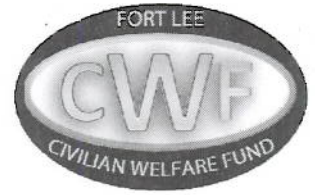




FORT LEE

CIVILIAN WELFARE FUND



MEETING MINUTES

6/20/2013

Officers Present:

Kimberly Fritz, Chairman
Stacey Townes, Vice Chairman
Susan Garling, Fund Manager
Regina Mead, Assistant Fund Manager
Mike Ross, Post Restaurant Fund Officer

Officers Absent:

None

Agencies Present:

Brenda Pilkerton & Megan Green, Garrison
James Midgett, Commissary
Queen Bundy, NEC-LEE
Joy Galloni, ALU
Ken Kester & Adrienne Johnson, Air Force
Megan Green, Garrison
Ginny Bishop - CASCOM

Alberta Eddy, DECA
Denise Smith, DCMA
Rosa Woodley, Kenner
Kathy Cunningham, USAFMSA
Kirk Dube, SEC-LEE
Barbara Vonada, Ordnance

Agencies Absent:

Carmen Robertson, QMC&S
Kimberly Castle, LESD
Kenneth Bolton, DOL

Helena D'Amario, Transportation
Tricia Goins, MEPS
Idian Hall, DENTAC

1. Fort Lee Civilian Welfare Fund was called to order at 10:01 am.
2. **Fund Manager Report:** Ms. Garling reviewed the current fund status and had all Council members initial the printed copy of the fund information to confirm review. She informed the Council with regards to money issues, many of the processes and procedures have changed due to stricter guidelines and mandatory training requirements. At this time the CWF holds \$84, 226.79, which includes \$705 in gift cards and \$200 petty cash. Deposits are held in SunTrust until a certain amount is reached, at which time DFAS will pull and take over control of the funds. Susan reviewed current transactions and expenditures to include 5% fee from Army CWF (per deposit), \$25 DFAS monthly accounting fee, deposit slip purchase, PO Box rental fee, etc. Questions were raised by the Council regarding what the 5% ACWF fee, the \$10 SunTrust "Analysis Fee" and the amount spent for the deposit slips. Susan will address all concerns at the next meeting. She did note that the deposits slips are a necessary cost as they were personally printed with our CWF account information on them. A 2 year supply was ordered. Susan concluded by informing the Council that money being dispersed for committee expenses will follow a strict set of guidelines that include multiple approval levels.
3. **Restaurant Fund report:** Susan Garling reported for Mike Ross, Restaurant Fund Manager. The financial documents of the vending machine commission's review were distributed to the Council and reflect the April

deposit from January collection, the May deposit from February collection, and the June deposit from the March collection. It was concluded that the funds are taking 2 months to be collected and deposited.

4. **Financial Committee Report:** Stacy Towns, Financial Committee Chairman, spoke on the Budget and budget process. She is waiting to receive all Committee Budget requests to ensure they remain within the overall budget. Then, she will be using those to submit our FY 14 Budget on 1 October 2013. Stacy presented a sample budget for FY 13. She stressed that this was just a sample and would be updated with incoming committee requests, which she would need no later than August to be able to submit the FY 14 budget for approval in October. There was much Council discussion regarding the budget for FY 13 and FY 14. It was made clear that there is no approved budget for FY 13 but if the Council were to vote and approve the use of the current CWF funds then the money could be requested from DFAS from our "savings" account.

5. **Vending Machine Committee Report:** Brenda Pilkerton, Vending Machine Committee Chair stated currently they are collecting information on all machines in organization buildings. Unfortunately, there are no machines in DECA or DCMA as there are contracts currently in place that prevent CWF from having machines in those buildings. This is being looked into and will be part of the discussion at their next committee meeting after 21 July.

6. **Publicity Committee Report:** Susan Garling provided an update on the Publicity Committee. Carolyn Williams, from DCMA, is in the process of writing an article about the resurgence of the CWF and the plans for the future, which will appear in the Traveler. A Facebook page has been created, Civilian Welfare Fund Fort Lee. The Committee submitted a request for approval of \$120 (\$10/month) to be used on a website for the Civilian Welfare Fund that would provide information such as meeting dates, fundraisers, organizational and holiday party funding forms, etc.

A motion was made to approve the website and the \$120 if needed.

Second by: Alberta Eddie

All in Favor: 9

Opposed: 1

Motion was passed

7. **Social/Fundraising Committee Report:** Barbara Vonada passed out and reviewed the proposed plan for the Social Committee activities for the next 12 months. It was discussed and agreed that the Social Committee and the Fundraising Committee should be combined. Proposals for Social Events were "Right Army Night" and a Gala for Civilians.

8. **Charter/SOP Committee Report:** Regina Mead reported the Charter SOP Committee looked at other SOP's that might be needed. An SOP draft was requested for each committee.

Old Business: No old business to report

New Business: Proposal from board presented to Council

Proposal #1 – Organizational Days & Holiday Parties: Proposal from Board to obtain Council approval for civilian support through Organization Days and Holiday Events. This would offer agencies an opportunity to

request funds by submitting a form during the month of March for Organization Days and the month of September for holiday events. Susan Garling explained how the amount of funds provided to each agency has been determined based on ASIPS manpower #'s: 500+ = \$300, 200-499 = \$200, 50 – 199 = \$100 and 49 and under = \$50. There was concern from the floor that when big organizations receive money that civilians never see. Susan noted there is a \$300 maximum for distribution and agency reps will be required to sign documentation as to the use of the funds.

Motion made to accept Proposal #1.

Second by: Alberta Eddie.

All in Favor: 8

Opposed: 1

Motion was passed

1. **Proposal #2 - Proposal for Retirement Gifts:** Civilians would get a choice of 2 gift options upon retirement. The gifts would be the choice of a Mahogany Keepsake Box with "Civilian Retiree" medallion (\$48.00) or a Mahogany Mantel Clock (\$32.00). Funding would come out of CWF "savings". Discussion on proposal: The question was asked in reference to the Jefferson Cup and it was stated the cups was not readily available. There was discussion from Council that it would better to only offer one gift.

Motion made to accept Proposal #2

Seconded by Alberta Eddie

All in favor: 3

Opposed: 4

Motion did not pass.

A new motion was made to offer ONLY the Mahogany Keepsake Box with "Civilian Retiree" medallion from Proposal #2

Seconded by: Ken Kester

All in favor: 8

Opposed: 1

Motion was passed.

2. **Proposal #3: Proposal for Get Well Wishes:** Provide a get well card and small Edible Arrangements with a cost of \$37.00 to any employee who is consecutively out on sick leave more than 45 days. There was a great deal of discussion as to the previous method of 10 days or more.

Motion made to accept Proposal #3

Seconded by: Ken Kester

All in Favor: 3

Opposed: 5

Motion did not pass

9. Meeting was adjourned at 11:40 am

Kimberly K. Fritz 9-18-13
KIMBERLY K. FRITZ (Date)
Chairperson

Susan N. Garling 9-19-13
SUSAN N. GARLING (Date)
Fund Manager

Melissa S. Magowan 9/25/13
MELISSA S. MAGOWAN (Date)
Deputy to the Garrison Commander

Encl