

**Civilian Welfare Fund
Council Meeting Minutes
April 27, 2016 – 2 p.m.**

Officers Present:

Susan Garling, Fund Manager
Megan Green, Assistant Fund Manager
Carrie Williams, Secretary

Officers Absent:

Kimberly Fritz, Chairman
Stacey Townes, Vice Chairman

Agencies Present:

Mark Pauley, DeCA HQ
Melissa Burgess, DCMA
Barbara Vonada, Ordnance School
Steve Jones, ALU
Mary Nickolson, ALU
Andrea Lakata, SEC-Lee
Ruth Nuby, USAF
Adrienne Johnson, USAF

Brenda Pilkerton, Garrison IMCOM
Elwanda Baugh, Garrison DPTMS
Michael Rainey, TRAC-Lee
Nisha Dowdell, DMPO/DFAS
Eunice Wooden, DMPO/DFAS
Idian Hall, DENTAC
Tina Abandano, DENTAC

The meeting was called to order at 2:05 p.m.

1. Chairman: Not present.
2. Vice Chairman: Not present.
3. Fund Manager:
 - a. Fund Report: Total CWF assets is \$118,963. Ms. Garling passed around the financial report for members to view and initial.
 - b. Inventory Report: Forty-five (45) retirement gifts distributed year-to-date.
 - c. INCOM Audit: The annual audit of all CWF inventory has been submitted to IMCOM. No issues.
 - d. Spring Funds: Requests for spring funds totaled \$2,200. Email Ms. Garling to pick up. Receipts are required and will be sent to IMCOM when closing out spring fund transactions.
4. Restaurant Fund (Susan Garling, Acting):

Monthly deposits from commission checks:

 - January - \$1,890
 - February - \$1,576
 - March - \$2,336
 - Quarterly Average - \$2,034
5. Financial Committee (Stacey Townes, Chairman): Not present.

6. Publicity Committee (Susan Garling, Chairman):
 - a. Spring 2016 CWF Outstanding Civilian Service Award – reported by Carrie Williams: The winners are Mr. Walter Dane (CASCOM); Ms. Megan Green (FMWR); Ms. Idian Hall (DENTAC); Ms. Adrienne Johnson (USAF); Mr. Phil Raiford (TRAC-Lee); and Mr. Owen Roberts (DENTAC). CASCOM Deputy to the Commanding General Mr. John Hall, SES, presented the awards in the CASCOM Command Suite Flag Area Tuesday, April 19.
 - b. Fall 2016 CWF Outstanding Civilian Service Award: The next awards will be given out in the fall during the installation town hall meeting, as requested by CASCOM Deputy Mr. Hall. Ms. Williams will send out a call for nominations in late summer.
 - c. 2015 and 2016 DoD Civilian Pins: Please promote and push sales.

7. Social/Fundraising Committee (Barbara Vonada, Chairman):
 - a. First CWF/MWR bus trip of 2016 is a Virginia Wine Tour on Saturday, June 25. Approximate cost of ticket is \$45-\$50. Details are forthcoming.

 - b. Ms. Vonada stated that CWF needs to have a chaperone for each trip – someone to check in travelers and perform head counts at each stop. A motion was made to have CWF cover the cost of the chaperone’s bus ticket; chaperone is responsible for his or her own meals.

Motion was passed.

 - c. Next bus trip might be to Gaylord National Resort and Convention Center Casino, located in National Harbor in Washington, D.C. Send bus trip suggestions to Ms. Vonada.

8. Vending Machine/Building Committee (Brenda Pilkerton, Chairman):
 - a. Primaries and alternates are urged to ask employees to alert them to any expired merchandise in the vending machines. Primaries and alternates should report these issues to Ms. Pilkerton, or in her absence, to Ms. Garling.

Old Business:

1. CWF/MWR Civilian Lunch. The CWF Board is proposing we partner with FMWR to provide a free lunch (chicken sandwich with chips and bottled water) to 300 Fort Lee civilians on a first-come, first served basis. The lunch costs \$4 each; the total cost is \$1,200, paid for by the CWF. (Cost comparison: Chick-Fil-A offers a chicken sandwich with cookie for \$6.75 each; total cost is \$2,025.) If the trial lunch is successful, the CWF will consider hosting more free lunches for civilians.

A motion was made to conduct a trial chicken sandwich lunch (in partnership with FMWR), complimentary to the first 300 Fort Lee civilians with CAC ID, in the parking lot adjacent to the Fort Lee Bowling Alley, on Wednesday, May 4.

Motion was passed.

Retiree Letter: CASCOM Deputy Mr. John Hall has agreed to provide a form letter on SES stationery with his signature to retiring civilians, effective May 1. Ms. Vonada agreed to staff the letters through CASCOM Command once a month.

A motion was made to implement the CASCOM Deputy letter to retirees, effective retiree date of May 1.

Motion was passed.

New Business:

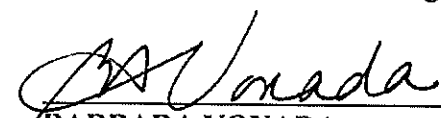
1. Attaching a monetary prize to the CWF Outstanding Civilian Service Award has been suggested. Ms. Garling will research the regulation. Award winners currently receive two Boulevard Flowers gift cards (\$30 total). Council members will revisit this topic once the gift cards have been exhausted (approximately 35 remaining on hand).
2. Ms. Kimberly Fritz has accepted a position with Defense Logistics Agency in Chesterfield, Va., leaving the CWF chairman position vacant.

A suggestion to have Ms. Barbara Vonada voted in as the new CWF Chairman was made. All CWF members voted unanimously to elect Ms. Vonada as the Chairman of the CWF Board, effective May 1.

Motion was passed.

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

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



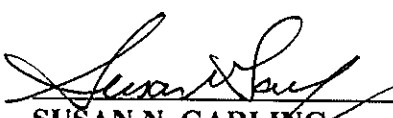
BARBARA VONADA
Civilian Welfare Fund
Chairman

17 May 2016
Date



PAUL K. BROOKS
Colonel, U.S. Army
Garrison Commander

20 May 16
Date



SUSAN N. GARLING
Civilian Welfare Fund
Manager

17 May 2016
Date