



# FWCSC EXEC/BOG MEETING MINUTES

7 August 2024

**Executive Board meeting called to order at 1224.**

## **Attendance:**

President: Carey Killea

Vice President: Amanda Gryzbowski **zoom**

Treasurer: Jaira Jenkins **zoom**

~~Public Relations: Lakita Oats~~

Hospitality: Kelly Watson

Administrative Assistant: Caitlyn Curtis

~~Community Outreach: Jill Eaves~~

Vendor Relations: Trudy Dils **phone**

Honorary President: Sally Beck

~~Honorary Vice President: Vanessa Arzabala~~

Retiree Advisor: Paula Tacket

# of Members present: 3 Quorum: YES (*Exec Board 3 members, BOG  $\frac{2}{3}$  of BOG, Gen Membership  $\frac{1}{4}$  of Gen Mem, Standing/Special Committee  $\frac{1}{2}$  of voting members*)

## **Executive Board Reports**

### President

1. Volunteer Hours Since Last Meeting-?
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
  - MWR Approved Super Sign-up, Aug 10
  - MWR Approved General Membership meetings/ Mixers, recurring monthly
  - Working on Master Planning Calendar based on Constitution & Bylaws
  - Awaiting return call from Cory Ace and Sharon Kempen to confirm Craft Fair Dates
  - Awaiting IRS forms to submit MO SoS Exemption request
  - Email board reports to President & Administrative Assistant NLT one week prior to board meeting utilizing current board report format
3. Goals for upcoming month
  - Continue to seek volunteers to fill vacant positions

### Vice President

1. Volunteer Hours Since Last Meeting-?
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
  - Built the plan for Membership Drive
  - Connected with local resources for resource tables at drive
  - Had magnets and yard signs made

### Treasurer

1. Volunteer Hours Since Last Meeting -11 hours
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
  - I spoke with 3 banks and received the following information:



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Security Bank	Infuze Credit Union	Bank of Missouri- Community Checking	Bank of America- Small Business
\$100 deposit to open	\$100 deposit to open	\$100 deposit to open	\$100 deposit to open
\$1000 min. balance or \$5/mo fee	\$1000 min. balance or \$10/mo fee	\$100 min. balance or \$10/mo fee	\$1000 min. balance or \$10/mo fee
No interest	Quarterly dividends are based on 3 Tiers	Quarterly dividends	Quarterly dividends
Checks \$40	\$35 for 80 checks	\$24 for book of single checks	\$24 for book of single checks
Mon – Sat deposits	Any day deposit	Mon – Fri deposits	Mon – Fri deposits

-I received the Binder from 2023 – 2024 and am starting to build the Binder for 2024 – 2025.

-Scholarship/Grant checks should be cleared with \$2,822.07 left in the Philanthropic Fund.

-The Budget Meeting was conducted on 29 July 2024, and a draft budget was completed to be -voted on. All Board Members will have access to the Budget and role-specific spreadsheets.

-Once the budget is approved and bank accounts are settled, the Wave will be built to reflect -the correct categories and subcategories. Once this is finalized, QuickBooks will be closed.

-A Co-Treasurer is needed. Can we publish this?

### 3. Goals for the upcoming month

- Ensure no expenses are being drafted to the current bank account.
- Open the new account.
- Transfer Zeffy payments to the new account.
- Print all transactions from the current account.
- Close the current account.
- Print all forms from QuickBooks.
- Build the budget categories and possibly subcategories in Wave.
- End QuickBooks subscription.
- Update the Binder to reflect.
- Have my Board Report sent in on time once school is in session.

### 4. Motions to be presented

The Treasurer made a motion to:

- Open a Bank of Missouri Community Checking Account.

Seconded by: Kelly Watson.

Voted: Yes 3 No 0

Motion passed

- Close both Armed Forces Bank accounts



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Seconded by: Kelly Watson.

Voted: Yes 3 No 0

Motion passed

c. To approve the 2 Treasurer forms- Income / Expenses (Cash In/ Out) and Request and Reimbursement Forms (attached)

Seconded by: Kelly Watson.

Voted: Yes 3 No 0

Motion passed

## Hospitality

1. Volunteer Hours Since Last Meeting-11
2. Current Actions/Planning Considerations (Challenges/ Suggestions/ Issues)
  - approved and submitted volunteer hours
  - putting together a proxy form to submit volunteer hours for others
3. Goals for upcoming month
  - Have everyone assigned to positions on VMIS and submitting their hours
  - planning how to recognize birthdays
  - welcoming new and returning members

## Public Relations

No report provided.

Old Business: none

New Business:

## Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	
6	12:00 pm Executive Board Meeting, USO
7	12:45 pm Board of Governors Meeting, USO
10	10:00 am Super Sign Up Membership Drive, Woodlands Community Center (Tentative)
28	11:00 am Gen Membership Meeting/ Mixer, USO

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September	
TBD	Lebanon Caravan
3	12:00 pm Executive Board Meeting, USO
4	12:45 pm Board of Governors Meeting, USO
25	6:00 pm Gen Membership Meeting/ Mixer, USO



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October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October	
1	12:00 pm Executive Board Meeting, USO
2	12:45 pm Board of Governors Meeting, USO
23	11:00 am Gen Membership Meeting/ Mixer, USO

DISCUSSION: Stress caravans are open to the public once dates are verified.

Honorary President, Vice President, and Advisor comments:

Honorary President: none

Retiree Advisor: Directory - previously printed and distributed at Oct Gen Mem meeting; discussed digital and print options

Alibis: none

Executive Board meeting adjourned at 1254

...break...

Board of Governors meeting called to order at 1254

Vote on last month's minutes:

Kelly Watson made a motion to approve last month's minutes.

Seconded by: Caitlyn Curtis.

Voted: Yes 5 No 0

Motion passed.

## Board of Governors Reports:

Community Outreach Chair

No report provided.

Vendor Relations Chair

1. Volunteer Hours Since Last Meeting 0
2. Current Projects/ Planning Considerations (Challenges/ Suggestions/ Issues)  
VENDORS FOR SIGN-UP ON 10 AUG 4.
3. Goals for upcoming month  
SECURE VENDORS FOR FIRST MEETING

Activities Chair (*position empty*)

Basket Auction Chair (*position empty*)



## FWCSC EXEC/BOG MEETING MINUTES

Community Outreach Chair (*position empty*)

Craft Fair Chair (*position empty*)

Programs Chair (*position empty*)

Ways and Means Chair (*position empty*)

Committee Reports: (*positions empty*)

Old Business: none

New Business: none

Honorary President, Vice President, and Advisor comments:

Honorary President: none

Retiree Advisor: none

Alibis:

The President made a motion to:

Appoint Claire Copeland as our Veteran Advisor

Seconded by: Amanda Gryzbowski.

Voted: Yes 5 No 0

Motion passed.

Allow the Spouse Kickball Corps to operate under the FWCSC as a sub-club

Seconded by: Amanda Gryzbowski.

Voted: Yes 5 No 0

Motion passed.

Board of Governors meeting adjourned at 1320.

## FWCSC EXEC/BOG MEETING MINUTES

<b>FWCSC</b> Reimbursement/ Expense Request		<b>ACCOUNT</b>		<b>PURPOSE</b>		<b>PAYMENT TYPE</b>					
		OPERATIONAL		REQUEST		CHECK					
		PHILANTHROPIC		REIMBURSEMENT		DEBIT CARD					
DATE:		AMOUNT:		<b>ITEM</b>		<b>AMOUNT</b>		<b>SINGLE USE</b>		<b>MULTI USE</b>	
SUBMITTED BY:											
SUBCATEGORY & DESCRIPTION:											
PLEASE ATTACH ITEMIZED RECEIPT(S)											
<b>SUBMITTER SIGNATURE</b>											
<b>CHECK #</b>		<b>AMOUNT REIMBURSED</b>		<b>DATE</b>							
<b>TREASURER SIGNATURE</b>											

2024 - <b>FWCSC</b> 2025 Income/ Expense	DATE: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	ACCOUNT OPERATIONAL <div style="border: 1px solid black; height: 30px; width: 100%;"></div> PHILANTHROPIC <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	PURPOSE INCOME <div style="border: 1px solid black; height: 30px; width: 100%;"></div> EXPENSE <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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CURRENCY	QUANTITY	SUBTOTAL	
PENNIES (.01)			
NICKELS (.05)			
DIMES (.10)			
QUARTERS (.25)			
HALF-DOLLARS (.50)			
DOLLAR BILLS (1)			
FIVE DOLLAR BILLS (5)			
TEN DOLLAR BILLS (10)			
TWENTY DOLLAR BILLS (20)			
FIFTY DOLLAR BILLS (50)			
HUNDRED DOLLAR BILLS (100)			

  

CHECK #	LAST NAME	AMOUNT

  

TYPE	SUBTOTALS	DEPOSIT DATE & INITIALS:
CASH		
CHECK		
TOTAL		

  

COUNT 1 SIGNATURE
COUNT 2 SIGNATURE