

Offutt Officers' Spouses' Club
Board Meeting
August 3, 2021

Charitable Meeting Call to Order and Attendance: 6:35pm

Board Members Present: Shannon Howard, Dona Harris, Ann Williamson, Beth Phillips, Megan Moore, Alexis Dailey, Maggie Roche, Catina Nesheim, Jessica Martin, Veronica Durst, Christine Stewart, Sarah DePalma, Bree Berger, Kayli King, Danielle Scholfield, Monica Paulsen

Excused Absence: Jen Perrott, Emily Pruiett, Jen Sylvan

Absent: Teresa Rotramel

Welcome and Introductions: Welcome to Dona Harris our new Stratcom Advisor

Approval of June Meeting Minutes: Motion Veronica Durst Second Monica Paulsen 11 Motion carries

Charitable Officer Board Reports

President (Beth Phillips)

- A. See Report
- B. Went over the importance of Board Reports and sending them in each month. Please make sure you include your volunteer hours.
- C. Budget Review, Standard Operating Procedures, and Constitution will be discussed during the Treasurers and Parliamentarian reports
- D. Went over the various vacant positions: Marketing, Auction, Special Activities, Wreaths Across America and the Thrift Shop. Please make sure to keep your ears open for any people or friends that might be interested. Or if there are people who would like to be on a committee to help with a position please let Beth know.
 - a. Marketing, this person would be in charge of social, website, and design, and anything with our brand on it.
 - b. Special Activities, Megan Moore said that she would take that position over.
 - c. Auction - This is our top need. if we could at least have a person to help possibly be a co-chair we might be ok. We will make sure to advertise this at the August Social

Charitable Treasurer (Catina Nesheim)

- A. See Report
- B. \$5,141.55 check deposited from the Thrift Shop for July
- C. Current balance is \$54,660.61
- D. Introduced the proposed 2021 Charitable Budget. We discussed the current distribution of funds for scholarship/community donations (60/40) or if we should change it for 50/50. As of this meeting everything will stay the same, but can reevaluate at a later date. One item that changed from the previous budget was that instead of Thrift Shop Volunteer gift cards we are going to do a Thrift Shop Appreciation instead. This would allow for us to show our appreciation for all of the volunteers by doing a series of events (ie. breakfast, treats, etc)
- E. Vote to approve will happen after 30 days that it has been posted. This will possibly be done through Facebook, at a social, or electronic. the 2021 Budget

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- F. Motion to approve the Proposed 2021 Charitable Budget by Megan Moore Second Maggie Roche 11 Motion passed
 - a. This will now be posted to our website this week and will be voted on at least 30 days later by general membership.

Charitable Vice President (Alexis Dailey)

- A. See Report
- B. Date change for board approvals for charitable donations
 - a. Sept 15, Nov 15, Jan 15 and Mar 15
- C. Charitable Committee will meet to discuss and rack and stack applications before board meetings
- D. Details on procedures of voting on requests.
 - a. Voting will occur during Oct, Dec, Feb and April board meetings
 - b. Discussed posting on the Board Member Facebook Page so if we have questions about any of the requests we can have them answered ahead of time.

Thrift Shop (Shannon Howard)

- A. See Report
- B. Additional Volunteers to cover shortage
 - a. Talked about the possibility of board members
 - b. Talked about the various opportunities within the Thrift Store. Shannon will compile a list and email it out.
- C. Spouses' Club social or mini-club organizing donation room
- D. They have so many donations that we will be having a SideWalk Sale this Thurs (8/5) from 10-2. If you are able to volunteer anytime this week please come.

Scholarships (Jen Perrott/Sarah DePalma)

- A. See Report
- B. 12 recipients have sent in their info and been paid out, still waiting on 1 recipient to send in the required documents. Correspondence has been sent to the person and we will set a deadline if we don't receive it in a few weeks.
 - a. Discussed the possibility of including a deadline date for required documents on the info the recipient receives
 - b. Talked about sending the recipient correspondence when all money has been sent to their directed school

Charitable Unfinished Business: Keeping track of volunteer hours for just our own benefit

Advisor Comments: Keep track of volunteer mileage and drive time for tax purposes on your long form if you file it.

Announcements: Next Board Meeting **Tuesday, September 7, 2021 at 6:30 pm**

Adjournment: 7:24 pm

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Social Meeting Call to Order and Attendance: 7:30 pm

Board Members Present: Shannon Howard, Dona Harris, Ann Williamson, Beth Phillips, Megan Moore, Alexis Dailey, Maggie Roche, Catina Nesheim, Jessica Martin, Veronica Durst, Christine Stewart, Sarah DePalma, Bree Berger, Kayli King, Danielle Scholfield, Monica Poulsen

Excused Absence: Jen Perrott, Emily Pruiett, Jen Sylvan

Absent: Teresa Rotramel

Welcome and Introductions:

Approval of June Meeting Minutes: Veronica Durst Second Bree Berger 11 Motion Carries

Social Officer Board Reports

President (Beth Phillips)

Social Vice President (Megan Moore)

- A. See Report
- B. Retiree Appreciation - Beth said that they might not have that event, but will confirm tomorrow

Social Treasurer (Maggie Roche)

- A. Discussed the changes in the proposed 2021 Social Budget.
 - a. Publicity rebranded to Community Outreach
 - i. Events throughout the year to benefit both on-base and the community
 - b. Childcare Reimbursement
 - i. If you need to pay for childcare to attend the board meetings we have funds to cover \$2.50-3.00/hr. Could be a benefit for getting new board members
 - c. Ways and Means
 - i. Increased to purchase new flamingos
- B. Motion to approve the 2021 Proposed Social Budget by Bree Berger Second Monica Poulsen 11 Motion carries
 - a. This will now be posted to our website this week and will be voted on at least 30 days later by general membership.
 - b.
- C. Balance as of May 28th \$10,876.16

Recording Secretary (Jessica Martin)

- A. See Report
- D. Next board report due date is 4 SEPT
- E. Please let me know if you would like me to use a certain email address

Corresponding Secretary (Veronica Durst)

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- A. See Report
- B. Homeschooling Scholarship Question
 - a. We discussed that you have to be a non-profit to receive a grant from OOSC. If it was requested from a homeschool co-op that has a non-profit they could apply for a grant from us.

Parliamentarian (Christine Stewart)

- A. Constitution and Standard Operating Procedures are currently posted on our website and will be voted on at the August Social
- B. Beth recommended reading and knowing your job description. Please print off your individual job descriptions, Constitution, and SOP and put yours in the binder
 - a. Constitution - in order to be changed it must go through legal
 - i. Executive Board Job Descriptions are located here
 - b. Standard Operating Procedures - these are our day to day operations and covers the General Board/Chair Job Descriptions. We are able to bring job description changes to the board as we see fit

Social Standing Committee Reports

Programs (Bree Berger/Kayli King)

- A. See Report
- B. Handed out magnets with 2021-2022 Social Dates, will distribute at social as well
- C. August Social - August 19th at 6:30, Reed Community Center
 - a. Post teasers on Facebook Membership page to get others excited
 - b. RSVPs aren't necessary, and people can just show up
 - c. Mini-Clubs - we are figuring out how we will handle it
- D. Upcoming Socials
 - a. September, Legends in Aksarben and will be a Trivia Night
 - i. RSVPs will be required

Membership (Danielle Scholfield)

- A. 36 RSVPs have come in so far for the August Social
- B. 64 members currently, we are on track from previous years

Special Activities (Vacant)

Marketing Chair (Christine Stewart - interim)

- A. Program graphics will need to be posted the week after the social. Ideally 3 weeks before your RSVP date.

Hospitality Director (Monica Poulsen)

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- A. Will have welcome gifts at the social
- B. Will be asking for help with this position once the baby comes :)

Community Outreach (Emily Pruiett)

- A. If you have any charitable events that you think should be added please let Emily or Beth know

Ways and Means (Teresa Rotramel)

- A. See Report
- B. If you see any flamingos on sale let us know

Social Unfinished Business: none

Advisor's Comments: The purple paper that was handed out has a list of Community Activities for the upcoming events in the community

Announcements: Next Board Meeting **Tuesday, September 7, 2021 at 6:30pm**

Adjournment: 7:57 pm