



FWCSC EXEC/BOG MEETING MINUTES

6 November 2024

Executive Board meeting called to order at 1206..

Attendance:

President: Carey Killea - absent
Vice President: Amanda Gryzbowski
Treasurer: Jaira Jenkins
Assistant Treasurer: Megan Taylor
Public Relations: Lakita Oats
Retiree Advisor: Paula Tacket

Volunteer Coordinator: Kelly Watson
Administrative Assistant: Caitlyn Curtis
Parliamentarian: Jaira Jenkins
Honorary President: Sally Beck
Honorary Vice President: Vanessa Arzabala
Veteran Advisor: Claire Copeland

of Members present: 6 Quorum: **YES** or NO (*Exec Board 3 members, BOG 2/3 of BOG, Gen Membership 1/4 of Gen Mem, Standing/Special Committee 1/2 of voting members*)

Executive Board Reports

President

1. Volunteer hours since last meeting – none provided
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
 - a. As a 501(c)(4) our identity is everything within the community. Continue to advocate for and grow our club with positive community engagement. Please bring up anything that you may see or hear that negatively impacts the club so we can identify the issue and work to resolve it.
 - b. Board reports are due one week prior to the board meeting. Utilize the Blank Board Report located on the Google Drive at “Shared with me” - “2024-2025 Board Year” - “Blank Forms” and email it secretaryfwcsc@gmail.com and presidentfwcsc@gmail.com.
 - c. Calendar
 - 12 Nov, 10 am Craft Club - Piney Hill Community Center
 - 14 Nov, 6 pm Craft Club - Piney Hill Community Center
 - 19 Nov, 12 pm Craft Fair Committee Meeting - Library
 - 20 Nov, 6 pm General Membership Meeting - USO
 - 26 Nov, 10 am Snack in a Pack - 1225 Pulaski Ave
 - 26 Nov, 12 pm Craft Fair Committee Meeting - Library
 - 2 Dec, 8:30am USO Center Holiday Decorating
 - 3 Dec, 12 pm Craft Fair Committee Meeting - Library
 - 3 Dec, 6 pm Community Grant & Scholarship Committee Meeting - Bldg 470
 - 4 Dec, 12 pm FWCSC Holiday Party - 1 Essayons Drive
 - 5 Dec, 6pm Festivals on the Square (quilt raffle ticket sales) - Waynesville
 - 6 Dec, 5:45 pm Craft Fair Setup, Waynesville HS
 - 7 Dec, 6 am Craft Fair Setup/Event, Waynesville HS
 - 10 Dec, 10 am Craft Club - Piney Hill Community Center
 - 12 Dec, 6 pm Craft Club - Piney Hill Community Center
 - 14 Dec, TBD Wreaths Across America - Missouri Veterans Cemetery Fort Leonard Wood
 - d. Working with MWR to schedule fields for Spouse Kickball Club (SKC) practices and games



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- e. I need someone to cover down on Arrive Strong on Nov 21st at the USO. It's a display board, table cloth, handouts and mints. Set up is at 10:30, event is 11:00-12:00. I can drop off the set up items Thursday or Friday.
3. Goals for upcoming month – Finalize SKC schedule
4. No motions presented.

Vice President

1. Volunteer hours since last meeting - none provided
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
 - a. October Luncheon
 - b. Current Membership: Active 70 Associate 6
3. Goals for upcoming month - none
4. No motions presented.

Treasurer - nothing to report

Public Relations – nothing to report

Volunteer Coordinator

1. Volunteer Hours Since Last Meeting 13
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
 - a. I have emailed or messaged almost everyone who isn't currently in VMIS, needing them to either create their account or apply for their position.
 - a. President and I are the only ones who regularly submit hours in VMIS. I will have a sign in roster at meetings/ mixers so that board members can sign in and I will input hours. However, anything done outside those times, if I don't know about hours for you, I can't submit them. I will walk anyone through how to get them submitted or message me and I will do it for you.
 - b. I cannot be at every meeting/gathering, so I need whatever pertinent information in a timely manner so that I can do my job without feeling like I'm last minute rushed.
 - c. Working on Volunteer Request to submit to ACS for Craft Fair. Will be completed before the November Board Meeting.
 - d. I have been asked by another board member if we are doing a community volunteer project. I think we should get together and go out into the community to do something. Does anyone have any ideas or suggestions?
 - e. President made changes to Craft Fair Volunteer Request without talking with me.
2. Goals for upcoming month
 - a. Sending out birthday cards to November birthdays and prepping birthday giveaways for November mixer. I won't be in attendance due to work obligations so I will ensure gifts are there.
 - b. Arranging volunteers for Craft Fair
 - c. Arranging volunteers for Snack in a Pack
3. Goals for upcoming month



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Old Business:

Bill received by AUSA from Every Blooming Thing for a \$85 purchase in May was paid in full by Brittany Raines at the time of purchase. No further action required.

New Business: none

Honorary President, Vice President, and Advisor comments: none

Alibis: none

Executive Board meeting adjourned at 1317.

...break...

Board of Governors meeting called to order at 1318.

Attendance:

Executive Board as noted above in addition to

President: Carey Kilea - late attendance

Activities Chair: Jasmine Lockett

Basket Auction Chair: Megan Taylor

Community Engagement Chair: Jill Eaves

Craft Fair Chair: Carey Killea/Jasmine Lockett

Programs Chair: Genesis Roberts

Vendor Relations: Trudy Dils

Ways and Means Chair: Jasmine Taylor

of Members present: 10 Quorum: **YES** or NO (*Exec Board 3 members, BOG 2/3 of BOG, Gen Membership 1/4 of Gen Mem, Standing/Special Committee 1/2 of voting members*)

Vote on October's minutes:

Motion to approve October's minutes made by Programs Chair.

Seconded by: Treasurer

Discussion: none

Voted: Yes 10 No 0

Motion passed

Standing Committee Reports:

Activities Chair

1. Volunteer hours since last meeting 0 hours
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues) - none
3. Goals for upcoming month - set up a meeting with the sub-club leaders to confirm new month club meetings.
4. Motions to be presented - none



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Basket Auction Chair - nothing to report

Community Outreach Chair – nothing to report

Craft Fair Chair

1. Volunteer hours since last meeting - none provided
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
 - a. 102/111 booths sold 3/6 food trucks
 - b. Next meetings
 - 19 Nov - making signs
 - 26 Nov - putting vendor packets together & vendor/volunteer name badges
 - 3 Dec - final checks
 - c. Quilt raffle tickets are available for members to sell. Sign for tickets and take an envelope. Keep small ticket and provide large ticket stub to purchaser. Return all tickets & monies collected NLT 6 Dec.
3. Goals for upcoming month - have a successful Craft Fair
4. No motions presented - none

Programs Chair – nothing to report

Vendor Relations Chair

1. Volunteer hours since last meeting 10 hours
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues) - VENDORS FOR September, October, November mixers
3. Goals for upcoming month - Secure Vendors for future mixers
4. Motions to be presented - none

Ways and Means Chair

1. Volunteer Hours Since Last Meeting 2 hours
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues) – none
3. Goals for upcoming month - add some additional items/jewelry
4. Motions to be presented – none

Old Business: none

New Business:

1. IAW Bylaws Article IV Section A.8 review your position SOP and submit changes to the Administrative Assistant & President NLT 15 Dec for review and inclusion in the Jan board meeting. SOPs are specific to each position and should provide a ‘how to’ to complete duties as described in the position description.
2. IAW Bylaws Article IV Section A.9 review and revise your job description and provide changes to the Parliamentarian NLT 15 Dec. Position descriptions are provided in the Bylaws. This is an extension on the Dec Meeting suspense according to the Bylaws.



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3. New Sub-club information brief Spouse Kickball Club – speaker Bergen Skinner

Honorary President, Vice President, and Advisor comments: none

Alibis: none

Board of Governors meeting adjourned at 1423.