



**Civilian Welfare Fund
Council Meeting Minutes
October 22, 2014 -- 2:00 p.m.**



Officers Present:

Kimberly Fritz, Chairman
Susan Garling, Fund Manager
Regina Mead, Assistant Fund Manager
Carrie Williams, Secretary

Officers Absent:

Stacey Towns, Vice-Chairman
Mike Ross, Restaurant Fund Manager

Agencies Present:

Brenda Pilkerton, Garrison
Melissa Burgess, DCMA
Kimberly Castle, LESD
James Midgett, Fort Lee Commissary
Queen Bundy, NEC-LEE
Eunice Wooden, DFAS/DMPO

Mary Nicholson, ALU
Caroline Williams, DeCA HQ
Ginny Bishop, CASCOM
Andrea McRuffin, Transportation School
Barbara Vonada, Ordnance School

Agencies Absent:

Ken Kester, Air Force
Carmen Robertson, QMS&S
Kathy Cunningham, USAFMSA
Kenneth Bolton, DOL
Paula Sutherland, GCSS-Army

Rosa Woodley, Kenner
Elitha Dunn, SEC-LEE
Tricia Goins, MEPS
Idian Hall, DENTAC

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

1. Fund Manager Report – Susan Garling:

- a. The CWF's current total assets are \$93,280.85.
- b. Retirement gifts currently on hand: 89 keepsake boxes, 183 Jefferson cups, and 100 award coins and boxes. One Jefferson cup was stolen from locked storage; all retirement gifts have been moved to more secure storage in Garrison Headquarters.
- c. The CWF's charge card must be used at least once every 5-6 months in order for the US Bank GPC account to remain active. Routine purchase of U.S. flags for civilians retiring with 40 years' or more of service should enable the CWF to meet the minimum purchase activity requirement.
- d. Funds for organizational parties are available for those who requested funds. A total of \$1,450 was requested. Primaries/alternates are reminded to provide receipts to the Fund Manager within 10 days of their event. Several organizations have taken advantage of the once-a-year lump sum pickup; this is working well.

- e. IMCOM is requesting that all gift cards be dispersed. The Board made a motion to offer a set of three Boulevard Flowers gift cards as a retirement gift option, while supplies last. (There are 47 cards on hand.). The gift request form will not be changed; simply write GIFT CARDS on the form.

Motion was passed.

- 2. Restaurant Fund Report – Mike Ross: No report.
- 3. Financial Committee Report – Stacy Townes: No report.
- 4. Publicity Committee Report – Susan Garling:
 - a. Welcome packets are available for organizations to hand out to DoD civilian and NAF employees who are new to Fort Lee. The packets include: CWF information, FMWR Civilian Coupon Book, Fort Lee map, Fort Lee fact card and pertinent FMWR information.
 - b. Kudos to the Transportation School for setting up a CWF table at their recent Town Hall.
 - c. The Civilian Coupon Books are in and available for sign out as requested by each organization after the meeting. Anyone who needs to schedule their pick up, contact Regina Mead at 734-7195.
 - d. The Outstanding Civilian Award is now being coordinated, organized and reported by Ms. Mead. With October through December being such a busy time, the Board suggested that CWF wait until the new calendar year to kick off the program. Mr. William Moore, CASCOM's Deputy to the Commanding General, has given permission to kick off the program in 2015. Award nominations will be due in January with presentation in March. Distribution of revised program information is forthcoming.
 - e. Civilian Lapel Pin Fundraiser - Pins (\$4 each) are available for sign out and pickup after the meeting.
- 5. Social/Fundraising Committee Report – Barbara Vonada:
 - a. CWF held their first successful fundraiser at the Film Festival in October. There is a pretzel fundraiser opportunity at Fort Lee's annual Oktoberfest, October 25, 5-10 p.m., at the Post Field House. The CWF would be the only pretzel vendor at the fest. Ms. Vonada said she needs volunteers by Thursday, October 23.

- b. Ms. Vonada requested two strong volunteers to act as her co-chairs for both committees. These individuals would work with her to coordinate social and fundraising activities. Ms. Garling said the Charter/SOP Committee would need to be updated. Ms. Mead will be ready to propose all Charter changes for Council approval at the January meeting.
 - c. Ms. Vonada gave Ms. Garling \$688. These funds were from the sale of six cases of pretzels at the recent GI Film Festival. Ms. Vonada reported that sales were so brisk—with three microwaves running four hours straight—they had to turn away approximately 100-150 people. They sold the pretzels for \$2 each. The pretzel fundraiser has been successful. There are 11 cases remaining on hand.
 - d. Ms. Vonada brought in a basket of candy individually and artfully packaged for sale at \$1 each as a new fundraiser for the CWF. Ms. Pilkerton suggested that the CWF would need permission to proceed because the funds generated support to civilians only and not the local military population. Ms. Garling will follow up with legal to see if the legal review has been completed.
 - e. Ms. Vonada said she needs someone who is experienced in charter bus travel to identify a company to provide bus service for a fundraiser trip to Washington, D.C., in December. She said the White House tree lighting ceremony is by invitation only. However, participants would still find plenty of meaningful things to do in D.C. during the Christmas holiday, to include shopping at Potomac Mills.
6. Charter/SOP Committee Report – Regina Mead: No report.
7. Vending Machine Committee Report – Brenda Pilkerton:
- a. The CWF vending machine count is fluid; minor losses and additions are not uncommon. If the product isn't selling, machines are removed. Given this, the count is usually 45-47.
 - b. Members are reminded that the CWF stickers on the vending machines need to be visible.
 - c. Vending machine policy is at a standstill; a meeting will be scheduled the week of Nov 19 with SJA to discuss the way forward with this policy.
8. Old Business:
- a. CWF Lawn Card and Decking the Fort - The CWF has received little interest in these holiday projects; both tabled until next year.

- b. Federal Almanac Fundraiser—The almanac sells online at the Fed Store for \$20.95. The cost does not leave room for fundraising profit for the CWF. A motion was made for the CWF not to invest in the books as a fundraiser.

Motion was passed.

- c. Bereavement of a Child—The Board suggested that the CWF provide a 6-piece edible arrangement and sympathy card at a cost of \$28 to Fort Lee DoD civilians who suffer the loss of a child. Discussion ensued. Topic tabled until a special committee can be convened to discuss and come to consensus.
- d. One of the Garrison Headquarter vending machines (Building 12010) now accepts credit/debit cards. The ease and convenience of using credit/debit cards has increased vending sales. The Board will continue to request credit/debit functionality on additional CWF vending machines in high traffic areas. The vending company has not been quick to respond.

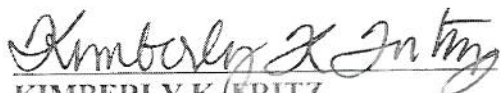
9. New Business:

- a. A motion was made to elect Ms. Carolyn Williams to the position of CWF Secretary.

Motion was passed.

The meeting was adjourned at 3:05 p.m.

The next CWF Council meeting will be held on January 28, 2015 at 2 p.m. in the EEO Conference Room.



KIMBERLY K. FRITZ
Civilian Welfare Fund
Chairperson

30 October 2014

Date



PAUL K. BROOKS
Colonel, US Army
Garrison Commander

4 Nov 14

Date



SUSAN N. GARLING
Civilian Welfare Fund
Fund Manager

30 October 2014

Date