
SSC Board Meeting Minutes (served as August meeting)

Monday, 07.29.2019 Meeting called to order by President 6:25 pm Advisor, Lori Bell's house

PRESENT:

Tiffany Kelley, Amanda Chastain, Romaine Simonton, Alicia Carraway, Julie Fiedler, Lori Bell, Janet Driggers, Christine Graham, Morgan Ellis, April Lence, Veronica Garcia, Lainie Norman, Kristie Mimms, Danielle Whalen, Brooke Mayberry

ABSENT:

Katie White (E), Lisa Van Meter (E), Jessica Jameson (U), Robyn Sheehan (E), Heather Mykes (E), Vreni Schaumburger (E), Sharon Buttrick (E), Elaine Blokhuis (U)

Old Business

1. Board Retreat Meeting Minutes 7/13 will be sent via email for review and approval this week.
2. Board Retreat was held Saturday, July 13th at Heritage Center. 15 attended.

New Business

- 1) **President's Report** - *Tiffany Kelley*
 - a) Welcome Advisor Lori Bell!
 - b) Updated Board Roster
 - i) Vacant positions: Parliamentarian, Historian, plus any co-chairs
 - ii) Newly approved board members
 - (1) Advisor: Lori Bell
 - (2) Membership: Robyn Sheehan
 - (3) Cinderella's Closet: Heather Mykes (*moved from Membership*)
 - (4) Helping Hands: Kristie Mimms (*moved from Hospitality; duties of Hospitality will now fall under Helping Hands*)
 - c) Review of Board Expectations
 - i) Continuity Binders will be available later this week in our new office
 - ii) Monthly Activity Reports submit no later than 3 days before board meeting
 - iii) After Action Reports need to be done after all events, outreaches, etc.
 - d) Review proposed amendments (page 7) *See Motions page 6
 - e) Discuss: current membership dues \$30, consider \$5 increase
 - f) Texas Welcome Update
 - i) 15 agencies confirmed for info fair; 23 confirmed business for shopping (proceeds will cover \$656 food). Invoices will go out August 2nd.
 - ii) 20 vendor spots still available
 - iii) Line dancing & karaoke are free from Ron Moses
 - iv) Will begin solicitation for door prize donations next week
 - v) Reusable shopping bags will be ordered soon
 - vi) Next planning meeting August 1st 3pm at Windcreek Community Center

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- 2) **Operational Vice President's Report** - *Amanda Chastain*
- a) Opportunities for SSC
 - i) Sheppard Exchange Summerfest/Back-to-School Friday, August 9th, 11am-2pm (outdoor info booth. Morgan will bring 6ft table. Shifts will be covered by Robyn, Heather, Morgan and Vreni.
 - b) Proposed Standard Operating Procedures will be emailed to board this week for input
 - c) Goal is for new Tshirts to be available for order before TX Welcome
 - d) New SSC office in Thrift Ship is ready for move in
 - e) Work dates needed to clean out closet in Sheppard Club and move Thrift Shop
 - f) Requesting Secretary add recording volunteer hours to their duties
 - g) Brooke will take board member head shots for website at Sept meeting
- 3) **Membership Report** - *Robyn Sheehan ABSENT* provided by Amanda Chastain
- a) 101 Members 2018-2019, 62 Total Current Members, 44 Renewed, 17 New, 44 Not Renewed; 11 PCS'd
 - b) Membership Promotions
 - i) Join in July and be entered into a drawing for \$25 Visa gift card. Drawing to be held nlt Aug. 3rd.
 - ii) Join at Texas Welcome and be entered into a drawing
- 4) **NATO Liaison Report** - *Elaine Henrietta*
- NO REPORT
- 5) **Social Report** - *Lainie Norman* provided by Amanda Chastain
- a) Summer Social Events
 - i) SSC POP UP Event was held Wednesday, July 24th at Playground/Pavilion by Outdoor Rec. Approx 8 adults & 11 kids attended. We provided free popsicles.
 - ii) SSC PUP UP! MUTTY MINGLE was held Friday, July 26th 7pm at Sheppard Dog Park. Approx 18 people attended. Popsicles, dog treats and water provided. Lots of great feedback and requests for doing this on a regular basis. Potential mini-club!
 - iii) Upcoming: Brooke will host next POP-UP event at park in Burkburnett. Morgan will host a Parent's POP-UP back-to-school event at her house.
 - b) September 19th Social (daytime event) Lunch & Learn "DHA"
- 6) **Special Activities Report** - *Vreni Schaumberger ABSENT* provided by Amanda Chastain
- a) Summer Mini-Clubs
 - (1) Coffee & Cono
 - (a) Fri June 14th 9:30-12 @ 8th St Coffee. Only 4 attended.
 - (b) Mon July 15th 10-12 @ Odd Duck. Great turnout!!

- (c) Next Coffee & Convo will be August 5th at 8th St Coffee
 - (2) Bunco
 - (a) Tues. June 18th at Donna's. 7 attended
 - (b) Tues. July 23rd at Donna's. 7 attended (*including one guest that became a member!*).
 - (c) Bunco will not meet in August
 - (3) Wine Club
 - (a) Thurs. June 13th at Kasia's, 10 attended
 - (b) Thurs. July 25th at Vreni's, 7 attended
 - (c) Next Wine Club will be August 22nd hosted by Caroline
 - ii) 2019-20 Mini-Clubs
 - (1) Wine Club will now require prepayment due to too many last minute cancellations
 - (2) Returning this year:
 - (a) Coffee & Convo - Tiffany Kelley
 - (b) Wine Club - Vreni Schaumburger
 - (c) Bunco - Donna Patrick
 - (d) Game Night - Nicki Bacon
 - (e) Pokeno - Tiffany Kelley
 - (f) Book Club - Leigh Sweeney
 - (3) Needs new leader: Lunch Bunch, Shooting Club, Cooking Club. and Playgroup
 - (4) New this year:
 - (a) Reading at Schools - Leia Hamm
 - (b) Mutty Mingle - Amanda Chastain/Romayne Simonton
 - (c) Will be advertising via Newsletter, Website, FB EVENT posted on main SSC FB page and shared in FB SSC mini-group page
- 7) **Fundraising Report** - *April Lence* provided by Tiffany Kelley
- a) Yankee Candles: If approved by legal, online sale would run October-December. 60/40 split. Fundraiser request will be submitted this week.
- 8) **Publicity Report** - *Amanda Chastain, Lainie Norman, April Lence, Brooke Mayberry*
- a) Please take and send pics to the team!
 - b) Marketing: will be placing publicity order from Vistaprint & WalmartPromo in August
 - c) Social Media: Laine now running Instagram & Thrift Shop Facebook page
 - d) Newsletter: First newsletter of 2019-20 will be September
 - e) Webmaster: Will work on getting site updated before Texas Welcome
- 9) **Charitable Vice President's Report** - *Romayne Simonton*
- NO REPORT
- 10) **Scholarship Report** - *Danielle Whalen* provided by Tiffany Kelley
- a) Meeting July 31st 6pm at Thrift Shop with Danielle, Tiffany, Amanda & Romayne to review binder and new policies/procedures

- b) Received enrollment verification from 4 students; 2 scholarships have been paid out
- c) Remaining approved 2019 scholarship funds (\$5,000 total) to be offered to 2019 applicants that did not receive a scholarship award in May. Emails will go out no later than Aug 12th. New budget provides an additional \$4,000, for a total of \$9,000.

11) **Thrift Shop Report** - *Sharon Buttrick ABSENT & Veronica Garcia* provided by *Romayne*

- a) TS Committee meeting was held July 16th, 6pm, at the Thrift Shop
- b) Another meeting needed in August to get staff on the same page as club
- c) Thrift Shop Financial Report for June-July will be reported at Sept meeting
- d) CHANGE in hours: Beginning Sept 5th Thurs hours will be 1-5pm (shopping only)
- e) Discontinuing 25 & 90% off. Only 50 & 75% going forward
- f) June Volunteer Hours
 - i) 181 Total Hours
 - ii) 114 SSC Hours
 - iii) 7 NCOA volunteers on Thrift Shop Saturday, 23 volunteer hours
- g) Volunteer Appreciation
 - i) June Volunteer of the Month was Hannah Woodard
 - ii) New Good Deeds nomination box
 - iii) New "Thanks for POPPING IN", gift for new volunteers
 - iv) Will send Birthday & Thank you, etc. cards
 - v) New Volunteer Bulletin Board with photos and Volunteer of the Month

12) **Cinderella's Closet Report** - *Heather Mykes ABSENT* provided by *Romayne Simonton*

- a) 345 dresses in current inventory. Will have rest of report available in September.
- b) Next work day August 31st at 1:30pm
- c) Changing from paper contract to online contract through Google Forms
- d) Will be pulling Christening gowns/other dresses that are not being rented to be sold in Thrift Shop. Proceeds will go back into CC fund.
- e) Need to advertise for volunteers to do mending

13) **Hangar Holiday Report** - *Tiffany Kelley*

- a) Needed for Santa Booth
 - o Chair, 3 Wrapped Presents, Slim Decorated Tree and 5x7 photo cellophane sleeves, Jim Angel will provide backdrop, Santa Dan will provide photo paper
 - o We need 4 volunteers to operate Santa Booth - Coordinate with HH vol coordinator for those spots
- b) Financials
 - o Total MPEC Event Fees - \$18,578.00
 - o Balance 2018 Credit - \$865.20
 - o Check January 2019 - \$10,000
 - o Balance Forward from 2018 - \$4,177.20
 - o MPEC Balance Due Nov 2019 - \$3,535.60
 - o Santa Dan fee - \$400.00 (\$100 photo paper/\$300 photography fee)

- Jim Angell fee - \$ TBD
- c) Booths Available
 - Hallway/NonProfit/Squadrons - 7
 - Main Exhibit Hall - 4
 - Side Rooms - 29 (*will consider removing one of the side rooms if vendor contracts do not roll in*)
 - 4 Clothing Vendors on Wait List

14) **Helping Hands Report** - *Kristie Mimms* provided by Romyne Simonton

- a) Hospitality Report
 - i) Cards & Meal Trains June & July: Get Well - 5; Sympathy - 1; Birthday - 10; Anniversary - 11; Meal Trains - 1
- b) Knots of Love
 - i) Blanket Making was held July 19th, 11am-1pm at Thrift Shop. 8 attended
 - ii) Next Bundles for Babies is August 13th (good on inventory for Aug)
 - iii) Next work day August 16th, 11am-1pm at Thrift Shop
- c) Back-to-School Brigade (partnered with PAB & 1st Shirt Council)
 - i) Drop off locations: MDG, MSG, SFS, 80th, 3 WF Dollar Trees + Dallas locations
 - ii) USO bringing donations on Aug 7th; Kristie & Tiffany will pick up Dollar Tree donations in DFW on August 9th
 - iii) Currently 150 students have signed up
 - iv) Set up will be Fri August 9th 5:30pm at Youth Center Gym
 - v) Distribution event will be Sat August 10th at the Youth Center Gym
- d) Airman's Council Pool Party
 - i) \$200 Charitable Grant was given on July 18th. We received a nice thank you email from SrA Graves.
- e) Paws For A Cause Burkburnett provided by Amanda Chastain
 - i) 3 members volunteered on July 22nd; 1 member volunteered on July 29th
 - ii) Last volunteer date August 5th 9:30 at The River in Burkburnett
 - iii) \$200 Charitable Grant went toward providing socks and underwear to 9 children in need. Spent \$211.56.
- f) NEW SSC Educational Grant for Schools provide by Tiffany Kelley
 - i) \$5,000 budgeted; Program will roll out September
 - ii) Area Principals/Teachers may apply; must be able to show how grant will benefit military dependents

15) **Treasurers' Report** - *Alicia Carraway & Julie Fiedler*

- a) Reviewed attached SSC Monthly Financial Report
- b) Reviewed attached 2019-2020 SSC proposed budget for Review **see Motions below*
- c) Bank Changes Update
 - i) New SSC Op & Ch accts were opened at Wells Fargo by Tiffany, Amanda, Alicia & Julie on June 27th
 - (1) Romyne was added to both new accts on July 11
 - (2) All board members on new accts are debit card holders

- ii) On July 12 Tiffany & Amanda closed the SSC Operational Acct at FSNB and removed all but \$1000 in SSC Charitable Acct at FSNB. Amanda then deposited the above cashier checks into our new accounts at Wells Fargo
 - iii) Romyne, Alicia & Julie need to be added to Thrift Shop acct at FSNB
 - d) Financial Meetings
 - i) Video conference budget meeting was held Tues. July 23 5pm with Julie, Tiffany & Amanda
 - ii) Budget meeting was held Sun July 28th 6pm at Julie's with Julie, Alicia, Tiffany Romyne and Katie
 - e) NEW: Thrift Shop volunteer supplies, snacks, incidentals to include name tags, lunches, gifts all will be funded by the SSC Charitable budget.
- 16) **Secretary's Report** - *Kathrine White ABSENT*
NO REPORT
- 17) **Parliamentarian's Report** - **VACANT**
NO REPORT
- 18) **Advisors' Report** Lori welcomed us and explained the role of Advisors

Motions

- Julie Fielder moved and it was seconded
To approve the proposed amendments to SSC Constitution & Bylaws as corrected per discussion.
The Motion carried unanimously.
- Julie Fielder moved and it was seconded
To approve the proposed 2019-2020 budget as corrected per discussion.
The Motion carried unanimously

*Next Board Meeting will be Monday, September 9th 6pm at Windcreek Community Center

Meeting adjourned at 8:05pm

Minutes Recorded by Amanda Chastian, Operational Vice President

Approved Amendments to SSC Constitution & ByLaws

CONSTITUTION

ARTICLE VII Finances-

The SSC will maintain two separate accounts; one account for all Operational Income & Expenses and one account for all Charitable Income & Expenses. A third account will be maintained for the Sheppard Thrift Shop overseen by the Thrift Shop Board.

A. Operational Fund

1. The funds for the Operational Account will come from membership dues, net proceeds from SSC sponsored fundraising events and monies donated by Charitable account. This budget shall be utilized exclusively for operational expenses such as, entertainment, catering, venue fees for monthly meetings/socials, décor, programs, publicity/marketing materials, etc.

Article IV – Dues

Annual member dues will be a set fee annually, and can be changed by Governing board quorum voting rules. Dues will be paid in advance beginning in June for the term of membership year which begins June 1 and ends on May 31. Membership dues will be discounted for any members joining after 1 January. Those in the area only temporarily may choose to not pay the annual dues by submitting a \$5 non-member fee to attend per event. Any monies collected from non-members will be considered Operational income to cover event/venue/operational expenses. Contributions to the organization will be permitted and accepted.


Article IX – Finances

A. The SSC operational budget will be financed and funded by:

1. Annual member dues. Dues will be paid in advance, and discounted for members joining after January 1st of the annual board year. Those in the area temporarily may pay the non-member \$5 fee to attend events.
2. The SSC may organize 3 fundraisers per quarter with approval of the 82 MSG/CC through the 82 FSS/FSR. All proceeds from fundraisers other than net proceeds from Hangar Holiday and net proceeds from the Sheppard Thrift Shop shall be designated as Operational Fundraisers.
3. Monies donated by the charitable fund approved by Governing Board.

B. The Charitable budget will be financed and funded by:

3. Net proceeds from Hangar Holiday annual fundraiser.
 - a. Charitable Budget shall pay all operational expenses of Hangar Holiday event to include MPEC contract fees, signage, banners, volunteer uniform(s), name tags for volunteers etc. Marketing, publicity, and items used throughout the entire



board year will be designated in the Publicity line item in the SSC Operational Budget.

C. Funds

1. A minimum of five thousand dollars (\$5,000) in the SSC financial accounts, plus any obligated funds (to include but not limited to Hangar holiday incidentals, cancellation funds, and scholarship award monies) will be turned over to the incoming Executive Board each year in May.

D. Budget

8. All expenditures will be paid by check or bank card by designated account signatories. No checks will be pre-signed.

Article XI- Cinderella's Closet

B. The SSC representative to Cinderella's Closet will be the Cinderella's Closet Chair (appointed by the President with Executive Board approval)

D. Appointments are required to borrow a dress unless the Cinderella's Closet Chairperson is available during Thrift Shop hours.