

GENERAL BOARD MEETING AGENDA

6 March 2024 / 6:00PM / F.E. Warren Lanes / CALLED TO ORDER: 6:08

ATTENDEES: Christine Sabatowski, Audra Gagnon, Erika Farms, Angelia Parati, Austin Coward (Cheyenne Animal Shelter), Melissa Carter (Dog Club POC), Emily Ziegelbauer, Andrea DeMuth, Audrian Galbert (virtual), Riggs Zuiker (virtual), Katelin George, Rachel Lawson

AGENDA:

Need to Know Information:

Treasurers:

Operational Statement (Last Month)

Checking: \$3353.76

Savings: \$3006.44

Petty Cash: \$ 230.00

Assets \$1276.56

TOTAL: \$ \$7866.76

*Current Ops numbers: \$6,418.96

Welfare Statement (Last Month)

Theater

Budget: \$5000

Start up: \$4123.32

Total Income: \$3146.91

Break even: \$2346.68

Welfare account balances as of 3/4/2024

Checking Account Balance: \$45,715.38

Thrift Shop Account: \$8,826.65

Theater Savings: \$3,363.10

Welfare Savings: \$3,006.21

March Happenings and Upcoming Events:

- **Cheyenne Animal Shelter (Brief by Austin and Melissa)–**
 - Looking for volunteers to help w/events and come walk dogs/hang out with cats at the shelter.
 - Will email the Exec Board for participation in/support for future events.
- **Meetings –**
 - MAC Steering Committee – was 4 Mar

- Right Start – 13 Mar
- AFA – 12 Mar at Antelope Crossing
- CSWG – 7 Mar at 10am, Wing Conference Room
- 1Q PO Meeting – 22 Mar at 2pm, Minuteman Conference Room

President: Open Position

Operational VP: Open Position

- MINI CLUBS:
 - Lunch Bunch – TBD
 - Bunco – March 20th, 6pm @ Ace's Range
 - Book Club – March 28th
 - Dog Club – See FB page for updates

Welfare VP: Christine Sabatowski

- THEATER:
 - 15 volunteers for a total of 126:21 hours of volunteering
 - As of 2 weeks ago our waiver was at 20th Legal it will then go to the Globalstrike CC for approval. MSG is currently checking status as of 3/4/24.
 - 10 events with concessions and 8 WSC scheduled movies.
 - Over 100 people attended in Feb (~same as the month prior)
 - 41 Customers, 28 new, and 13 returning; 81 transactions
 - Monthly Total: \$645.83
 - Square Deposited: \$558.58
 - Cash Deposited: \$131.75
 - Monthly Square charge: \$21.40
 - TOTAL: \$690.33
 - Adjust Square to send money to bank account monthly so we don't incur fees (for thrift shop)?
- AUCTION:
 - 23 Donations: Need those that will be doing pick up to get on the tracker and coordinate with the confirmed donations for pick up.
 - 22 tickets sold, 2 tables and 6 single tickets.
- BOOKKEEPER:
 - USA Tax can do our bookkeeping and taxes. \$500 to start up and \$50-100 a month depending on the amount of work is needed. If no work needs to be done for a month, then no charge.
 - We will get a breakdown of the accounts, each account on their own and per EIN. We will get a proposed/advised budget for the following year and advisement on changes needing to be made for our charitable giving and scholarship program.
 - To file the taxes if the EIN is just a post card filing then no charge. If it is a long 990 then it will be \$200.

- How to get more people to want board positions. How can we adjust the club and board roles to fit the new dynamic of spouses? Think about and come back and discuss a plan next month.
- Ryan, an Education Services Specialist on base, reached out about an Education Fair on May 7th from 10-2pm at Trails End.
 - He said if we want we can have a booth even though it will be after our application period would have passed, but it would be good to be there for those applying the following board year. Plus opening up applications in December vs. February.
- FE Warren Youth Programs – Sponsorship. After speaking to the POC we can either vote on their "fund request" for sponsoring or we can try and help the event and get food catered for them. Either way we will probably be paying the company for the supplies vs cutting them a check. No date for this event yet (sometime in April); they said funds are needed by March.

Welfare Treasurer: Audra Gagnon

- We need to spend \$12,000 toward charitable giving
 - Put \$10,000 money toward sponsorships (youth center events, latchkey kids, other entities not legally allowed to ask us for \$)—membership vote

Scholarship: Rachel Lawson

- 2 applications received
- Christine will ask SLO and AFA for judges; last yr we had 4 judges (all done online)
- Rachel is currently working on rubric

Social Chair: Riggs Zuiker

- Social: 23 Mar, 1pm, Neighborhood Center? High Tea for up to 25 members for free at Nagel Mansion; family-friendly; dress-up welcome!

Last month's Lunch Bunch was canceled for February due to low RSVPs; Lunch Bunch for March will be the 19th at Arby's.

Bunco is March 20th

Operational Treasurer: Erika Farms

- Welfare numbers: \$42,871.59
- Ops numbers: \$6,418.96
- February social was a flop—only 5 members attended
- No updates on Chick-fil-a fundraiser numbers
- Per bylaws, we need an advisor/exec board meeting to discuss the presidential role and if we will have one. Electing a president requires an entire election from membership—should we even bother? Per the by-laws job descriptions, Christine will fill the role of President, Christine will stay on until the end of the board yr
- We need receipts for welfare—there are none since 2021 Thrift shop receipts are in the safe at the thrift shop. Audra will work on making it more findable in the drive.
- Theater questions:

- Have we broken even?
- Where is our waiver to operate at a profit?
- Theater report due 15 March? Vote 1 April? Currently awaiting waiver; as of two weeks ago, it was sitting with 20th Legal, next step Global Strike CC. By next board meeting, if we don't get the waiver saying the theater is ours to operate or not, we'll vote on whether or not to continue running it at cost.
- Next social for April. Thinking yoga or paint and sip unless someone else wants to run it?
- No March fundraiser—supplies were not purchased
- April fundraiser—should have the booking website up and running by next week. Advertising starting mid march. Start advertising it last week of March. Fundraiser starts April 1st.
- Charitable giving for special observances. How can we move forward? Black History Month had sponsors that cut a check. USATax advised that we not give \$ via personal checks. Can we cut a check to a booster club who then gives it to X organization? FSS is looking into making a Diversity & Inclusion Private Org.

Thrift Shop: Andrea DeMuth

- 114 hours amongst 10 volunteers
- \$7328.47 profit YTD (From June), \$1088.40 in February
- 6 dresses rented from Cinderella's closet this month, including accessories
- Volunteer Open House is Saturday March 16th from 9-12. We really need volunteer help!
- The thrift shop will be closed for the week of spring break. Will update the calendar/signup genius.
- Consignments will be halted temporarily beginning on March 1st. Consignors have been notified and an announcement will be put on our Facebook page. Will focus on end of year inventory of the store as well as work on inputting a new POS system.

Historic Homes Tours: Andrea DeMuth

- Event will be held on Sunday July 21st
- First meeting was held on March 4th at the thrift shop; we will be meeting monthly until the summer when we will need to meet more often
- Needs funds to purchase promo material for the event in advance
- Need volunteers! Andrea will attend March 14th DA Russell meeting

Secretary: Angelia Parati

- Board gift order is going in this week w/Arts & Crafts (engraved wine glasses)

Membership: Besty Bishop

- Total number of members: 59
- Members renewed: 1
- Brand new members: 2

Parliamentarian: Emily Ziegelbauer

- Finished the new board questionnaire (we have 1 applicant) Highlight a new position each day, what their role is on Facebook. Facebook Reels? We could also display job description flyers at thrift shop. Need current board and future board to meet. Plan to hold election right after Auction.
- Since there is no president and no operational VP to offer the job to, the president job would normally go to a special election. But we are already in election season and it would be silly to add a special election right now. In the absence of a president, the Welfare VP assumes their responsibilities.

Webmaster: Emily Ziegelbauer

- Updated the website for the month
- Updated the Board Positions page

Need to Vote / Action Items:

Vote: Cameo to help with publicity till end of board year

- **Motion: Christine**
- **Second: Erika**
- **Discussion: She will get permissions and post on our FB page.**
- **Vote: Unanimous**

Vote: HIRE USATax to be our bookkeeper and do our taxes

- **Motion: Christine**
- **Second: Audra**
- **Discussion: They will also do a budget for us which will take load off of our treasurers; USATax has better understanding of non-profits. Bring to a membership vote because it wasn't a line item in our budget.**
- **Vote: Unanimous**

Fund Request: FE Warren Youth Programs - **Sponsorship**

Summary: "We are hosting a month of the military child carnival at the Youth Center and would love to provide all families with food and concessions for free. We were thinking some treats and dinner such as a simple pulled pork sandwich with chips."

- **Motion: TABLED**
- **Second:**
- **Discussion:**
- **Vote:**

Vote: Put \$10,000 of Welfare Fund toward sponsorship of military family functions such as Youth Center, Latchkey Kids, and other organizations that can't legally ask us for funds.

- **Motion: Christine**

- **Second: Erika**
- **Discussion:**
- **Vote: Unanimous**

Fund Request: SMSgt Jared Norwood for the 2024 Bataan Memorial Death March - **\$400**

Summary: "This funding request is designed to support the 15 to 20 Amn, NCOs & SNCOs participating in the 35th Annual Bataan Death March held on 16 March 2024 at White Sands Missile Range, New Mexico. Funding will go towards Registration, transportation, lodging and food. This event is not funded by the Wing, so cost directly impacts Amn."

- **Motion: Christine**
- **Second: Angelia**
- **Discussion: Money goes to Top 3. We currently have around \$800 to give. Impacts family members' expense-wise. Multiple members from our base will attend.**
- **Vote: Unanimous**

Fund Request: AAPI - **\$200**

Summary: For their AAPI history month Wing event. (Non-profit org.)

- **Motion: Christine**
- **Second: Angelia**
- **Discussion: Need help w/food, paper products. Check was written to the AAPI organization last yr.**
- **Vote: Unanimous**

Action Items:

Out of Office: