



Role Call

Elected Officers

*President - Present

Assistant Treasurer - Present

Vice President - Vacant

Public Relations - Present

Administrative Assistant - Not Present

Volunteer Coordinator - Present

Treasurer - Present

Appointed Officer

*Parliamentarian

Standing Committee Chairs

Activities Chair - Vacant

Programs Chair - Present

Basket Auction Chair - Present

Vendor Relations - Present

Community Engagement Chair - Not Present

Ways and Means - Vacant

Craft Fair Chair - Vacant

Advisors

*Honorary President - Present

*Retiree Advisor - Present

*Honorary VP - Not Present

*Veteran Advisor - Not Present

Voting Executive Board members present: 4/6 Quorum established: Yes

Voting BOG members present: 7/13 Quorum established: Yes

(Exec Board 3 members, BOG $\frac{2}{3}$ of BOG, Gen Membership $\frac{1}{4}$ of Gen Membership)

* Non-voting Exec Board/BOG Members

Welcome

Meeting opened at 1205.

1. Vote on November's Minutes. Did not receive November's minutes; moved to February's meeting.

2. Elected Officer Board Reports:

a. President

i. Current Actions/Planning Considerations

1. Annual NFE filing & annual recurring event requests submitted 1.6
2. Spouse Kickball Club event request submitted 12.20/ Pending MWR coordination & FLW Safety approval
3. Working with Public Relations to recruit Activities & Ways & Means Chairs
4. Basket Auction Planning
5. Board report guidance

ii. Motions to be presented - none

b. Vice President - No report provided

c. Treasurer/Assistant Treasurer - No report provided

d. Public Relations - No report provided

e. Volunteer Coordinator - No report provided

3. Appointed Officer Board Report

a. Parliamentarian

i. Current Actions/Planning Considerations

1. Discussed proper meeting decorum according to Robert's Rules. See attached.
2. Discussed Art IV, Section F of the Constitution, procedures removing personnel from position.

ii. Motion to be presented:

Motion to remove Administrative Assistant from position made by Treasurer.

Seconded by the Programs Chair.

Discussion: Administrative Assistant attended 3 of 25 meetings between June 1, 2024 and January 7, 2025. Administrative Assistant attended 2 of 8 Board Meetings, 0 of 4 General Membership Meetings (Mixers), 1 of 2 Constitution & Bylaw Committee Meetings, 0 of 5 Community Grant & Scholarship Committee Meetings, 0 of 6 Craft Fair Committee Meetings, and 0 of 1 Parliamentarian Meeting.

Motion put to vote. Votes: 4 Yay/0 Nay

Motion enacted.

4. Standing Committee Chair Board Reports:

- a. Activities Chair - No report provided
- b. Basket Auction Chair - No report provided
- c. Community Engagement - No report provided
- d. Craft Fair Chair
 - i. Current Actions/Planning Considerations

AAR scheduled for Jan 27 at the Woodlands Neighborhood Center
at 12pm

- ii. Motions to be presented - none.
 - e. Programs Chair - No report provided
 - f. Vendor Relations - No report provided
 - g. Ways and Means Chair
 - i. Current Actions/Planning Considerations
- Sold \$244 in merchandise at the Craft Fair on 12.6
- ii. Motions to be presented - none.

5. Old Business: Spouse Kickball Club

6. New Business: Mid Year Budget Review

Motion to approve Mid-Year Budget with changes made by Treasurer.

Seconded by Vendor Relations.

Discussion: See attached proposed mid-year budget review changes.

Motion put to vote. Votes: 4 Yay/0 Nay

Motion enacted.

7. Upcoming Events:

- Jan 7 Grant & Scholarship Committee Meeting 6pm at Bldg 470
- Jan 9 Craft Club 6pm at Piney Hills Community Center
- Jan 9 Grant & Scholarship Committee Meeting (Alternate Weather Date) 6pm at Bldg 470
- Jan 13 Basket Auction Committee Meeting 11am at Woodlands Neighborhood Center
- Jan 13 Lunch Bunch 1130am at Spartan Gyros
- Jan 14 Craft Club 10am at Piney Hills Community Center
- Jan 15 Position Description Reviews due

- Jan 15 Position SOPs due
- Jan 21 Snack in a Pack 10am
- Jan 22 General Membership Meeting 11am at the USO
- Jan 27 Basket Auction Committee Meeting 11am at Woodlands Neighborhood Center
- Jan 27 Craft Fair AAR 12pm Woodlands Neighborhood Center
- Jan 27 Book Club 6pm at Woodlands Neighborhood Center
- Feb 5 BOG Meeting 12pm at the USO

8. Advisor comments:

- a. Honorary President- Currently working on coordination for Spouse Kickball Club with Bergen Skinner. Awaiting contact from NFE POC to sign amended liability waiver.
- b. Retiree Advisor - No comment

9. Alibis:

- a. Treasurer -

Operational Funds \$17,212.08

Philanthropic Funds \$ 2,693.33 - does not include 2024 Grant return of \$8.76

Motion to be presented:

Motion to approve Mid-Year Budget made by Treasurer.

Seconded by Vendor Relations.

Discussion: See attached proposed mid-year budget review changes.

Motion put to vote. Votes: 4 Yay/0 Nay

Motion enacted.

- b. Public Relations-

Asked if the open Administrative Assistant position will be announced publicly. President responded - open Administrative Assistant position will be announced to the General Membership once the Administrative assistant has been contacted.

Asked if Public Relation Committee members attend board meetings. President responded with no they do not attend board meetings.

c. Volunteer Coordinator -

Treasurer has volunteer hours to add to VMIS.

VMIS accounts have been created for all board personnel.

Most Craft Fair Volunteer hours have been submitted via VMIS.

Request Basket Auction Chair identify volunteer requirements as soon as possible to allow time to process request through FLW AVCC.

10. Meeting adjourned at 1402.