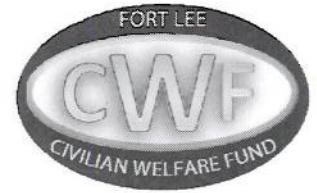


FORT LEE

CIVILIAN WELFARE FUND



MEETING MINUTES

7/24/2013

Officers Present:

Kimberly Fritz, Chairman
Stacey Townes, Vice Chairman
Susan Garling, Fund Manager
Regina Mead, Assistant Fund Manager

Officers Absent:

Mike Ross, Post Restaurant Fund Officer

Agencies Present:

Tricia Goins, MEPS
Rosa Woodley, Kenner
Barbara Vonada, Ordnance
Coty Boyd, Transportation
Adrienne Johnson, Air Force

Joy Galloni, ALU
Kathy Cunningham, USAFMSA
Carmen Robertson, QMC&S
Queen Bundy, NEC-LEE

Agencies Absent:

Brenda Pilkerton, Garrison
James Midgett, Commissary
Idian Hall, DENTAC
Megan Green, Garrison
Kimberly Castle, LESD

Alberta Eddy, DECA
Denise Smith, DCMA
Kirk Dube, SEC-LEE
Ginny Bishop - CASCOM
Kenneth Bolton, DOL

1. The meeting was called to order at 2:10pm in the EEO conference room. Mr. Ed Manual, FMWR Advisor is in attendance this day.
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. At this time the CWF holds \$85, 226.79. Susan went on to address the questions raised by the Council at the previous meeting. Regarding the ACWF 5% fee, this goes to pay headquarters overhead administrative expenses. She informed the Council that she spoke to head of ACWF and that was his, verbatim answer. Regarding the Sun Trust bank fees, Susan learned that the \$10 Bank Analysis fee was a fee for a monthly fraud inspection. Sun Trust has removed the monthly fee.
3. **Restaurant Fund report:** Mike Ross, Restaurant Fund Manager, was not present. No report provided.
4. **Financial Committee Report:** Stacy Towns, Financial Committee Chairman, presented the proposed budget for FY14 including all the budget requests from each committee as well as information from the Fund Manager on estimated income and from estimated revenue from fundraising activities and bank interest. Stacy projected the fundraising dollars based on projected income and subtracting expenses. This would give the Fundraising/Social committee \$20,000. However, if the committee needs additional funds up front, the Chair can come before the Council and request those dollars. Stacy reviewed the Fundraising Committee's proposal and believes the \$20,000 should support the current requests. The question was raised about legality of raising funds. All Fundraising events will be reviewed by SJA prior to an action being taken.

A question was raised by the Council regarding the Randolph Shepherd Act that showed a \$500 expense. Mr. Edmund Manuel, CWF Advisor, explained that those dollars are the contribution toward the Blind. It is based on a percentage of the CWF income so it could be more or less per year.

A motion was made to approve the current FY14 Budget

Seconded by: Barbara Vonada

All in favor: 5 votes

Opposed: 0 votes

Motion was passed. The budget will be submitted for signature of the Garrison Commander.

5. **Vending Machine Committee Report:** Carmen Robertson, Vending Machine Committee member stated that she is currently collecting information on all machines in organization buildings. She has 3-4 building left to inspect. Unfortunately, there are no machines in those buildings she has already inspected. It was advised that the committee speak with Mike Ross to find out exactly from which machines the funds were being drawn. The regulation regarding the vending machines was discussed as AAFES holds the vending machines in all the military dominate buildings. CWF and the Blind, who have first right of refusal, should hold the vending machines in all buildings dominated by civilians. Mr. Manuel informed the Council that the regulation regarding the Blind and the vending program is over 30 years old and that after inventory is complete, a meeting will be held to review the regulation.

6. **Publicity Committee Report:** Ms. Garling expressed concern as to the CWF website and who should be providing that service to us. Upon investigation of other CWFs at other installations, it was split. For some, service is provided by the installation webmaster and for others through FMWR webmaster. A legal review has been requested.

Susan also updated the Council on the Mahogany Keepsake Boxes for retirement gifts. The boxes have been ordered. The medallions have been paid for and are in the final approval for printing stage. Once complete, they order will go to China where they will be created. Stacy Towns will be printing up 100 CWF Retirement Cards provided by the Publicity Committee to go along with the boxes. Once the gifts have arrived there will be a post wide announcement along with an article in the Traveler. The Council agreed that retirement gifts will be given out starting on the date of receipt of the boxes/medallions. No gifts will be given retroactively.

There will be formal forms and procedures to request the retirement box. The Primary or Alternate CWF member will represent the CWF and present the box on behalf of the Civilian Welfare Fund. All primary/alternates are asked to send a photograph whenever possible to Susan for future publicity projects.

PROPOSAL: There are 37 Boulevard Flower \$15 Gift Cards remaining from the previous CWF. It was suggested that retiring civilians could have the option to select 3 gift cards until expended. The Council did not feel that offering retirees an option that could only be offered to the first 12 retirees was equitable to all retirees. It was decided that the gift cards would be used in some other manner and only the Mahogany Keepsake Box would be offered to civilian employees upon retirement.

7. **Social/Fundraising Committee Report:** Barbara Vonada passed out and reviewed the plan for the Social Committee activities for the next 12 months to include budget details. The Committee's goal is to have the majority of the events pay for themselves and generate revenue. The first big event will be the CWF Relaunch Reception on 17 October from 1530 – 1730, with Mr. Moore as the host. At the reception, there will be a cupcake stand, hosted by a Fort Lee Civilian who was a competitor on the FoodNetwork show, *Cupcake Wars*. The Committee will be asking for \$1,000 in door prizes so that something of significant value can be purchased and raffled off; making participation more desirable.

This brought the committee back to what was discussed earlier regarding events that need to be reviewed by SJA. A list of requested activities will be drawn up and presented to legal for review and approval. For events dealing with food distribution, those individuals must attend the food handler's course, which is mandatory and provided free at Kenner. Training is about 1 hour.

Other easy fundraising ideas are things like \$1 Popcorn sales and Penny Voting (have boxes where people can drop a penny and whichever box has the most money wins (i.e. which supervisor has to sing a holiday song)).

The idea of name tags was brought up as the CWF members will want to be identifiable at these and other events such as Oktoberfest and Retiree Appreciation Day. The Publicity Committee will look into this.

8. **Charter/SOP Committee Report:** Regina Mead reported the committee will be submitting approval for changes and additions to the current CWF Charter. The Committee wants to ensure the Charter is clear and detailed enough for newcomers to pick up duties and processes easily. The Committee would like to have an SOP for each of the other active committees as well as the CWF Board.

As this would require sharing documentation, Regina will look into having a folder on the MWR shared drive only accessible by CWF members. If this is not an option, she will look into Dropbox.com as a site for all to use for storage and sharing of documents.

Old Business: No old business to report

New Business:

1. Promote the CWF within organizations, Facebook, and via the Traveler.
2. If there is ever anything a Council member or committee member wants to add to the Agenda, contact Susan Garling one week prior to the meeting, if at all possible, for inclusion.
3. An "as needed" Council meeting can be called prior to 23 October, to discuss fundraising events/request for additional funds.
9. The meeting was adjourned at 15:15.

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 9/20/13
MELISSA S. MAGOWAN (Date)
Deputy to the Garrison Commander

Encl