

GENERAL BOARD MEETING AGENDA

December 4, 2023 / 6:00PM / F.E. Warren Lanes / CALLED TO ORDER: 6:04PM / CALLED TO
END: 7:44PM

ATTENDEES: Caitlin Felske, Katie King, Christine Sabatowski, Erika Farms, Audra Gagnon, Emily Ziegelbauer, Breanna Zitzelberger, Andrea DeMuth, Brenda Lutton & Audrian Galbert

GUESTS: Maddy Watson, Angela Hooks, Trevor Fitzpatrick

AGENDA:

Need to Know Information:

Treasurers:

Operational Statement

Checking: \$4020.47	
Savings: \$3006.36	TOTAL: \$8791.32
Total in Accounts:	
\$7026.83	November social:
Inventory: \$1464.49	Cost: \$623.25
(total profit to date \$53.93)	Income: \$342.82
petty cash: \$300	Budget: \$119.57 under budget

Welfare Statement

Savings	\$3,001.13
Checking	\$47,720.45
Theater	\$2,605.04
<i>Total</i>	<i>\$53,326.62</i>
Thrift Shop Checking	\$6274.92
Thrift Shop Savings	\$0.00
Thrift Shop Total	\$6274.92

Welfare Vice President:

- Fundraiser Requests
 - We have had to cancel the Polar Express Fundraiser.
 - We hope to think about another one after the new year, but are not sure. The idea behind having a few fundraisers before the auction is to hopefully have a smaller goal in money raised so the auction is not such a taxing

job. The goal is \$20-30k at one event, and if we can spread that to a couple events that would help.

- Theater

- We have had some hiccups with base legal and the theater and doing events at the theater.
 - FSS has sent these statements in regards to what legal has said: "Legal sent a lengthy email regarding the use of the movie. It seems they do not fully understand how the AAFES sim card program works." & "They are also questioning the concessionaires contract and the legality of it regarding private orgs and not showing favoritism to one private org."
 - We are working with FSS and MSG in hopes of getting closer to a YES. I have informed our advisors on the matter as well and as of Friday we are almost there.
- We have about 20-30 people coming to the theater on Sundays and Fridays we have about 10-15 people. We are trying a new time for Friday to see if that will help. Our numbers are really good considering our advertising has been very minimal as well.
- Our \$5k start up has been spent but we still need to buy products. We are currently at:
 - Credit Card Income: \$1,331.99
 - Cash Income: \$537.00
 - Total: \$1,868.99
 - Left till we break even: \$3,047.76
- We average 3-7 volunteers each shift with shifts starting anywhere from 1 hour to 30 minutes before the movie till about an hour - 1.5 hours after (depending how much fun and talking we do). Will make a Volunteer tracker and attendance tracker to start tracking.

Thrift Shop:

- 110 Volunteer Hours Amongst 15 volunteers
- November Profits: \$809.13 YTD (Board Year) \$5137.35
 - Consignment Pay-out this month: \$99.50
- We had our quarterly meeting on November 13th. Next one will probably be scheduled for late February.

Parliamentarian:

- \$500 to RISE Foundation of Wyoming- Passed
- \$1000 to the 890 Missile Security Forces Squadron- Failed(*Erika shares more in BR)
- \$250 to the 90 MXG Booster Club- Passed

- \$200 to the 790 MSFS Booster Club- Passed
- \$500 to the 90 CES Booster Club- Passed
- \$500 to the 890 MSFS- Passed
- WSC enter an Official Concession Stand Contract with FSS: Passed

Membership:

- Total number of members 50
- Brand new members 1
- Number of members moved 0

Webmaster:

- Updated the website

Need to Discuss/Need to Get Done:

President:

- Update on Bookkeeper? Audra- no updates; may push to spouses' pages to see if we can hire a bookkeeper for \$350/month for 3 hours of work/month. DEADLINE JANUARY 11; present findings next board meeting and hire before deadline.
- NEED AN EXECUTIVE BOARD MEETING (decided to have after GB meeting tonight)
- Welfare and Operations need to update budgets
 - Welfare- line item for amount to spend to help with fundraising i.e. tshirts and adding the community outreach budget. Currently being reconciled
 - Operations- should there be a line item for prizes spent for Bunco and Bingo?no line item-should it be?
- AFA Cookie Drive December 7th at Trails End 10AM-2PM. Volunteers- Andrea, Brenda, Caitlin, Maddy
- MAC Membership needs to be renewed? I received an email and couldn't attend last month and today's meeting.
- December Social: Holiday Party changing to HOLIDAY BUNCO
 - December 14 @ CE Building 6PM
 - Cookie Tasting- I would like the board to provide their family/signature christmas cookie recipe. I will put in a PDF to send out to membership/print a few. Would love to have cookies baked and brought to the event!
 - Christmas Sock Exchange- attendees can bring a pair of christmas socks to join in on a christmas sock exchange Audra has craft bags to donate and use for exchange.
 - Bunco- still need 4 prizes.
 - What to do about food?
 - Charging nonmembers \$20

Welfare Vice President:

- December Movie Schedule is a movie every Sunday at 1pm and every Friday at 6:30pm

As a reminder everyone on the board is to do 2 hours a month of volunteer work outside their job description this can be done at the Thrift shop or the Theater. Thrift shop if the hours do not work for you, there are always goodwill runs and other things outside of the opening hours.

Please see Andrea for thrift shop help.

- We need everyone to let myself or Diana know what you would like to do with the auction. We need to start soliciting donations off base. We are still waiting on legal to approve our fund request for that which was turned on on Nov. 17.

Soliciting off base is okay, but Legal is still pending on base. There still needs to be an auction committee meetin

- We had 8 fund requests come in this month. We already went ahead and voted on all the holiday party requests and 5 got approved, 1 was not approved.

YTD amount that has been requested form the club: \$8,409.00

Amount the club has approved to give: \$2,659.00

What is remaining of the \$5k budget: \$2,341.00

(These numbers do not include \$1,500 that has come in that we have not voted on yet.)

- RISE Foundation of WY was approved for \$500 but I have not heard back from them to get them their check. I have called and emailed. (this number is included in the approved amount)

Operational Vice President:

- We need to discuss communication. If a meeting is held, there should not be planning that occurs after the meeting when other members are not present. All correspondence outside the club should be documented and shared with at minimum the executive board. If a meeting is held pertaining to the club please take detailed notes to share with the board. This allows for everyone to be included and no possibility of miscommunication when presenting an event or trying to plan.
- We will be bringing back social reports and mini club reports. The forms are on the drive from previous years. If possible I would like to also provide an anonymous survey to attendees to get feedback regarding the event- *Need to reach out to MINI CLUBS POC to figure out what kind of form is best for them to turn in and inform them what is to be reported on*

Operational Treasurer:

- Requests/Reminders: *upload the following to the socials drive/folder that is appropriate*
 - Try to bring swag to mini clubs, socials, and other events.

- Receipts need to be uploaded to the drive within 2 days of purchase/deposit.
- Ideas for next quarter's fundraisers - requests due by 15 Dec!!! *Caitlin started an Ops Fundraiser Chat- send ideas to it.*
- Concerned with Welfare side being a priority. maybe we should merge the sides? I don't think there is any reason for welfare fundraisers with all of the money they have, two businesses, and an auction. Manpower is spread too thin to work both sides. *WSC cannot do so because the way tax id numbers fall. Discussion of making sure there is enough manpower is to find a socials cochair to help with the tech side of things and as far as money it was mentioned other clubs actually receive profit from Thrift Shop(but will do more research and hopefully have for next GB meeting OR Thrift Shop Board meeting)*
- We need to be hitting our budget with socials if we are charging, otherwise they are fundraisers and need a fundraiser request and way more advertising
- *Concerned with 890 fund requests. the money is an excess (3k for xmas, 1k for thanksgiving). they are using 2 different bank accounts to be paid. commander and sel are not tracking requests being made*
- Can we utilize the google calendar that was created for events, movies, thrift shop, meetings, leave, etc...? everyone has access to add events and edit. you can post fliers to it for easy access *Erika will take dates sent to her to update the calendar but anyone can add to it who has access. If it's easier for you to email ops treasurer she's happy to add*
- AF Connect app is set up. We should utilize as wing command is making a push for it

Thrift Shop:

- Kids Shopping Day is Saturday December 9th from 9 to 12. We really need volunteers!
- Need to schedule a thrift shop meeting to discuss (Square, new consignment software, and bookkeepers) Thrift Shop will be closed for Christmas and New Years. Will reopen January 2nd

Publicity Chair:

- Switching over the publicity chair, Sharing responsibility/Make a new publicity chair for the movie theater.

Need to Vote:

-Fund Request: VOTE: Angels of America's Fallen is requesting \$500. We have donated to this organization the last 2 years that I am aware of. Our mission is to encourage and fund healthy, positive activities for the children of fallen military, firefighters, and law enforcement. Between grief counseling and scholarships others provide, Angels stands beside the children all year, every year, until adulthood. With your help, we're fueling these kids' dreams beyond the ultimate loss. The donations we receive support the children of our fallen military and first responders by providing funding for extra-curricular activities such as sports, music, and art. Our goal is to encourage and fund healthy activities as a positive outlet for them while coping with grief and loss during these crucial developmental years. They are based out of Colorado Springs, CO.

- Motion: **Christine**
- Second: **Audra**
- Discussion:
- Vote: **In Favor 6; passes**

-Fund Request: VOTE: Air and Space Forces Charity Gala is requesting \$1,000. The Air and Space Forces Charity Gala Committee, in partnership with The Air Force Aid Society (AFAS), will host the 21st Annual Air and Space Forces Charity Gala & Silent Auction on March 15, 2024. This event will directly benefit AFAS, the official charity of the United States Air Force and Space Force. Donations by Spouses' Clubs and Thrift Shops worldwide are vital to the success of the Charity Gala. There are a couple of ways that your Club can participate and be recognized for its efforts. You can make a monetary donation and/or donate an item for the Silent Auction. Donations are kindly requested by March 1, 2024. The event is in Arlington, VA.

- Motion: **Moved to be tabled**
- Second:
- Discussion: **Lutton says that the money goes to MFRC AFAS; its their big fundraiser. Erika Farms mentioned there's only \$1,804 left in the budgeted amount for charitable giving. Discussion and vote will happen next meeting**
- Vote: **all in favor for the vote to be in January**

-VOTE:

- Motion:
- Second:
- Discussion:
- Vote:

-VOTE :

- Motion:
- Second:
- Discussion:

- Vote:

CALENDAR FOR DECEMBER:

Diversity and Inclusion: (3rd Thursday of the month) @ 1300.

AFA: December 12, 2023 11am @ Warren Adventure Park

MAC: MAC Steering Committee-December 4, 2023 @ The Office 11:30AM

CSWG: December 7, 2023, at 10 a.m. in the Wing Conference Room of Building 250

Right Start: second Wednesday of every month (December 13 7:00AM)

MINI CLUBS

Lunch Bunch December 11 12:30PM Two Doors Down

Bunco December 5 6:00PM Anita’s House

Book Club December 20 6PM Neighborhood Center

Dog Club- Fridays and Saturdays in December

Coffee Crew- December 19

Caitlin Felske- Last day as President will be December 18

Angelia Parati- will be unavailable until further notice

December 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	4 MAC @ 11:30AM	5 BUNCO @ 6PM	6	7 AFA Cookie Drive 10a-2p CSWG @ 10AM	8	9
10	11 Lunch Bunch @ 12:30PM	12 AFA @ 11AM	13 RightStart @ 7AM	14 WSC Social @ 6PM	15	16
17	18	19 Coffee Crew @ 10AM	20 Book Club @6PM	21	22	23
24	25	26	27	28	29	30