
SSC SEPTEMBER BOARD MEETING MINUTES

DATE: September 12th, 2022

I. Call to Order at 6:06pm

II. President's Opening Comments: Lori Larsen is joining us as she is shadowing Tiffany for HH. Tiffany is reminding everyone of the chain of command for the club and to use the VP's for questions and concerns. Volunteer hours count for ALL volunteering including mini clubs, set up, at home work, events.

III. Review and Approve Previous Board Minutes:

- Jane motioned to approve August board minutes.
 - Donna made the Second.
 - Call for discussion, no discussion. Hands raised to approve minutes and the motion to approve August board minutes passed unanimously.

IV. Executive Board Reports / Old Business

1. President - Tiffany Baker

- **Completed task(s):** Completed/Helped with Board Kick off, Texas Welcome, Cinderella's Closet Grand Re-Opening. Scheduled the club for public appearances/marketing opportunities at several events across town and base. Finished and submitted the application for 501(C)4.
- **Accomplishments:**
- **Number of hours volunteered:** 200
- **Incomplete tasks/needs:** Need to pay for shirts and bags-waiting on non profit status approval. Need to contact Balfour Beatty about advertising for the club and Thrift Shop

2. Operational Vice President - Tyler House

- **Completed task(s):** Helped with Texas welcome set up and clean up. Worked with Julia on new memberships and with Michelle on Mini Club attendance and interest emails. Helped set up for board kick-off.
- **Accomplishments:**
- **Number of hours volunteered:** 26
- **Incomplete tasks/needs:** N/A

3. Charitable Vice President - Kaycee Denny (Not Present)

- **Completed task(s):** Helped to plan and implement the 22-23 Board Kick Off. Helped to plan and implement Texas Welcome. Created content for the Thrift Shop and Cinderella's Closet, helped to monitor social media pages. Created new signage for the Thrift Shop.
- **Accomplishments:**
- **Number of hours volunteered:** 50
- **Incomplete tasks/needs:** Continued creation of content for Thrift Shop, Cinderella's Closet, and Hangar Holiday.

4. Secretary - Maddy Watson

- **Completed task(s):** I created the agenda and took minutes for our August meeting at the Board Retreat. I helped plan and execute Texas Welcome.
- **Accomplishments:**
- **Number of hours volunteered:** 25
- **Incomplete tasks/needs:** I am currently finalizing the agenda for the September meeting and writing thank you notes for Texas Welcome.

5. Parliamentarian - Tarrin Bailey

- **Completed task(s):** Conducted voting to adopt new governing documents and budget. Attended relevant meetings.

- **Accomplishments:**
- **Number of hours volunteered:** 6
- **Incomplete tasks/needs:** Working on cleaning up governing documents to send to legal.

6. Operational Treasurer - Brandy Stowell

- **Completed task(s):** Completed the reconciliation for the month of June and July. Entered all money into the budget. Did recorders of transactions for all reimbursements and transactions.
- **Accomplishments:**
- **Number of hours volunteered:** 10
- **Incomplete tasks/needs:** Waiting on bank statements to do the reconciliation for the month of August.

7. Charitable Treasurer - Jane Pettit-Castor

- **Completed task(s):** Reconciled accounts, tracked expenses, TS and HH income tracked, set up Square for Texas Welcome and Hangar Holiday, wrote and mailed scholarship checks and letters
- **Accomplishments:**
- **Number of hours volunteered:** 13
- **Incomplete tasks/needs:** Reconcile August bank statement (not out yet) Is now getting financials for the TS. Tiffany and Jane will meet Friday.

V. Operational Standing Committee Reports

8. Membership Coordinator- Julia Carter (Not Present)

- **Total Number of Members:** 65 current members
- **Completed task(s):** Designed Birthday Posts, Made Birthday list on google docs, emailed new members.
- **Accomplishments:**

- **Number of hours volunteered:** 7
- **Incomplete tasks/needs:** Posting for September birthdays (has since been completed)

9. NATO Liaison - Lieve Vandewalle (was on vacation before the meeting)

- **Completed task(s):**
- **Accomplishments:**
- **Number of hours volunteered:**
- **Incomplete tasks/needs:** Will post on FB pages for socials.

10. Retiree Liaison - Leigh Sweeney/Nicketta Osborn

- **Completed task(s):** n/a
- **Accomplishments:**
- **Number of hours volunteered:** 0
- **Incomplete tasks/needs:** n/a
 - Old Retiree FB page has since been renamed. Leigh has a current Facebook page that she will use to reach out to military retirees and their spouses to recruit new members. The page is titled "Military Retirees in Wichita Falls".

11. Social Events Coordinator: Brandy Stowell

- **Completed task(s):** Working on the social calendar for the year. I created the flyer for September's social event and went shopping for supplies. I am researching an activity for September social. I contacted Kell house for a guest speaker for the event. I booked Wind Creek for the year for all socials.
- **Accomplishments:**
- **Number of hours volunteered:** 13
- **Incomplete tasks/needs:** Working on flyer for October social. Working on the last part of the September social. Tasks have been completed. Brandy is asking for spare

party supplies to use for future socials. Brandy has a plan for October social and will begin working on it.

12. Special Activities Coordinator - Michelle Hamlet (not present)

- **Completed task(s):** Now has a good understanding of how to use Canva
- **Accomplishments:**
- **Number of hours volunteered:** 7 hours
- **Incomplete tasks/needs:** Waiting on Tea and Play Group dates for the September calendar then it will be complete with all mini clubs scheduled. Need to make the post for weekly happenings.
 - Need to find a host for Mutty Mingle, and time for Playgroup. Vaneesa will be the host for playgroup. Tea will be rotated between hosts.
- **Mini club attendance across organization:**
 - Lunch Bunch:
 - Bunco: August 11th, 20 guests
 - Playgroup:
 - Tea Party:
 - Social: Texas Welcome, 22 members
 - Book Club: August 24th, 8 members
 - Wine Club: August 31st, 6 members
 - Date Night:
 - Mutty Mingle:
 - Coffee and Convo: August 16th, 9 members 0 guests

13. Publicity/Marketing Coordinator - Vacant

- **Completed task(s):**
- **Accomplishments:**
- **Number of hours volunteered:**

- **Incomplete tasks/needs:**

14. Webmaster - Lori Larsen is interested in Webmaster.

- **Completed task(s):**
- **Accomplishments:**
- **Number of hours volunteered:**
- **Incomplete tasks/needs:**

15. Fundraising Coordinator - Vacant

- **Completed task(s):**
- **Accomplishments:**
- **Number of hours volunteered:**
- **Incomplete tasks/needs:**
 - Flocking fundraiser idea was presented.

VI. Charitable Standing Committee Reports

16. Thrift Shop Director - Donna Patrick

- **Completed task(s):** Helped reorganize the thrift shop
 - **Accomplishments:**
 - **Number of hours volunteered:** 58
 - **Incomplete tasks/needs:** Volunteers at TS, needs ink cartridges
 - **Thrift Store numbers:**
 - Number of individual volunteers for the month: 22
 - Total number of volunteer hours logged for the month: 167
 - Profit:
- There was a discussion about having an evening opening for TS, one evening a month. Coordination for this event will be discussed in the future between the TS committee members.

17. Cinderella Closet Coordinator- Pam Peterson

- **Completed task(s):** Found a new home for the food pantry (Chaplain Holmquist). Completely redesigned the space and shopped for and purchased (along with Command Spouses) furniture for the closet. Met with Public Affairs to advertise the grand opening. Held a Grand ReOpening with a good turnout of both active duty and spouses. Currently have approx 500 dresses. Along with the President and VP redesigned the rental agreement, coupon for dry cleaning and guidelines for renting the dresses. Met people for appointments and held an open time for dress rentals on 31 Aug.
- **Accomplishments:** 19 Dresses loaned out, 2 dresses already returned.
 - Updated to 26 dresses, hoping PA will post SC video soon.
 - ****Video was posted on 09/13/2022****
- **Number of hours volunteered:** 25 hours
- **Incomplete tasks/needs:**

18. Hangar Holiday Director - Tiffany Baker and Lori Larsen

- **Completed task(s):** Completed more application processing. Talked with Jeremy (Chef) about certain vendors being approved. Scheduled a meeting with Katelyn to pay the MPEC as well as go over the process for the show each day. There have been two interest meetings so far and the next interest meeting is 09/21 6pm at Pam's house.
- **Accomplishments:**
- **Number of hours volunteered:** 40
- **Incomplete tasks/needs:** Need to have another interest/planning meeting for Hangar Holiday. Work with Tasha (HH Volunteer Coordinator) on who will be working each volunteer station.
 - Meeting with MPEC will be 09/13 regarding schedule and day of information.

19. Helping Hands Coordinator - Tasha Music

- **Completed task(s):** Reached out to organizations requesting grants to either gather more information moving forward or to deny requests.
- **Accomplishments:**
- **Number of hours volunteered: 4**
- **Incomplete tasks/needs:** Approve/Deny funding for Homes For Veterans Cemetery project.

20. Scholarship Coordinator - Vanessa Mellinger

- **Completed task(s):** Met with Kaycee Denny to take over the email account and to review the duties and responsibilities of the position. I was able to verify one scholarship recipient, and pass the information on to the charitable treasurer for a check to be mailed. I am currently communicating with another scholarship recipient.
- **Accomplishments:**
- **Number of hours volunteered: 1**
- **Incomplete tasks/needs:** I need to send follow up emails to the last two scholarship recipients and remind them about the verification form.
 - Two recipients have received their checks, waiting on two verifications.

VII. New Business

- **Fall Festivals:**
 - Trunk or Treat (October 21) The 80th is hosting this event, but has opened it to be base wide. The 80th is looking for volunteers to run certain booths/ events for the evening.
 - Manning the Kids Games booth is the best fit for the SSC. Julia will be contacted about being a possible POC for this event.
 - M&FRC (November 5)

- We will have a kid games booth at this event as well for the M&FRC. We will be able to refresh and change the games slightly from the event at the 80th to use at this event.

- **Homes for Veterans**

- Motion made for giving \$1000 for Homes for Veterans Cemetery Project. Jane made the motion, Donna second. Discussion was made about the questioning of the integrity of this organization and the board would feel more comfortable with the transaction once we know more information.
 - Jane moves that the motion will be tabled until the next meeting and Donna seconds.
 - Motion is tabled until the next meeting when more information is provided.

VIII. Announcements

1. SSC Mini Clubs and activities upcoming events:
 - a. Lunch Bunch: September 19th, 2022
 - b. Thrift Store Work Night: September 29th, 2022
 - c. Bunco: October 6th, 2022
 - d. Playgroup: September 27th, 2022
 - e. Tea Party: October 21st, 2022
 - f. Social: September 8th, 2022 / October 13th, 2022
 - g. Book Club: September 21st, 2022
 - h. Wine Club: September 28th, 2022
 - i. Coffee Convo: October 4th, 2022
 - j. Date Night: September 24th, 2022
 - k. Mutty Mingle: September 14th, 2022

- I. Next Board Meeting: October 3rd, 2022 1800
2. President's Comments: Tiffany thanks everyone and is pleased with the board meeting and the board's progress. Ask for help if you are unsure of something and lean on each other. Continue to share the promotional posts and volunteer as you are able to.
3. Advisor's Comments: Good job and keep up the good work!

VIII. Adjournment at 7:12pm