



FORT LEE

CIVILIAN WELFARE FUND



**Council Meeting Minutes**

**June 18, 2014 -- 2:00 p.m.**

**Officers Present:**

Stacey Towns, Vice-Chairman  
Susan Garling, 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  
Queen Bundy, NEC-LEE  
Ginny Bishop, CASCOM  
Kimberly Castle, LESD  
Melissa Burgess, DCMA  
Paula Sutherland, GCSS-Army

Carmen Robertson, Quartermaster Center/School  
Idian Hall, DENTAC  
Caroline Williams, DeCA  
Barbara Vonada, Ordnance School  
Rosa Woodley, Kenner

**Agencies Absent:**

Tricia Goins, MEPS  
Elitha Dunn, SEC-LEE  
Ken Kester, Air Force  
Kathy Cunningham, USAFMSA  
Helena D'Amario, Transportation School

Sheila Brown, DFAS/DMPO  
Kenneth Bolton, DOL  
James Midgett, Commissary  
Joy Galloni, ALU

The Fort Lee Civilian Welfare Fund was called to order at 2:00 p.m.

1. Fund Manager Report – Susan Garling: The current total of all assets is \$94,057.17.
2. Restaurant Fund Report – Mike Ross: March and April income—minus five percent to ACWF—totaled \$1,432.90 and \$1,670.00, respectively. Ms. Stacey Towns requested a cumulative “roll up” for the year. Mr. Mike Ross stated that restaurant funds, October 1, 2013 to date, total \$10,549.
3. Financial Committee Report – Stacey Towns: No report at this time.
4. Publicity Committee Report – Susan Garling: Civilian Award Coin/box, Civilian lapel pins, balloons, and tablecloths and runners will be available July 1. Discount coupons will be ready for distribution at the next CWF meeting. Name tags are in; members signed for them. The CWF survey generated more than 600 responses; the No. 1 item of interest is promoting/advertising the CWF. Civilian recognition was No. 2.
5. Social/Fundraising Committee Report – Barbara Vonada: The Fundraising Committee met Thursday, May 1, and reviewed 20 proposed activities. The committee decided to pursue four of them: games of chance, sales (candy, mugs, lapel pins, and donated gift

baskets and event tickets), food vending at Fourth at the Fort and Oktoberfest, and blue jean Thursdays. Plans to sell pretzels and water at Fourth at the Fort are underway; Ms. Barbara Vonada welcomed volunteers. A White House tour with a side trip to Potomac Mills in December is also being researched as a possible fund raising activity.

6. Charter/SOP Committee Report – Regina Mead: No report at this time.
7. Vending Machine Committee Report – Brenda Pilkerton: The committee is working on an installation-wide Vending Machine Policy. This will ensure fairness and equity for those receiving commissions from vending machines. Total vending machines: 43.
8. Old Business:
  - a. Holiday Party Funds Distribution— The Board reviewed a request to revisit/research how distribution amounts are calculated and how often the money is distributed, once or twice a year. The Board recommended that distribution calculations remain as is, but should revisit after one year of fundraisers (December 2015) and that organizations/activities may request to receive the total amount in one payment or two.

*Motion was passed.*

- b. CWF support for bereavement of civilian employees and their children—tabled for next meeting.

*Motion was passed.*

- c. Outstanding Civilian Award—Ms. Susan Garling presented a program draft which stated purpose, intent, criteria, nomination eligibility, submission requirements and selection rules. Once No. 4 is re-established, the package will be sent to the Counsel via email for final review. Once it is approved, primaries will promote/distribute the program information to all civilians in their respective organizations/activities.
    - d. Lee Lawn Christmas Card—Ms. Susan Garling provided program rules for a CWF-sponsored card design contest. The contest is open to all Fort Lee DoD civilians. CWF representatives are responsible for promoting the contest and distributing contest rules to their respective organizations/activities. Submission deadline is August 1. The council will choose a winner at the October CWF meeting.
    - e. Decking the Fort—FLASC will provide the CWF with a tree to decorate. Members were asked to think about decorations that will best represent the CWF. Should we buy ornaments, make them or have something professional looking made?
    - f. A one-hour food handler's course will be held on June 25, 12 p.m., in the Garrison Conference Room (Garrison Headquarters, 3312 A Ave, Bldg. 12010, Second floor). This training is required for people who plan to assist with CWF's first fundraising event at the Fourth at the Fort.

- g. Retirement Gift Distribution policy—leave as is for now until such time a new installation venue presents itself.

9. New Business:

- a. Earmark 25 percent of all money generated from CWF fundraisers for an up and coming Civilian Scholarship Program. The Board has one year to obtain Council approval and stand up the Scholarship Committee or all funds earmarked for the program goes back into the general fund.

*Motion was passed.*

- b. Sell Federal Almanacs to raise money for the CWF—It was noted by several members that all information contained in the Almanacs is now available online for free. Ms. Barbara Vonada to research and report her findings at the August 20<sup>th</sup> Council meeting.

**The meeting was adjourned at 3:24 p.m.**

The next CWF Council meeting will be held on August 20 at 2 p.m. in the EEO Conference Room.



KIMBERLY K. FRITZ  
Civilian Welfare Fund  
Chairperson

June 30, 2014  
Date



PAUL K. BROOKS  
Colonel, US Army  
Garrison Commander

1 Jul 14  
Date



SUSAN N. GARLING  
Civilian Welfare Fund  
Fund Manager

6/30/14  
Date