

FORT LEE

CIVILIAN WELFARE FUND



Council Meeting Minutes
April 22, 2015 -- 2:00 p.m.

Officers Present:

Kimberly Fritz, Chairman
Susan Garling, Fund Manager
Stacey Towns, Vice Chairman
Carrie Williams, Secretary

Officers Absent:

Assistant Fund Manager - Vacant

Agencies Present:

Queen Bundy, NEC-Lee
Sheila Brown, DMPO/Finance
Melissa Burgess, DCMA
Kathy Cunningham, USA/FMSA
Elitha Dunn, SEC-G/SP
Megan Green, Garrison
Ken Kester, USAF

Amy McGrath, TRAC-Lee
James Midgett, Fort Lee Commissary
Mary Nicholson, ALU
Mark Pauley, DeCA HQ
Brenda Pilkerton, Garrison
Barbara Vonada, Ordnance
Eunice Wooden, DMPO/Finance

Agencies Absent:

Ginny Bishop, CASCOM
Kenneth Bolton, DOL
Kimberly Castle, LESD
Tricia Goins, MEPS
Idian Hall, DENTAC

Andrea McRuffin, Transportation
Carmen Robertson, QMC&S
Paula Sutherland, GCSS-Army
Rosa Woodley, MEDDAC

The Fort Lee Civilian Welfare Fund was called to order at 2:06 p.m.

1. Fund Manager - Susan Garling

- a. Financial Report: Total of CWF assets: \$100,655.63. (Breakdown: \$90,245.86 monetary + \$10,356.76 inventory)
- b. Funding Request Update: \$800 in funds has been requested from Commissary, Kenner, NEC-LEE and Garrison.
- c. Inventory:
 - 1) No retirees took advantage of the 47 remaining Boulevard Flowers Gift Cards. The board proposed to distribute 2 (\$15) card to future Outstanding Civilian Service Award recipients until exhausted.

MOTION PASSED.

- 2) Current inventory on hand: 47 Boulevard Flowers gift cards, 46 Keepsake boxes, 177 Jefferson Cups and 94 Award Coins with mahogany box. The board proposed we purchase another 100 boxes to support civilians for the upcoming year.

MOTION PASSED.

- 3) IMCOM has requested an audit of all Fort Lee CWF pre-paid inventory items. The audit has been set up to take place on 29 April.
- d. Event Funds: Four Fort Lee activities submitted funding requests totaling \$800: Commissary: \$100 (half); Kenner: \$200 (half); NEC-Lee: \$200 (whole); and Garrison: \$300 (half).
2. Post Restaurant Fund Manager – Susan Garling (filling in until a replacement is found).

Monthly commission checks for deposit: November - \$1750.56, December \$1800.90, January \$1641.46 and February \$1482.19. The average CWF monthly income is \$1,668.
3. Financial Committee – Stacey Towns Chairman
No report.
4. Publicity Committee – Susan Garling Chairman
 - a. A reminder that Fort Lee’s one-of-a-kind Civilian Lapel Pins are on sale for \$4 each. Kudos to Ginny Bishop for top sales at CASCOM! See Susan for purchase.
 - b. The March 2015 Outstanding Civilian Service Award Program yielded 12 nominations. Lionel G. Campos, Deputy Chief of Staff, Combined Arms Support Command, presented the first Fort Lee CWF Outstanding Civilian Service Award to six civilians on Monday, March 23, in CASCOM’s Command Suite Flag Area. Winners of the award were Tonja Ancrum, Defense Commissary Agency Headquarters; Thomas Loden, U.S. Army, Fort Lee Garrison; Freddie Storey, U.S. Army Transportation School; Timothy Trauger, CASCOM; Barbara Vonada, U.S. Army Ordnance School; and Rechell Watts, 345th Training Squadron, U.S. Air Force.

Carrie Williams will now manage the award program beginning with the upcoming October presentations. The award presentation will take place in the CASCOM Command Suite Flag Area with the Deputy to the Commanding General or the Chief of Staff presenting. The CWF will also invite the Commanding General to attend. A date for the fall award presentation has not yet been set. Ms. Williams will distribute a call for nomination submissions by Friday, July 31. The submission deadline is Tuesday, September 1. The Nomination Review Board will forward their recommendations by Tuesday, September 8. The presentations will be scheduled for October. Primary representatives should place special emphasis on increasing the number of nominations from their respective organizations.

Each recipient will receive: A mahogany framed Certificate of Recognition signed by the Deputy to the Commanding General, a one-of-a-kind Outstanding Civilian Service Award Coin in mahogany box and a \$30 gift card to Boulevard Flowers.

A motion was made to present each awardee (beginning in October 2015) with a CWF DoD civilian lapel pin.

Motion was passed.

- c. Carrie Williams has also assumed the responsibility of the CWF Newcomer Welcome Packets. Each packets contain a CWF/MWR welcome card, MWR coupon booklet redeemable throughout the year, a Fort Lee map and Fast Facts Card. Send Ms. Williams an email at caroline.williams@deca.mil to request welcome packets.

5. Social/Sales Committee – Barbara Vonada Chairman

Barbara Vonada is soliciting feedback and suggestions for one bus trip in the fall. The committee will not be holding candy sales at this time due to heavy workloads.

6. Charter/SOP Committee – Vacant Chairman Position

Nothing to report from the committee.

7. Vending Machine Committee – Brenda Pilkerton Chairman

CWF currently has 48 machines bringing in revenue. No change to machines during this past quarter.

8. Old Business:

- a. Bereavement of a Spouse or Child: A motion was made *not* to provide bereavement gifts to civilians.

Motion was passed.

- b. Stacey Towns reported that a retiree letter from Fort Lee’s Commanding General (or Deputy) to accompany the CWF retiree gift was deemed “do-able” and is being worked.

9. New Business:

- a. A motion was made to elect Megan Green as the new Assistant Fund Manager, replacing Regina Mead.

Motion was passed. Welcome Megan!

- b. A motion was made for the CWF to go into *sustainment mode*, defined as maintaining the programs we have established (bi-annual fund request, retiree gifts, outstanding civilian awards, Newcomer Welcome Packets, Civilian Employee FMWR Coupon Books and one fundraiser trip per year) and entertaining new projects *only* if the member making the suggestion “owns” the project, and agrees to plan and coordinate it and mobilize as many reliable volunteers as needed to bring the project to completion.

Motion was passed.

- c. A motion was made to permit CWF Board Chairman Kimberly Fritz or Vice Chairman Stacey Towns, when a quorum (six, the minimum number of voting members who must be present to conduct a vote) is not met at subsequent meetings, to temporarily grant "ad hoc" voting status to non-voting members who are present, selected in order from next year's voters, to establish a quorum so that CWF business may move forward. Ensuring each CWF Council meeting is productive.


Motion was passed.

- d. The board is proposing we expand our choice of retiree gift options. Susan Garling presented two sample clocks as possible options for retiree gift options. She also mentioned a possible "Putter in a Box" and Silver Plated Bowl. Each would be inscribed with "Civilian Retiree" Fort Lee or the same as the medallion if space allows. She will have one of each at the next meeting. A motion was made to table the discussion until the next meeting (July 22, 2015).


Motion was passed.

The meeting was adjourned at 3:07 p.m.

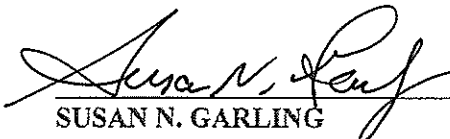
The next CWF Council meeting will be held on Wednesday, July 22, 2015 at 2 p.m. in the Fort Lee EEO Conference Room.


KIMBERLY K. FRITZ
Chairperson
Civilian Welfare Fund

12 June 2015
Date


PAUL K. BROOKS
Garrison Commander
Colonel, US Army

19 Jun 15
Date


SUSAN N. GARLING
Fund Manager
Civilian Welfare Fund

12 June 2015
Date