

WARREN SPOUSES' CLUB

GENERAL BOARD MEETING AGENDA

7 February 2024 / 6:00PM / F.E. Warren Lanes / CALLED TO ORDER: 6:02

ATTENDEES:

AGENDA:

Need to Know Information:

Treasurers:

Operational Statement

Checking: \$3353.76
Savings: \$3006.44
Petty Cash: \$ 230.00
Assets \$1276.56
TOTAL: \$ \$7866.76

Welfare Statement

Theater

Budget: \$5000
Start up: \$4123.32
Total Income: \$3146.91
Break even: \$2346.68

February Happenings and Upcoming Events:

- **Social** – 23 Feb @ 1800-2000 **Theme is Minute-to-Win-It**
 - Location Balfour Beatty Community House – Peacekeeper
 - FREE event
- **Fundraiser** – 21 Feb @ Chick-Fil-A: 10% is given back to the club
 - Mention WSC to activate fundraiser towards purchase
- **Community Outreach/Volunteer** – 13 Feb 7:30am to 1:00pm is the Military Affairs Committee and the Women's Civic League Valentine's Cookie Drive
 - Chapel Activity Center, Bldg 212, 7307 Randall Ave
 - There is a need for a few more dozen cookies, will push out to members
 - Sign-up genius available or just attend
- **Meetings** –
 - MAC Steering Committee was 5 Feb – Christine attended
 - Luncheon 16 Feb @ 11:30 Red Lion Hotel; Event Speaker is Col Galbert
 - Fort Russell/HHT planning was 5 Feb – Andrea attended
 - Right Start – 14 Feb (Angelia and ?)

- Angelia cannot attend this month and Maddy is beginning a new job and she will be unable to attend going forward. Audrian said that she will represent the club this month as she will already be there for KS
- AFA – TBD Second Tuesday of each month
- CSWG – Missed meeting in Feb, next meeting 7 Mar
- Air Show is in July and they are wanting Private Orgs to assist and be active - more info to come

President: Katie King

- Board Reports – Please have them completed by the deadline, if not let me know ASAP. Agenda will be turned in two days prior to meeting to ensure deliverable for review prior to not delay meeting. Please review agenda prior to meeting, specifically VOTE section.
- We are in a very high need of volunteers
 - Volunteer all call went out on FB - Blast email and FB Post to get more volunteers
 - Encourage ALL members to volunteer, they can help in any capacity
- BOARD NOMINATIONS!! We need to start advertising for next year board seats, who will be interested in being a part of the board next year?
- Taking check to Prairie Wind Elementary for approved fund request – Missoula Children’s Theater
- Bookkeeper: Where are the funds coming from for a bookkeeper? Plan to meet with USA tax if funds are available.
 - Katie and Christine had separate conversations with USA tax, Christine will reach out again to receive final numbers and the board will decide whether to move forward.
- Supporting base functions, more involvement opportunities
 - Feb – Black History Month
 - Mar – Women’s History Month
 - Big push for club involvement or how can we assist? Discussion of possible set amounts to be given for each celebration month.
- Theater –Please provide questions to Christine for combined report. Report will go to board for review in March. April we will hold vote to continue theater at cost. This will allow good handover to new board.
 - Examples: Revenue gained? Are certain genres more popular? How many volunteers are also part of TS volunteers?

Operational VP: Maddy Watson

- Future socials
 - Need volunteers
 - Next planning meeting date?
- Start new job in March
 - Availability will be different than current status
- HHT POC needed

- Contacted last year's POC with no response Andrea may be interested in being Co-chair and will attend the meetings on behalf of the club
- MINI CLUBS
 - Lunch Bunch – No event planned
 - Bunco – February 13th, 6pm. @ 100 Ft Warren
 - Book Club – February 29th, TBD see Facebook
 - Dog Club – See FB page for updates
 - Possible new addition – Play dates at Fall Hall
 - Maddy will look into this further and see if we can set one up
 - Coffee Crew still needs a POC

Welfare VP: Christine Sabatowski

- Auction - WE NEED HELP.
 - Help get donations, advertise, and sell tickets right now. We are not worried about day of volunteers at the moment since we need them NOW and if we don't have the help then we don't have a successful auction, which really impacts our welfare giving next year.
 - Tim can help pick up donations, Emily will help with the website
 - Started soliciting and getting the advertising going. We have 15 confirmed donations so far and 1 table and 1 single ticket sold.
 - Currently have 16 donations, 2 tables and 1 ticket sold
- Scholarships - The scholarship program is open and we are accepting applications.
 - We need help on who would be available to help go through the applications and do the first scoring.
 - Need judges to help with scoring essays, there is no criteria to be a judge
 - Applications can be submitted via email
 - -Send scholarship info to PA and local schools
- Theater
 - Theater was open 9 times in January with 144 hours 19 minutes of volunteer hours amongst 13 volunteers. * We DO NOT need to have as many people each shift as we do. Some of our volunteers are kids helping their parents while they volunteer. We need at least 3 people each shift.
 - Need only 3 people each movie

Number of people attending the Movie

1/5/24 - 10 people

1/7/24 - 40 people

1/12/24 - 30 people

1/14/24 - 5 people (4 inches of snow and road not plowed well)

1/19/24 - 7 people

1/21/24 - 26 people

1/26/24 - 8 people

1/28/24 - 14 people

Col. Dines submitted the waiver to the wing last week. Will be getting an update on where it needs to go soon.

- Theater Savings account has \$2,685.53 as of 1/29/24 - this is after transferring \$400 to the welfare checking account to cover recent purchases.
- Treasurer –
- Constitution and By-Laws – FSS stating not signed
 - - The email that was previously sent with all signatures, was sent again.

Welfare Treasurer: Account balances as of 2/7/2024

- Checking Account Balance: \$46,928.38
- Thrift Shop Account: \$8,171.38
- Theater Savings: \$3,363.10
- Welfare Savings: \$3,006.21

Operational Treasurer: Erika Farms

- January social was very successful – thank you Audrian for letting the WSC use your house
 - Total cost \$ 371.78
 - 5 new members from event
- Feb and Mar fundraisers approved
 - Leprechaun box volunteers
 - Items pending purchase
 - Set delivery date
 - Create flyer/promote event
- Incorporation fees in the Ops budget showing paid
 - Who paid these fees?
- Updates from the insurance meeting?
- February is Black History Month
 - How can we support
 - What presence can we have
- Erika moves to elect Kaitlin as Ways and Means
 - Angela Seconds
 - Motion passed unanimously

Thrift Shop: Andrea DeMuth

- Thrift Shop Quarterly Meeting 21 Feb @ 6pm
- 168 hours amongst 10 volunteers
- \$ 646.63 YTD (From June)
- Consignment Pay-out this month: \$275.20
- Volunteer Open House with free coffee – set up in Mar or Apr
- Upgrading consignment software
 - Currently doesn't update and communicate properly with square
 - No backup currently

- Suggesting Rose Consignment
 - Rose costs \$500/year. It will communicate to square and worth the cost.

Secretary: Angelia Parati

- Org Chart has been updated on the drive to include new advisors
- Right Start info pamphlets made
- Board gift ideas?
 - Pint glasses, shot glasses? All good and cheap options from arts and crafts
- Is anyone having trouble accessing Google chat/e-mail/drive/calendar?

Membership: Besty Bishop

- Total number of members: 57
- Members renewed: 0
- Brand new members: 7!!!!!!
- Number of members moved: 1 (Caitlin Felske)
- Number of members needing to renew: ?

Parliamentarian: Emily Ziegelbauer

- Scholarship plan vote passed
- Preparing items to begin election process for new board
 - If you are wanting to continue on the board next year, please let Emily know. She will be updating the website with positions

Webmaster: Emily Ziegelbauer

- Updated the website for the month
- Updated Auction page

Need to Vote / Action Items:

\$1591 Left

Vote: RISE Foundation - RISE Foundation has not replied to the email as of 2/4/24. Do we "return" the \$500 to the budget to give to another organization?

- **Motion:** Erika moves to return the \$500 to WSC Welfare Account
- **Second:** Andrea Seconds
- **Discussion:** N/A
- **Vote:** Passes unanimously

Fund Request: Wyoming Senior Enlisted Group - **\$250 - \$750 (Sponsor Range)**

Summary: Provide funding for the 2024 CMSgt and SGM's on F.E. Warren to celebrate their induction ceremony. All in attendance will benefit from this, as it will fill in where ticket sales do not cover costs associated with the event.

- **Motion:** Emily moves to give \$250 to WSEG
- **Second:** Erika Seconds
- **Discussion:** Original request was for \$250. This is going to be more of an event than a regular induction ceremony
- **Vote:** Passes Unanimously

Fund Request: Annual Awards planning committee - **\$500**

Summary: The annual awards planning committee is helping organize and plan the upcoming Annual Awards happening on February 23rd. We are asking for a donation of \$500 to help make the event as successful as possible! Open to all with base access, nominees, their family and supervisors.

- **Motion:** Erika moves to give \$500 to Annual Awards Ceremony
- **Second:** Andrea seconds
- **Discussion:** Upon giving the donation, we are asking that it be shared that we were a donor for the Annual Awards
- **Vote:** Passes Unanimously

Fund Request: Americans Working Around the Globe - **\$500**

Summary: E-mail was sent with information on the request.

- **Motion:** Emily moves to give \$500
- **Second:** Andrea Seconds
- **Discussion:** This does not seem to benefit our members, nor our community.
- **Vote:** motion is denied

Fund Request: Black History Month Special Observance- **\$250**

Summary: Food for Wing event on 21 Feb. Anyone in the wing who attends and gets some food.

- **Motion:** Erika moves to give \$250
- **Second:** Christine seconds
- **Discussion:** The board wants to support each special observance if possible and are glad that we were asked to donate to this.
- **Vote:** Passes unanimously

Action Items: Help with the auction as much as possible. Compile a list of the special committees on base to see how many there are and how we can help.

Audrian:

Are we tracking the flow/movement of money? Do we have an expense sheet?

Insurance:

Do we have insurance for the club and the thrift shop?

-We have two policies, we believe the club is under one umbrella and the TS is under another.

Create sign up sheets for volunteers at socials and talk about what's happening with the club.

Create usernames and passwords spreadsheet and include links

Christine will be done with club in April after Auction

Out of Office

Katie King – Feb 10-24, able to receive messages, calls and emails

Christine Sabatowski – Feb 10-23