



FORT LEE

CIVILIAN WELFARE FUND



**Council Meeting Minutes
02/19/14**

Officers Present:

Kimberly Fritz, Chairman
Susan Garling, Fund Manager
Regina Mead, Assistant Fund Manager
Mike Ross, Post Restaurant Fund Manager
Ashley May, Secretary

Officers Absent:

Stacey Towns, Vice-Chairman

Agencies Present:

Brenda Pilkerton, Garrison
James Midgett, Commissary
Queen Bundy, NEC-LEE
Joy Galloni, ALU
Ginny Bishop, CASCOM
Denise Smith, DCMA

Carmen Robertson, Quartermaster Center & School
Helena D'Amario, Transportation School
Idian Hall, DENTAC
Caroline Williams, DeCA
Rosa Woodley, Kenner
Barbara Vonada, Ordnance School

Agencies Absent:

Tricia Goins, MEPS
Kimberly Castle, LESD
Kenneth Bolton, DOL
Kathy Cunningham, USAFMSA

Shelia Brown, DFAS/DMPO
Elitha Dunn, SEC-LEE
Ken Kester, Air Force
Paula Sutherland, GCSS-A

1. Fort Lee Civilian Welfare Fund was called to order at 2:02 PM.
2. Fund Manager Report: Ms. Garling reviewed the current fund status. The CWF currently has \$73,866 in cash and \$14,988 of prepaid supplies on hand. All receipts totaling \$1932 for all fall/winter event purchases have now been received and submitted to DFAS. As of today, 33 retirement boxes and 4 Jefferson Cups have been given out, which puts the CWF on target to spend \$4,800 a year in retirement gifts.
3. Restaurant Fund Report: Mike Ross distributed copies of the income received from vending and soda machines for the months of September, October, and November. Income, minus 5% to ACWF, totaled \$1,355.68 for September, \$1,367.85 for October, and \$1,244.41 for November.
4. Financial Committee Report: No report at this time.
5. Vending Machine Committee Report: Working to propose an installation wide policy regarding Vending Machine Funds. Working with necessary agencies to secure accurate data on current machine locations and possible future locations. Buildings must have a majority of civilians. The goal is not to take away from any current agencies but to add machines where applicable.
6. Social/Fundraising Committee Report: All event planning is on hold until the credit card is received to allow for spending of necessary items.
7. Charter/SOP Committee Report: The committee is waiting for SOP's and suggestions of changes to the Charter in order to finalize.

8. Publicity Committee Report: An article will be submitted to the post newspaper following today's meeting to include the new services approved by the Council to civilians. The article will appear in the March 13th issues of the Traveller.

9. Old Business:

Credit Card Status: All training has been completed. Once the individual accounts are set up in AXOL and limits set by the Financial Manager, the card will be mailed to the card holder.

CWF Facebook: Samples of the facebook page were distributed for those who do not use facebook. Photographs are being submitted but additional information about each retiree would be a welcomed. This is your agency's opportunity to reflect on that employee and their accomplishments during their years of service.

Food Training: The POC has been contacted to conduct food training. CWF is responsible for organizing the location for the training.

10. New Business:

a. The CWF was approached regarding selling retirement gifts to individuals assigned to Fort Lee if Fort Lee is not their permanent work location. It was suggested that the gifts be sold at cost.

Helena D'Amario motioned that the retirement gifts be sold at cost to those individuals upon request.

Second by: Queen Bundy

Motion was passed

b. The CWF board proposed a free incentive for civilians with 30+ years of service. These individuals will be able to receive a letter from the White House, which is no cost to the CWF. There must be 65 days notice for the letter to be received in time to be presented for a retirement ceremony, otherwise, the letter can be sent to their home.

Motion was made by Ginny Bishop

Second by: Queen Bundy

Motion was passed

c. A proposal was made for civilians with 40+ years of service to receive a flag that has been flown over the Capitol in their honor. The cost to the CWF is \$19.10 per flag. Based on the past 4 months, approximately 28 flags per year would be given at a total cost of \$534.80.

Motion was made by Helena D'Amario.

Second by: Brenda Pilkerton

Motion was passed

d. Susan Garling discussed ordering name tags for all members, alternate members, and board members of the CWF. The name tags are to be reusable and remain property of the CWF. They are to be used for meetings, events, or other functions. The cost is \$10 per name tag plus \$30 (one time fee) to create a plate for the name tag.

Brenda Pilkerton motioned to have 55 name tags created. Members must pay \$10 if name tag is lost.

Second by: Helena D'Amario

Motion was passed

- c. The CWF would like to begin offering bi-annual awards to recognize Fort Lee's Civilians. A total of twelve coins would be given each year. More specific details regarding how recipients will be selected will be discussed at later meetings. Each coin comes with a box and costs \$23.36 each. The yearly total would be \$280. Eight years worth of coins would need to be ordered at a time.

Helena D'Amario motioned to move forward with purchasing the coins, with specifics being worked out at a later date.

Second by: James Midgett

Motion was passed

- f. The CWF and FMWR would like to partner to make available to all agencies a coupon book for distribution to civilians employees. Agencies could request one coupon book per employee per year for rewards, birthdays, etc. Coupon books can also be requested for new employees with a welcome card and additional information regarding Fort Lee, CWF, and FMWR.

Helena D'Amario motioned to partner with FMWR to allow agencies to request coupon books for new employees, as well as all current civilians.

Second by: Brenda Pilkerton

Motion was passed

- g. A CWF survey has been created for distribution to all civilians via e-mail. It contains nine questions to gather information regarding Fort Lee Civilians' knowledge of the CWF and how the CWF can better serve civilians.

Due to the amount new support currently being discussed and proposed for Fort Lee civilians, the Council agreed to replace the July 23rd meeting with meetings on June 18th and August 20th. The next CWF Council meeting will be held on April 23rd at 2pm in the EEO Conference Room.

Meeting was adjourned at 3:20 PM



KIMBERLY K. FRITZ
Civilian Welfare Fund
Chairperson

12 March 2014
Date



PAUL K. BROOKS
Colonel, US Army
Garrison Commander

17 Mar 14
Date



SUSAN N. GARLING
Civilian Welfare Fund
Fund Manager

12 March 2014
Date