

**Civilian Welfare Fund
Council Meeting Minutes
August 3, 2016 -- 2:00 p.m.**

Officers Present:

Barbara Vonada, Chairman
Susan Garling, Fund Manager
Megan Green, Assistant Fund Manager
Carrie Williams, Secretary

Officers Absent:

Stacey Towns, Vice-Chairman

Members Present

Mark Pauley, DeCA HQ
Kimberly Soares, Fort Lee Commissary
Kimberly Castle, LESD
Idian Hall, DENTAC
Lesley Crutchfield, ALU
Brenda Pilkerton, Garrison
Adrienne Johnson, AF 345th TRS
Sheilise Jordan, Ordnance
Michael Rainey, TRAC-Lee

Members Absent

Melissa Burgess, DCMA
Paula Sutherland, GCSS/Army
Rosa Woodley, MEDDAC
Catherine Gadsen, QMC&S
Andrea Lakata, SEC-Lee
Nisha Dowdell, DMPO/DFAS
Andrea McRuffin, Transportation School
Spring Cambric, MEPS
Khandice Brooks, NEC-Lee
Kathy Cunningham, USAFMSA
Kenneth Bolton, DOL (LRC)

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

1. Chairman:

- a. Meeting with Susan Garling and CASCOM Deputy to the Commander John Hall, SES. Civilian retirement letter process is in place; form letters go to Mr. Hall without additional coordination. CWF Board submitted second batch of letters.
- b. The CWF will be given a 3-minute time slot at each monthly installation staff meeting to share pertinent information with attendees.
- c. Future CWF Board meetings will be routinely held the second Wednesday of January, April, July and October at 3 p.m. Board meetings will not be rescheduled if the chairman is unable to attend. Quarterly council meeting dates remain the same – fourth Wednesday of January, April, July and October at 2 p.m.

2. Fund Manager: (Susan Garling)
 - a. Distributed form for signature. Current balance on hand: \$119,449.62
 - b. There are 48 keepsake boxes on hand; CWF has ordered 50 more.
 - c. The fall funds program will kick off September 1 with an email from Ms. Garling. Applicants will have until close of business Friday, September 15, to apply. Ms. Garling will notify applicants by email when the funds are available for pickup. Activities that have not applied for spring funds should do so immediately. Fall funds will not be distributed until receipts are up to date; IMCOM *does* audit this program.
 - d. CASCOM Deputy to the Commanding General Mr. John Hall is pleased that the Fort Lee CWF will support the Defense Logistics Agency at Defense Supply Center - Richmond as they work to establish their own civilian welfare fund. Ms. Garling will coordinate this project.

A motion was made for the Fort Lee CWF to purchase 25 cups and 25 pins and provide them to DLA for their FY 2017 retirees, *pending approval by Fort Lee CWFCounsel*. If approved, the cups or keepsake boxes will generate a profit for the Fort Lee CWF of \$5 each and the pins \$1 each.

Motion passed.

3. Restaurant Fund: (Susan Garling, Acting)

Monthly report from commission checks:

 - March: \$2,360.00
 - April: \$2,066.81
 - May: \$3,073.11

Quarterly average (March to May): \$2,591.97
4. Financial Committee: (Stacey Towns, Chairman) – No report.
5. Publicity Committee: (Susan Garling, Chairman)
 - a. Fort Lee observes its centennial in 2017.

A motion was made for the CWF will develop a unique one-of-a kind design for a 2017 CWF Fort Lee Centennial pin.

Motion passed.

- b. The Fall 2017 CWF Outstanding Civilian Service Award Program is underway. Ms. Williams distributed a call for submissions on Monday, July 25. The submission deadline is COB Tuesday, September 6. The award presentation is tentatively scheduled for the October 19 installation staff meeting. Ms. Garling and Ms. Williams are scheduled to meet with Mr. Hall Tuesday, October 18, to brief him on the program. If the installation staff meeting is canceled, the backup plan is to present the awards at a Fort Lee Community Health Promotion Council meeting (POC Claire Dermer, ext. 4-0559).

6. Social/Fundraising Committee: (Barbara Vonada, Chairman)
 - a. As the newly elected CWF Chairman, Ms. Vonada asked for someone to volunteer to take over as the Social/Fundraising Committee responsibilities, but no one stepped forward.
 - b. The CWF spring bus trip was cancelled due to lack of interest. In planning future trips, it is important to provide all details, including number of stops, meals, etc.
 - c. CWF Board would like to offer a fall trip to New York City. Prefer to work with FMWR on this trip, if possible. Ms. Vonada requested for someone to volunteer to plan and coordinate this trip, but no one stepped forward.

A motion was made for the CWF to research a fall trip to New York City, specifically bus and lodging cost comparison (between New York City and New Jersey), for Veterans Day weekend, November 11 – 13. A council vote (on whether to go forward) by email will be conducted once bus and lodging cost comparison information is available.

Motion passed.

Ms. Vonada stated that after initial research is done and if an email motion to move forward with the trip passes, the board will then look into providing optional itineraries for travelers who might want more structure.

7. Vending Machine/Building Committee: (Brenda Pilkerton, Chairman)

The CWF receives funds from an average of 44 vending machines. Ms. Pilkerton said her point of contact for broken or malfunctioning machines is Ms. Jessica Lee, who is responsive and helpful in getting them fixed. Ms. Pilkerton encouraged members to contact her if they have any issues with their machines.

Old Business

1. In appreciation of the many Fort Lee Civilian contributions, the CWF hosted a FREE chicken sandwich lunch, Wednesday, May 4, 11:30 a.m. to 1:30 p.m. This event was supported by FMWR and completely funded by CWF. Two drive-through stations were set up in the parking lot behind the DMV on Battle Drive. Civilians were asked to show proper ID card to pick up a chicken sandwich, chips and a bottle of water, compliments of the Fort Lee CWF. This was a first-come, first-serve event with 300 sandwich lunches available. The event had enthusiastic support, both from civilian volunteers who manned the drive-through stations, and from civilians who came and enjoyed the free lunch. Follow up feedback through ICE for the lunch and the work of the FMWR/bowling alley employees was enormously positive.

A motion was made for the CWF to host free chicken sandwich lunches for Fort Lee civilians twice a year, in April and October. The CWF Drive Thru will provide chicken sandwich lunches on Thursday, October 6, 2016, and Thursday, April 6, 2017.

Motion passed.

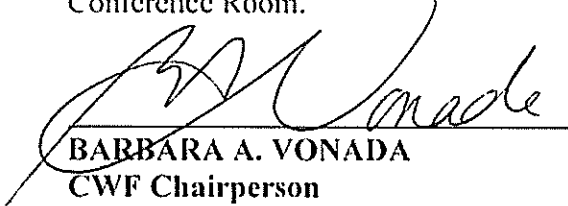
2. Monetary gift for recipients of the CWF Outstanding Civilian awards: Ms. Williams reported that per Mr. Bob Maze, Director of the Army's CWF, and Army Regulation 215-7, para 1-19e, civilian non appropriated fund instruments (NAFI) are prohibited from using non appropriated funds as cash awards for appropriated fund employees for performance of their official duties. This does not prohibit expenditure of NAFs for APF and NAFI employee mementos at retirement.

New Business

1. The Board suggested that the CWF offer civilians a free CWF coffee mug with possible coupon for complimentary coffee at a designated FMWR location on post. Ms. Garling provided two sample illustrations of DoD Civilian cup designs. The designs were well received. A sample will be requested.

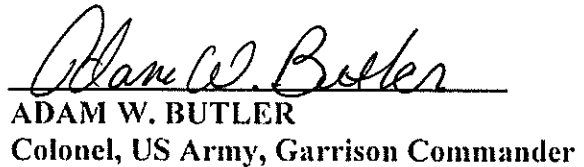
The meeting was adjourned at 3 p.m.

The next CWF Council meeting will be held on October 26, 2016. at 2 p.m. in the EEO Conference Room.



BARBARA A. VONADA
CWF Chairperson

11 August 2016
Date



ADAM W. BUTLER
Colonel, US Army, Garrison Commander

17 AUG 16
Date



SUSAN N. GARLING
CWF Fund Manager

8/12/16
Date