

**Civilian Welfare Fund  
Council Meeting Minutes  
July 22, 2015 – 2:00 p.m.**

**Officers Present:**

Kimberly Fritz, Chairman  
Stacey Townes, Vice-Chairman  
Susan Garling, Fund Manager  
Megan Green, Assistant Fund Manager  
Carrie Williams, Secretary

**Officers Absent:**

**Agencies Present:**

Bertie Eddy, DeCA HQ  
Rosa Woodley, MEDDAC  
Steve Jones, ALU  
Kathy Cunningham, USA/FMSA  
Michael Rainey, TRAC-LEE

Melissa Burgess, DCMA  
Barbara Vonada, Ordnance  
Queen Bundy, NEC-LEE  
Ken Kester, USAF

**Agencies Absent:**

Garrison  
QMC&S  
Transportation  
MEPS  
DENTAC  
GCSS-Army

CASCOM  
SEC-LEE  
LESD  
DOL  
DMPO/DFAS  
Commissary

**The meeting was called to order at 2:00 p.m.**

1. Chairman:
  - a. Please notify your civilians – ONLY primaries/alternates should be submitting retirement gift requests. Individual staff should not be turning them in.
  - b. Megan Green is the back up for Susan Garling for retirement gift requests. If they are simultaneously unavailable, primaries/alternates will wait until either Ms. Green or Ms. Garling returns to distribute the gifts in accordance with inventory policy and procedure.
2. Vice-Chairman: Please keep discussion to a minimum – no more than five minutes.
3. Fund Manager:
  - a. Distributed financial report form for signature.
  - b. One hundred keepsake boxes have been delivered and are ready for distribution.
  - c. Call for fall/winter funding requests will be distributed by email on September 1. Submission deadline is September 25.

4. Restaurant Fund: (Susan Garling, Acting)  
 Monthly deposits from commission checks:
 

March	\$1,800.90
April	\$ 944.12
May	\$1,158.73
June	\$ 889.68
<b>Average</b>	<b>\$1,198.35</b>

5. Financial Committee: (Stacey Townes, Chairman) Budget report and status:  
 Stacey handed out the proposed 2016 CWF Budget for review which included:  
 FY 2016 estimated income: \$19,300  
 FY 2106 estimated expenses: \$14,821

A motion was made to pass the FY 2016 CWF budget as outlined by Stacey Townes.

*Motion was passed.*

6. Publicity Committee: (Susan Garling, Chairman)
  - a. Civilian lapel pins – Kudos to Ginny Bishop and Barbara Vonada for selling the most lapel pins. The CWF has less than 50 remaining on hand. Susan Garling has the sign out sheet; she requested that members turn in any pins still on hand.

A motion was made to purchase another 200 lapel pins (at \$2.09 each for a total of \$418).

*Motion was passed.*

- b. Helium tank: With the CWF working in sustainment mode and unlikely to hold events, a motion was made to return the helium tank (saving the CWF \$185.50 a year).

*Motion was passed.*

- c. CWF Outstanding Civilian Service Award: Carrie Williams reported that a call for fall submissions was emailed to all primaries and alternates on July 10. She has received two submissions to date. Submission deadline is Tuesday, September 1.
  - d. Welcome packets: Carrie Williams distributed 83 welcome packets to primaries/alternates during the meeting.

7. Social/Fundraising Committee: (Barbara Vonada, Chairman)
  - a. Barbara Vonada stated that two possible trips are on the table – one this fall and a trip to New York in early December. Any comments or suggestions should be sent via email to Barbara.
  - b. Stacey Townes will lead this year’s gift wrapping fund raiser.

8. Vending Machine/Building Committee: (Brenda Pilkerton, Chairman) No report.

## **Old Business**

1. Putter in a box as a gift option for retirees: A motion was made to purchase 50 putters, with each box engraved "Fort Lee Civilian Retiree" (at \$39.09 each, with engraving included, for a total of \$1,954.50).

*Motion was passed.*

2. Glass desk clock as a gift option for retirees: A motion was made to purchase 50 clocks, each engraved "Proudly Supported America's Military – Fort Lee Civilian Retiree" (at \$24.75 each, with engraving included, for a total of \$1,237.50).

*Motion was passed.*

3. Silver plated Revere bowl as a gift option for retirees: With several individuals asking for the Revere bowl, the board did not suggest at this meeting that the council vote to purchase the bowl as a gift option; however, since Susan Garling had a sample bowl, she passed it around for council members to inspect. A show of hands indicated little interest in pursuing this gift option.
4. Stacey Townes reported that the civilian retiree letter (from Darrell K. Williams, Major General, U.S. Army, Commanding) has been completed and submitted to CASCOM for approval. There was brief discussion about how the letters will be requested, coordinated and distributed. The CWF will accept letter requests for civilian retirees only. The CWF will purchase black linen presentation holders to encase the letters. In the event the signed letter is returned after the retiree has departed, it will be up to the supervisor to get the letter to the retired employee.

## **New Business**

1. CWF Sponsorship: Susan Garling reported that she was made aware of a potential sponsorship. Bob Maze, head of the Army's CWF program, confirmed that the CWF is permitted to take donations and sponsorship. The JAG will review each case as it presents itself. Susan requested that sponsorship ideas be sent to her by August 14. Suggestions mentioned in the meeting:
  - a. Annual free buffet or catered lunch (PREFERRED)
  - b. Free bowling
  - c. Additional funds (per person) for individual agency/organization "org day"
  - d. Offset the cost of tickets for bus trips (This does not benefit the majority)
2. New Lapel Pin for 2015: A motion was made to have a new CWF civilian lapel pin made for 2016, based on the designs in the handout provided by Susan Garling.

*Motion was passed.*

3. Current org day funding schedule (times two events a year):

MANPOWER:

(3) 500+ = \$300

(4) 200-499 = \$200

(4) 50-199 = \$100

(8) 49 and under = \$50

Annual total: \$5,000

A motion was made to adopt the following revised funding schedule (times two events a year):

MANPOWER:

(3) 500+ = \$400

(4) 200-499 = \$275

(4) 50-199 = \$150

(8) 49 and under = \$60

Annual total: \$6,760

*Motion was passed.*

Note: Manpower numbers will be verified by Fort Lee's ASIPS report.

**The meeting was adjourned at 3:45 p.m.**

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



KIMBERLY K. BRITZ  
Civilian Welfare Fund  
Chairperson

August 3, 2015

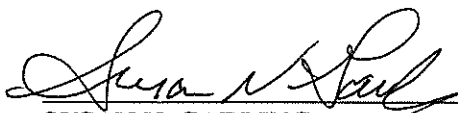
Date



PAUL K. BROOKS  
Colonel, US Army  
Garrison Commander

5 Aug 15

Date



SUSAN N. GARLING  
Civilian Welfare Fund  
Fund Manager

Date