

**Civilian Welfare Fund
Council Meeting Minutes
February 4, 2016 – 2 p.m.**

Officers Present:

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

Officers Absent:

Barbara Vonada, Ordnance
Idian Hall, DENTAC
Amy McGrath, TRAC-LEE

Agencies Present:

Mark Pauley, DeCA HQ
Mary Nicholson, ALU
Adrienne Johnson, USAF

Agencies Absent:

Carmen Robertson, QMC&S
Andrea McRuffin, Transportation
Tricia Goins, MEPS
Sheila Brown, DMPO/DFAS
Gwen Osborn, Fort Lee Commissary
Rosa Woodley, MEDDAC
Kathy Cunningham, USA/FMSA

Andrea Lakata, SEC-LEE
Kimberly Castle, LESD
Kenneth Bolton, DOL
Paula Sutherland, GCSS-Army
Melissa Burgess, DCMA
Queen Bundy, NEC-LEE

The meeting was called to order at 3:09 p.m.

1. Chairman: (Kimberly Fritz)
 - a. Voting members this year are Garrison, CASCOM, Ordnance, Quartermaster Corps and School, Transportation School, LESD, MEPS, DENTAC, DFAS and Fort Lee Commissary.
 - b. Regrettably, James Midgett, the CWF primary representative from Fort Lee Commissary, passed away recently.
2. CWF Fund & Post Restaurant Fund Manager: (Susan Garling)
 - a. CWF fund balance and total assets on hand is \$112,620.70.
 - b. Only thirty-seven keepsake boxes are on hand.
 - c. There are four retirement gift options. Keepsake box is most popular; desk clock is second most popular choice. Primaries and alternates are urged to make employees aware of all four choices.

A motion was made to give the fund manager authority to replenish/reorder stock as needed.

Motion was passed.

3. Monthly deposits from commission checks:

November	\$3,113.37 (October commissions)
December	\$2,064.18 (November commissions)
January	\$2,198.67 (December commissions)

Quarterly monthly average \$2,458.74 (November – January)

4. Financial Committee: (Stacey Towns, Chairman)
No report.

5. Publicity Committee: (Susan Garling, Chairman)

a. CWF Outstanding Civilian Award: (Carrie Williams)

Spring 2016 Award program is underway. A call for submissions was distributed Thursday, January 14. Submissions are due to Carrie Williams by COB Tuesday, March 1. The award ceremony will take place in CASCOS's Command Suite Flag Area on April 19 at 3 p.m. Primaries and alternates are urged to promote this program within their respective agencies/activities, and to encourage submissions that emphasize volunteerism.

b. There will be no new MWR coupon booklets for 2016 with the exception of newcomer packets distributed by CWF. eLoyalty apps may eventually replace paper coupons.

c. Primaries/alternates are encouraged to push/promote pin sales.

6. Social/Fundraising Committee: (Barbara Vonada, Chairman)

a. Winter Holiday Gift Wrapping Fundraiser: The CWF needs a committed pair of volunteers who will spearhead and plan this potentially lucrative fundraiser for 2016. Stacey Towns and Adrienne Johnson agreed to work together to plan and implement this year's program. They will get an earlier start and obtain representatives from each agency/organization to support and promote.

b. Planning and implementing a bus trip for civilians just got a lot less stressful with Megan Green's tip about collaborating with Fort Lee's MWF bus trip program. The CWF need only select an event/location and date, and MWF will handle everything else, including procuring the bus, logistics and advertising. MWR-affiliated bus trips will be open to both civilians and the military, and will be promoted as MWR events; however, flyers will note in partnership with CWF. Also, it's important to mention these bus trips *cannot* be used to raise money for the CWF. Given this information, the CWF Social/Fundraising Committee is looking into three possible trips: Casino/Baltimore (May), winery (April) and New York City weekend (December). As information develops, the CWF may hold email votes to determine how to proceed with the bus trips.

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

Old Business

1. Letter to retirees from Darrell K. Williams, Major General, U.S. Army, Commanding General. With turnover of the commanding general every few years, it may be more reasonable to have the letters signed by John E. Hall, CASCOM Deputy to the Commanding General. As the top civilian on post who bestows awards to the winners of the twice-yearly CWF outstanding civilian service award, Mr. Hall's signature on civilian retiree letters would be fitting and provide a sense of continuity. Stacey Towns and Susan Garling will discuss this topic with Mr. Hall during the Spring 2016 award pre-brief meeting, Monday, April 18.

A motion was made that the CWF request Mr. Hall, Deputy to the Commanding General, sign civilian retiree letters.

Motion was passed.

2. Civilian luncheon: CWF members discussed the viability of the CWF offering a twice-a-year civilian luncheon at one of the clubs on post, seating approximately 350 – 450 people. One member suggested tying in the luncheon with the CWF award presentation, perhaps having Mr. Hall present the awards during the luncheon. Concern: Past experience tells us offering a free lunch at no cost has allowed folks to easily RSVP and then not show. One member suggested bringing in an interesting keynote speaker to draw attendees.

In lieu of the sit-down luncheon, Megan Green suggested offering chicken sandwich lunch delivery, and that MWR-based food providers can handle 1,000 sandwiches per event. Perhaps throughout the year, the CWF could deliver chicken sandwiches (or box lunches with a cookie and chips) to a rotating roster of agencies and organizations based on size, not to exceed 1,000 total each delivery. Council members seemed more interested in the chicken sandwich idea than the sit-down luncheon.

Discussion also ensued about providing free chicken sandwiches to the first three hundred people to arrive at the bowling center. If popular, this could be done several times a year.


The CWF board will research the chicken sandwich topic and provide council members with specific details at the next meeting.

New Business

No new topics or business were discussed.

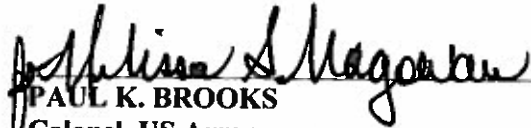
The meeting was adjourned at 3:05 p.m.

The next CWF Council meeting will be held April 27, 2016 at 2 p.m. in the EEO Conference Room.



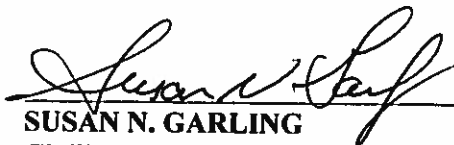
KIMBERLY K. FRITZ
Civilian Welfare Fund
Chairperson

_____ 2/19/16 _____
Date



PAUL K. BROOKS
Colonel, US Army
Garrison Commander

_____ 26 Feb 16 _____
Date



SUSAN N. GARLING
Civilian Welfare Fund
Fund Manager

_____ 2/19/16 _____
Date