
SSC BOARD MEETING MINUTES

09/09/19, Wind Creek Comm Center. Called to order by President at 6:04pm

Attendees

Tiffany Kelley, Amanda Chastain, Alicia Carraway, Julie Fiedler, Janet Driggers, Christine Graham, Lainie Norman, Kristie Mimms, Danielle Whalen, Brooke Mayberry, Jessica Jameson, Heather Mykes, Vreni Schaumburger, Kristin Acevedo

ABSENT:

Romayne Simonton (E), Lori Bell (E), Lisa Van Meter (E) , Robyn Sheehan (E), Elaine Blokhuis (E), Sharron Buttrick (E), Veronica Garcia (E), Jessica Jameson, April Lence, Patti DeMotts, Morgan Ellis

Agenda

New Business

1. Heather Mykes moved and it was seconded

To waive membership fees for surviving spouses/Gold Star Spouses. (We will utilize Casualty Assistance Office to verify eligibility)

The Motion passed unanimously.

2. Kristie Mimms moved and it was seconded

To approve the proposed \$500 Charitable Grant to Fisher House, in honor of board member Romayne Simonton's father.

The Motion passed unanimously.

New Business

1. President
 - a. Welcome Advisor, Patti DeMotts and Social Co-Chair, Kristin Acevedo
 - b. Vacancies
 - i. Board positions: Parliamentarian, Secretary, Historian
 - ii. Leaders for Mini-Clubs: Playgroup, Shooting Club, Pokeno & Thrifty Bunch
 - c. Sheppard Single Airmen/Family Support partnership -
 - i. Meeting with various base organizations on Sept 12th, 11 am at Deli Plant.
 - ii. Tiffany, Amanda, Kristie will attend on behalf of SSC
 - d. Office Space Organization Day - need volunteers to help us get everything set up and moved from Club closet to Thrift Shop
 2. Operational Vice President
 - a. Current Membership 99!
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- b. Upcoming Info Fair Opportunities for SSC
 - i. Local Support & Resource Fair - 11 October 11am-1pm - Info Table at A&FRC
 - ii. Sheppard Exchange Oktoberfest - 12 October 11-1pm - Info Table
- c. Newsletter
 - i. Input from board members on what should be included:
 - 1. Info on mini-club dates, upcoming social, recaps/photos from previous month, Charitable grants given, advertisements for HH & TS, SSC volunteer ops, proceeds made from TS, volunteer hours, TS volunteer of the month, Save the date for upcoming events, note from President, NATO learn about different countries, Info on base events, fun stuff do to in Texoma, new babies
 - ii. Deadline for newsletter to be issued, no later than 3rd of then month
 - iii. Need deadline for newsletter submissions
- d. Publicity/Marketing: Need to set deadline for Mini-Club submissions.
- e. T-Shirt Design for Membership Sale:
 - i. Will present several options for membership to vote on
- 3. Charitable Vice President
 - a. Thrift Shop
 - i. Volunteer Training 12 Sept 12pm. Lunch provided, please RSVP
 - ii. August Profit - \$1,940.78
 - iii. Volunteers needed!
 - iv. Update on Manager anticipated leave of absence. We will hold her position.
 - b. Helping Hands
 - i. NEW SSC Teacher Grants
 - 1. \$5,000, to provide 10 teachers with \$500 grants
 - 2. Launches Sept 10th
 - 3. Deadline for Applications, Oct 15
 - 4. Notifications will be made nlt Oct 18
 - 5. SLO Mike Wenk will distribute to local schools
 - 6. Board members welcome to sit on committee (with Romaine, Tiffany, and Kristie)
 - ii. Possible October Community Service- Faith Mission Women's Shelter
 - a. Serve meals, Date TDB
 - c. Hangar Holiday -
 - i. 35th Anniversary
 - 1. Launched a design contest for Hangar Holiday's 35th Anniversary to local high school seniors and college students. Winner(s) will receive \$100 scholarship.
 - ii. Needed for Santa Booth
 - 1. Chair, 3 Wrapped Presents, Slim Decorated Tree and 5x7 photo cellophane sleeves
 - 2. We need 3 volunteers to operate Santa Booth - two for check-in/payment, one for printing photos
- 4. Treasurer
 - a. Current Financials, see attached



Old Business

1. Back-2-School Brigade (partnered with PAB & 1st Shirt Council)
 - a. Distribution event was Sat August 10th at the Youth Center Gym
 - b. 225+ students. Some 1st Shirts also “shopped” for families in their squadron
 - c. Article published on Sheppard AF official page!
 - d. Will work with OH for next year’s event - Stuff the Bus event
2. Texas Welcome -
 - a. Numbers and After Action Report will be available at Oct Meeting
 - b. Took feedback from board members and will add to After Action Report

Next Meeting Agenda Items

Next meeting Monday, October 7th 6pm at Sheppard Inn Board Room

October 29, Tentative Date for 80th Truck or Treat

Meeting adjourned 7:34 pm

Minutes Recorded by Amanda Chastian, Operational Vice President

BOARD ACTIVITY REPORTS FOR AUGUST

(Information reported in board meeting minutes have been removed)

- 1) **President's Report** - *Tiffany Kelley*
 - a) Need Hotwash for Back-to-School Brigade
 - b) Air Force Ball Committee gave us 4 free tickets
 - i) Email was sent to membership, 4 rsvp'd
 - (1) Connie Wriighthouse, Nicki Bacon, Eva Pest and Laura Bartley, Navy
(will confirm if she is allowed to attend)

- 2) **Operational Vice President's Report** - *Amanda Chastain*
 - a) Will vote to approve Standard Operating Procedures at Oct meeting
 - b) Headshots for website have been rescheduled to Oct meeting

- 3) **Membership Report** - *Robyn Sheehan*
 - a) 99 Total Current Members, **Renewed, __ New, __ Not Renewed;**
 - b) **__renewed at Texas Welcome Event**

- 4) **NATO Liaison Report** - *Elaine Henrietta*

NO REPORT

- 5) **Social Report** - *Lainie Norman*
 - a) Summer Social Events
 - i) POP-UP event at Permian Park in Burkburnett. Great turn out! There is definitely a need for Playgroup, so we need to find a leader ASAP!
 - b) September 13th 6pm "Speed Friending" at Sheppard Club Hangar 1. Food pizza & veggie tray
 - c) October "Murder Mystery Dinner"
 - i) Planning kit purchased
 - ii) Tickets will be sold to cover cost of meal. Discount for members.
 - iii) Members' spouses are welcome at this event!
 - iv) No AiT's allowed at this event due to fraternization
 - v) Location: Sheppard Club, not booked yet due to date not set
 - vi) Date: Fri Oct 18th.
 - d) November "Friendsgiving"
 - i) Looking into off base location, Magpie's Creative Studie & Venue
 - ii) Date was Fri. Nov. 15th. New date needs to be set due to conflict of drop night
 - iii) Will have pumpkins available to paint as an activity

6) **Special Activities Report** - *Vreni Schaumberger*

- a) Coffee & Cono
 - i) Mon August 5th 9:30-Noon @ 8th St Coffee. 8 attended.
 - ii) Fri September 4th 9:30-Noon @ Odd Duck Coffee. 10 attended.
 - iii) Next Coffee & Convo will be Oct. 4th 9:30-Noon at Odd Duck Coffee
- b) Wine Club
 - i) Thurs. August 22nd at Caroline's, 10 attended
 - ii) No Wine Club in September
- c) Bunco: Tues. Sept 10th 6pm at Donna's
- d) Game Night: Fri. Sept 6th at Nicki's. (2 couples attended)
- e) Book Club: Mon. Sept 16th 7pm at Frank & Joe's
- f) Stitch N Bitch: Tues Sept 17th 10am at Christine's
- g) Lunch Bunch: Sept 18 noon at Fox Hill Restaurant
- h) Mutty Mingle: Fri. Sept 20th 7pm at Sheppard Dog Park
- i) Vacant Leaders: Shooting Club, Pokeno, Thrifty Bunch and Playgroup

7) **Fundraising Report** - *April Lence*

Yankee Candles: FSS/Private Org advised that we shorten the fundraising time. We will have to resubmit due to it now falling during CFC Sept 9 - Jan 12. Needs 82d MSG CC approval.

8) **Publicity Report** - *Amanda Chastain, Lainie Norman, April Lence, Brooke Mayberry*

- a) Marketing: Need to set due dates for Mini-Clubs to submit their dates/info
- b) Social Media: Nothing to report
- c) Newsletter: Built template for newsletter
- d) Webmaster: Updated board positions. Added various forms and information: Constitution & ByLaws, Budget, Membership form, Hangar Holiday forms, and a calendar

9) **Charitable Vice President's Report** - *Romayne Simonton*

NO REPORT


10) **Scholarship Report** - *Danielle Whalen*

- a) 19 scholarships have been paid out

11) **Thrift Shop Report** - *Sharon Buttrick & Veronica Garcia*

- a) TS Staff meeting was held Aug 12th, 6pm, at the Thrift Shop
- b) AC issue resolved
- c) Thrift Shop Saturday, Sept 21st 10am-2pm

- d) **Thrift Shop Financial Report for June-July attached**
 - e) July Volunteer Hours
 - i) Number of volunteers
 - ii) Total Hours
 - iii) SSC Hours
 - f) August Volunteer Hours
 - i) Number of volunteers 79 (*need number of individuals*)
 - ii) Volunteer hours 143.65 (*need numbers split between SSC members/non-members*)
 - g) Volunteer Appreciation
 - i) July Volunteer of the Month was Donna Patrick
 - ii) August Volunteer of the Month was Crystal Ward
- 12) **Cinderella's Closet Report - Heather Mykes**
- a) 371 dresses in current inventory.
 - b) 18 appointments, 1 return, no dresses currently out
 - c) Decided not to change contact Google to Forms. Will remain paper contract for now.
- 13) **Hangar Holiday Report - Tiffany Kelley, Morgan Ellis, Heather Mykes, Amanda Chastain**
- a) Financials (*see attached report*)
 - o MPEC Balance Due Nov 2019 - \$3,535.60
 - o Total 2019 show income to date \$59,680
 - o Santa Dan fee - \$400.00 (\$100 photo paper/\$300 photography fee)
 - o Jim Angell fee - \$400
 - b) Booths Filled - 190
 - c) Booths Available
 - o 4 - Hallway/ NonProfit/ Squadrons
 - o 2 - Main Exhibit Hall
 - o 24 - Side Rooms (*will consider removing one of the side rooms if vendor contracts do not roll in*)
 - o 4 Clothing Vendors on Wait List
- 14) **Helping Hands Report - Kristie Mimms**
- a) Hospitality Report
 - i) September: 5 Birthday, 10 Anniversary cards
 - b) Knots of Love
 - i) Blanket Making was held September 6th, noon-2pm at Thrift Shop. 9 attended
 - ii) Upcoming Bundles for Babies
 - (1) September 10th, 10:45 am
 - (2) October 8th, 10:45 am
 - iii) Next work day October 4th noon-2pm at Thrift Shop (*was cancelled*)
 - c) August Outreach - Catholic Charities Northwest Campus

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- (1) Collecting feminine hygiene products for low income/homeless girls & women in local WF area.
 - (2) Drawing was held for those that brought donations to Texas Welcome.
 - (3) We will continue to collect items until September 13th social.
- ii) On Aug 28th, Exec. Board voted/approved \$200 charitable grant for SSC to purchase donated items.

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

- a) Bank Changes Update
 - i) Romaine, Alicia & Julie need to be added to Thrift Shop acct at FSNB
 - ii) FSNB account to be closed down by end of Sept.

16) **Secretary's Report** - VACANT

NO REPORT

17) **Parliamentarian's Report** - VACANT

NO REPORT

18) **Advisors' Report**

NO REPORT

Board Activity Reports Recorded by Amanda Chastian, Operational Vice President



SEPTEMBER HAPPENINGS

- 5 Meeting Tiffany, Romaine, Kristie for Teacher Grant Program
 - 6 Coffee & Convo 9:30-Noon @ Odd Duck Coffee
 - 6 Knots of Love NOON @ Thrift Shop
 - 6 Game Night 7pm @ Nicki's
 - 9 Board Meeting 6pm @ Windcreek Community Center
 - 9 Sheppard Right Start 8:30 @SRC
 - 10 Bundles for Babies noon (Tiffany). We missed this due to class ending early
 - 10 Bunco 6pm @ Donna's
 - 12 Meeting with MSgt Spicer, private orgs and AFRC for family outreach support 11am @ Deli Planet (Tiffany, Amanda & Kristie)
 - 13 Sept Social "Speed Friending" 6pm Hangar 1
 - 16 Book Club 7pm @ Frank & Joe's
 - 17 Stitch N Bitch 10am @ Christine's
 - 18 Lunch Bunch noon @ Fox Hill Restaurant
 - 20 Tea & Mingle for Retirees & Surviving Spouses 11am-1pm @A&FRC (Amanda, Tiffany)
 - 20 Mutty Mingle 7pm @ Sheppard Dog Park (rained out)
 - 21 Thrift Shop Saturday 10am-2pm
 - 27 Air Force Ball
 - 30 Cookie Drive work day 9-11 @ Thrift Shop
 - 30 Thrift Shop Work Day 11:30-2
- *No Wine Club this month