
SSC BOARD MEETING MINUTES

12/02/19, Wind Creek Community Center. Called to order by President at 6:07pm

Attendees

Tiffany Kelley, Amanda Chastain, Romaine Simonton, Dale Miller, Alicia Carraway, Lainie Norman, Danielle Whalen, Brooke Mayberry, Kristin Acevedo, Patti DeMotts, Morgan Ellis, Sarah Hughes, Lori Bell

ABSENT: Julie Fiedler, Sharon Buttrick, Veronica Garcia, Vreni Schaumburger, April Lence, Lisa Van Meter, Janet Driggers, Kristie Mimms, Christine Graham, Jessica Jameson

Agenda

New Business

1. President
 - a. Heather resigned as CC Chair and HH Vol Coordinator. Position Vacant, Tiffany will cover appointments, Romaine appointed HH Vol Coordinator via unanimous Executive Board approval
 - b. November meeting minutes - Vote to approve/record as submitted, Brooke to upload to Website, Romaine to submit to PO Monitor

Tiffany moves to approve minutes as submitted

Dales seconds

All in favor, none opposed, motion passed unanimously

- c. SESC Tax resolution - Tiffany to update board with details from MWH Group CPA firm
 - i. No back taxes owed
 - ii. Money set aside to be donated to Operational Fund
 - d. SSC 1024 application to be submitted after 1 January to secure our 501c4 designation
 - i. There is a \$600 fee that we have already accounted for in our budget
 - e. Thrift Shop - Kristie - Discuss letter of counseling, Tiffany - Discuss future of TS manager position, TS board to discuss job descriptions. Contracts to be rewritten/issued/signed by all Three Staff members. January - December to align with fiscal calendar of TS operations. Governing Board to vote action item on contractual changes
 - i. Doris Clifton, TS manager given second LOC on 15 Nov 19 after 6 complaints, 4 formal written complaints
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- ii. Proposal to terminate Ms. Clifton Thursday, 5 December, with 30 days notice but to be relieved of her duties immediately

Discussion open, three specific Code of Ethics violations, noted in termination letter following formal counseling executed by Kristie Mimms and Sharon Buttrick on 15 November 19. Termination letter retained by Tiffany Kelley in President binder, copy retained in TS Chair binder. Details not disclosed in minutes due to privacy. Refer to President or TS Chair binder for further details.

Romayne motions we terminate Ms. Clifton Thursday, 5 December, with 30 days notice but to be relieved of her duties immediately, and SSC will pay her the contracted pay for December 2019, check to be mailed per contract.

Morgan seconds

Lainie Recuses herself

All in favor, motion passed unanimously with quorum

- f. Move out of Sheppard Club Closet - December 12 9am, Brooke, Dale, Morgan, Tiffany to volunteer for this
- g. Other Vacancies
 - i. Board positions: Historian, Helping Hands Co-Chair, Cinderella's Closet Chair

Morgan- hard maybe for Helping Hands Co-chair

Cinderella's Closet- Heather will come back upon termination of TS Manager, we will reappoint

- ii. Leaders for Mini-Clubs: Thrifty Bunch

- h. Please check your Board position email at a minimum weekly. We communicate all board matters via two platforms; Email and Facebook Group.
- 2. Operational Vice President
 - a. Current Membership 119
 - b. Fundraiser - Gift Wrap at BX 29&30 Nov And 13&14 Dec - Volunteers needed, please consider signing up for one or more shifts as your schedule allows. All donations received will be distributed operational funds.
 - i. Gift wrapping was not a monetary success, , donations received \$62
 - ii. Demographic was primary AiTs
 - iii. BX says they will run specials closer to Christmas we would have better luck then
 - iv. LRS to not show December 13th & 14th, they were there for November 29 & 30
 - c. Board Holiday Party -General consensus to plan for after the New Year
 - d. PLEASE TURN IN YOUR ITEMS FOR NEWSLETTER ON TIME. Need Thrift Shop volunteer of the month submitted on time too.
 - e. Check your email! Social & Mini-club invites are now being sent out by mini-club leaders.
 - f. In need of readers December 11th, Fowler Elementary, 10am
- 3. Charitable Vice President
 - a. SSC Member formal request to extend scholarship deadline to next semester due to husband's unexpected deployment, Tiffany Kelley recipient submitted a formal request for an extension on payout until May 2020

Amanda motions to extend Tiffany Kelley scholarship payout until May 2020

Morgan seconds

Motion passes unanimously, none opposed

- b. Thrift Shop
 - i. November Profit - \$1,222.19

- ii. Volunteers needed particularly over holiday break to reorganize the shop, and help cover consignments/donations upon return after holiday closure.
- c. Hangar Holiday 2020 Fundraiser Request Submitted to FSS PO Monitor for approval
- d. Helping Hands -
 - i. Sweet Appreciation Event - Commander's Breakfast 10 December SRC 7am
 - a) SSC to provide breakfast taco food, volunteers welcome and encouraged to attend, Partnership with Sheppard CARES Team. People will cook the meat the night before, Tiffany will cook eggs in the morning at the SRC, no sign up for this.
 - ii. Airmen Holiday Outreach - Open to PP/AITs & AIT spouses during Exodus December 27th (meet with Chaplain Haynes/Mr. Wheeler to discuss details)
Taco Night, projecting 400 PP/AITs to be fed this year, Tiffany to start soliciting donations this week
 - iii. Toy Drive - Collections begin this week at Dollar Tree stores, we will distribute to 1st Sgts to give at the squadron for stocking stuffers/kids Holiday parties.
 - iv. Operation HomeFront Turkey Drop - Huge success, 114 distributed to Sheppard and Ft Sill families. Multi-agency partnership successful.
- 4. Treasurer
 - a. Current Financials, see attached

Old Business

1. \$1,000 Check issued and delivered to Sheppard NCO Academy (Top 3 will represent SSC at NCOA graduation to present award)

Next Meeting Agenda Items

1. Scholarship Committee announced- Ashley Buchanan, Laurianne Rodriguez so far, they will meet before Christmas Break for First meeting with Charitable VP/President with Scholarship Chair to revisit terms/FAQ/qualifications with Scholarship Chair, Danielle Whalen, Set Deadline, Scholarship Ceremony Date (Late April) etc
2. MSAD Spouses' Dining In Update – Tiffany is working community partnerships, second weekend of May. Tiffany, Lainie, Morgan, Kristin Acevedo, Lori Bell, Janet Driggers, and Dale Miller signed up so far for committee. The Tentative date is May 9th, committee to meet 1st week in January. Hoping to make tickets around \$15.

Meeting adjourned at 07:15pm

Minutes Recorded by Romaine Simonton