



FORT LEE

CIVILIAN WELFARE FUND



**Council Meeting Minutes  
August 20, 2014 -- 2:00 p.m.**

**Officers Present:**

Stacey Towns, Vice-Chairman  
Regina Mead, Assistant Fund Manager

**Officers Absent:**

Kimberly Fritz, Chairman  
Susan Garling, Fund Manager  
Mike Ross, Post Restaurant Fund Manager

**Agencies Present:**

Brenda Pilkerton, Garrison  
Helena D'Amario, Transportation School  
Kimberly Castle, LESD

Steve Jones, ALU  
Caroline Williams, DeCA  
Melissa Burgess, DCMA

**Agencies Absent:**

Tricia Goins, MEPS  
Elitha Dunn, SEC-LEE  
Ken Kester, Air Force  
Kathy Cunningham, USAFMSA  
Queen Bundy, NEC-LEE  
Paula Sutherland, GCSS-Army  
Carmen Robertson, Quartermaster Center/School  
Amy McGrath – TRAC-LEE

Sheila Brown, DFAS/DMPO  
Kenneth Bolton, DOL  
James Midgett, Commissary  
Idian Hall, DENTAC  
Ginny Bishop, CASCAM  
Barbara Vonada, Ordnance School  
Rosa Woodley, Kenner

The Fort Lee Civilian Welfare Fund was called to order at 2:05 p.m.

1. Fund Manager Report – Regina Mead: The current total of all assets is \$91,384.74.
2. Restaurant Fund Report – Regina reported that vending machines are generating an average of \$1,579 a month.
3. Financial Committee Report: Stacey Towns asked Regina Mead to provide her with the number of keepsake boxes and Jefferson cups remaining on hand as we move into FY15. As of August 31, 2014, there are Ms. Towns presented a draft budget for FY15. A motion was made to proceed with the FY15 budget.


*Motion was passed.*


4. Publicity Committee Report: Ms. Mead stated that Susan Garling is on leave this week; Ms. Mead said that she can process retiree gift requests on Ms. Garling's behalf until she returns to the office on Monday, August 25.
5. Social/Fundraising Committee Report: No report.


6. Charter/SOP Committee Report: Ms. Mead stated that the SOP Committee met in April, and she would like to have two or three annexes ready for review at the next meeting.
7. Vending Machine Committee Report: Brenda Pilkerton stated that she is working to resolve an issue of inequity in which a non-contributing activity (DeCA) is requesting and receiving most of the retiree gifts. She anticipates providing a status report in October.
8. Old Business:
  - a. Outstanding Civilian Award—Ms. Mead stated they are preparing for a September 16 kick off with nominations due by October 1.
  - b. Civilian Coupon Books—Ms. Mead stated that she has received requests and that she expects to distribute them at the next meeting. She said the coupons do not have expiration dates.
  - c. Pretzel and Water Sales at Fourth at the Fort—Ms. Pilkerton said we did not reach our sales goal. Ms. Barbara Vonada’s Social Committee will be working several venues in October to make additional profits for the CWF.
9. No New Business.

**The meeting was adjourned at 2:45 p.m.**

The next CWF Council meeting will be held on October 22 at 2 p.m. in the EEO Conference Room. The Council meetings will then resume back to the quarterly schedule.

  
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**KIMBERLY K. FRITZ**  
 Civilian Welfare Fund  
 Chairperson  
 5 September 2014  
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 Date

  
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**PAUL K. BROOKS**  
 Colonel, US Army  
 Garrison Commander  
 17 Sep 14  
 \_\_\_\_\_  
 Date

  
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**SUSAN N. GARLING**  
 Civilian Welfare Fund  
 Fund Manager  
 5 September 2014  
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 Date