 - a. AUGUST 29th *Evening Event*: Texas Welcome
5-6 Information Fair/Social Hour, 6-8 Social Event. To include shopping with veteran/milspouse businesses, line dancing instruction and karaoke. Location Sheppard Club
 - b. SEPTEMBER 19th *Daytime Event*: Lunch & Learn DHA at N Chapel Annex
 - c. OCTOBER 17th *Evening Event*: Couples Murder Mystery at Sheppard Club. Will change for tickets just to cover the cost of food. NO AIT'S ALLOWED.
 - i. Other SSC Events: Possible Trunk-or-Treat
 - d. NOVEMBER 15th *Daytime Event*: Friendsgiving Around the World
 - i. Other SSC Events: Hangar Holiday at MPEC November 7-9 & possible Thanksgiving Food Basket Drive
 - e. DECEMBER: No social, but possible outing opportunity
 - i. Other SSC Events: Board Christmas Party, Airmen Holiday Outreach, Possible Thrift Shop Children's Shopping Day
 - f. JANUARY 25th *Evening Event*: Chinese New Year Social or Family Feud Mil-Spouse Edition, location TBD
 - g. FEBRUARY 20th *Evening Event*: Speed Friending, location possibly at Magpies
 - h. MARCH 30th *Daytime Event*: Lunch & Learn Severe Weather at A&FRC
 - i. APRIL: No Social, but possible outing opportunity
 - i. Other SSC Events: Month of the Military Child Outreaches
 - j. MAY 15th *Evening Event*: Installation Ceremony at Sheppard Club
 - i. Other SSC events: Scholarship Ceremony schedule for first week of May
 6. Childcare for Socials
 - a. We would like to be able to provide childcare at socials, especially for those whose spouse is deployed, TDY, working shifts, etc.
 - b. Requirements: Providers must be First Aid/CPR Certified & at least one childcare provided on site must have a background check (*April & Amanda's spouses are certified instructors*).
 - c. Childcare Models: MOPS hires providers. Some clubs charge minimal fee or offers childcare reimbursement to members. Some advertise for childcare providers, as a volunteer opportunity for students needing volunteer hours.
 7. Review Constitution & ByLaws

- a. Discussed & decided if we are asked, "Guests" may include girlfriends, fiancées, divorcees, legal caretakers of military dependents with base access.
8. Scholarship Program
- a. Mission/Intent: To help as many military families as we can
 - b. 2019 Scholarship Program Review
 - i. Problem: Committee only awarded \$25,000 from the board approved \$30,000. 2018-19 Board had voted to award all qualified applicants a scholarship. Scholarship Committee only awarded all qualified awarded 11 out of 29.
 - ii. Solution: Executive Board voted in June to split the remaining \$5,000 approved scholarship funds with all 2019 scholarship applicants that did not receive an award. Treasures will report by next meeting if additional funds can be added to be able to award at least \$500 scholarships.
 - c. Changes to be implemented in 2020 Program
 - i. Must verify all applicants military eligibility prior to awarding
 - ii. Applicants may only apply for one scholarship category
 - iii. No Executive Board members may serve on the Committee. However, Charitable VP will oversee meetings to ensure Committee follows guidelines
 - iv. Must have a minimum of two non-board members on the Committee
 - v. Who Qualifies? Military spouses and dependent children from any branch of the US or NATO military. Active Duty, Guard, Reserves, Retirees, and Honorably Discharged Veterans with DD214
 - vi. Will award as many scholarships to qualified applicants as we can
 - vii. Judges will not take applications home. They will review applications together and then present SSC with one ranking list of applicants
 - viii. Committee will only make recommendations for scholarship amounts/disbursement to SSC Board
 - ix. Committee will make recommendations for changes to applications and judging score sheets
9. Job Descriptions: Review your job descriptions and submit recommendations for edits/changes or any questions/concerns