



FORT LEE

CIVILIAN WELFARE FUND



Council Meeting Minutes
04/24/14

Officers Present:

Stacey Towns, Vice-Chairman
Susan Garling, CWF Fund Manager
Mike Ross, Post Restaurant Fund Manager

Officers Absent:

Kimberly Fritz, Chairman
Ashley May, Secretary
Regina Mead, Assistant Fund Manager

Agencies Present:

Brenda Pilkerton, Garrison
James Midgett, Commissary
Leslie Mayo, LESD
Joy Galloni, ALU
Ginny Bishop, CASCOM
Barbara Vonada, Ordnance School
Sheila Brown, DFAS/DMPO
Amy McGrath, TRAC-LEE

Carmen Robertson, Quartermaster Center/School
Helena D'Amario, Transportation School
Idian Hall, DENTAC
Caroline Williams, DeCA
Melissa Burgess, DCMA
Adrienne Johnson, Air Force
Paula Sutherland, GCSS Army

Agencies Absent:

Tricia Goins, MEPS
Elitha Dunn, SEC-LEE
Kenneth Bolton, DOL

Kathy Cunningham, USAFMSA
Queen Bundy, NEC-LEE
Rosa Woodley, Kenner

Fort Lee Civilian Welfare Fund was called to order at 2:01 p.m.

1. Fund Manager Report:

- a. Susan Garling reported the total asset amount and provided the financial spreadsheet for viewing: \$92,765.68.
- b. A total of 15 agencies have requested funding for their Spring/Summer civilian events totaling: \$1,950. An email will go out when funds are available for pick up.
- c. DFAS required an audit of all Fort Lee CWF pre-paid inventory, including items in storage NLT April 30th. The audit reflected 100% accuracy. Results have been forwarded to DFAS.
- d. Since the service to retirees was revised to include Presidential Letters (30+ yrs) and the American Flag flown over the Capital (40+ yrs), two flag requests have been submitted.
- e. The CWF now has an active credit card and Sam's Club credit card for purchasing.

- f. The question was posed and discussion ensued about the per-person funding scale and the possibility of agencies combining two annual fund requests (fall/winter and spring/summer) into one.

A motion to revisit/research the current method—specifically per-person funding and an option for agencies to combine annual requests into one request—to determine if these suggestions are feasible was made.

Motion was passed.

2. Restaurant Fund Report: Mike Ross distributed copies of income received from vending and soda machines for January and February. Income—minus five percent to ACWF—totaled \$1,848.84 and \$1,369.69, respectively. Ms. Towns requested a total for the year, and Mr. Ross agreed to provide the information.
3. Financial Committee Report: No report at this time.
4. Publicity Committee Report:
 - a. Susan Garling reported the CWF website is now linked to Fort Lee’s homepage from the Civilian tab.
 - b. The CWF survey produced more than 600 responses. A recapitulation of results was distributed to members for review with the exception of one question which will be compiled and distributed at the next meeting.
 - c. FMWR Coupon books will be ready for distribution at the June 18th meeting.
 - d. The CWF nametags are in. They will be distributed at the June 18th meeting.
 - e. Members discussed the design of the CWF Outstanding Civilian Service Award coin and box.

A motion was made to add the Coast Guard emblem to the coin’s reverse and to change the text on box from “United States Army” to “Department of Defense Outstanding Civilian Award.”

Motion was passed.
 - f. Members discussed the feasibility of purchasing the one-of-a-kind civilian lapel pins to resell as a fundraiser.

A motion was made to purchase the round pin with black background.

Motion was passed.
 - g. Members discussed the purchase of balloons (with CWF logo), string, and the rental of a helium tank, to be used to promote the CWF.

A motion was made to purchase the balloons, string, and rent the helium tank.

Motion was passed.

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- h. Members discussed the purchase of tablecloths and runners (will have CWF Logo and “Supporting Civilians Who Sustain Our Military” printed) to be used to promote the CWF.

A motion was made to purchase two sets of tablecloths and runners.

Motion was passed.

- i. Introduced as “Food for Thought” - The idea of re-thinking the CWF, how is it perceived, to show a collaborative side and CWF active in the community. For future discussion: Partnering with Holiday Helper, participating in Decking the Fort (decorate a CWF tree in the Lee Club) and participate in the “Lee Lawn Christmas Card” by designing and creating a CWF Christmas Card for display each year (all ways to promote CWF).
- j. Mentioned but to be discussed at next meeting: Purchase mini cupcakes (Stuffed French Toast) to use as a signature CWF promotional item. Quote: \$250/500 cupcakes (lesser amounts available).

5. Social/Fundraising Committee Report: Barbara Vonada said the next Fundraising Committee meeting is Thursday, May 1, 10-11 a.m. in Fort Lee TRADOC (CASCOM) Building 5020, Conference Room 3044. Ms. Vonada emphasized that everyone is welcome to attend and participate.

6. Charter/SOP Committee Report: No report at this time.

7. Vending Machine Committee Report: Brenda Pilkerton stated a draft installation-wide policy on vending machines is currently under legal review. All vending machines/serial numbers have been identified and compiled into a list, and CWF logo stickers are available for posting to vending machines. Four new machines were added in February. Total vending machines: 46.

Old Business: A one-hour food handler’s course will be held on May 7, 12-1 p.m., in the Garrison Conference Room (Garrison Headquarters, 3312 A Ave, Bldg. 12010, Second floor). This training is required for those who plan to assist with food preparation and/or distribution.

New Business:

- 1. The question was put before Council to provide support to civilians who have lost a child. Research will be conducted and a possible proposal submitted at the next meeting. Due to time restraints, this will be tabled until the next meeting.

The meeting was adjourned at 3:15 p.m.

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The next CWF Council meeting will be held on June 18th at 2 p.m. in the EEO Conference Room.



KIMBERLY K. FRITZ
Civilian Welfare Fund
Chairperson

2 May 2014

Date



PAUL K. BROOKS
Colonel, US Army
Garrison Commander

8 May

Date



SUSAN N. GARLING
Civilian Welfare Fund
Fund Manager

2 May 2014

Date