

**Civilian Welfare Fund  
Council Meeting Minutes  
April 26, 2017 – 2 p.m.**

**Officers Present:**

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

**Officers Absent:**

**Agencies Present:**

Bertie Eddy, DeCA HQ  
Amy McGrath, TRAC-Lee  
Lesley Crutchfield, ALU  
Eunice Wooden, DFAS  
Katherine White, 345 TRS  
Catherine Gadsden, QMS  
Teresa Walker, LNEC-Lee

Brenda Pilkerton, Garrison IMCOM  
Idian Hall, DENTAC  
Sandra Martinez, DFAS Deputy Director  
Tamica Banks, DCMA  
Ramona Taylor, Fort Lee Commissary  
Regina Mead, RSO

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

1. Vice Chairman:

- a. The board is updating the CWF Charter from three years ago, and proposes a restructure of the Post Restaurant Fund Manager position to a Program Manager position. This position will be responsible for much of the reporting required by IMCOM, greatly reducing the workload for the Fund Manager and providing assistance to the Chairman as needed.

A motion was made for the Board to update the charter and restructure the Post Restaurant Fund Manager position to a Program Manager position.

*Motion passed.*

- b. Former CWF Assistant Fund Manager Ms. Regina Mead has graciously agreed to serve as Program Manager. Ms. Mead is familiar with many of the reports and working with IMCOM. She would be a huge benefit to the CWF. If anyone else is interested in serving as program manager, please let's have a show of hands. No hands.

A motion was made to elect Regina Mead to the Program Manager position.

*Motion passed.*

2. Fund Manager:
  - a. Financial report: The CWF currently has \$132,535.03 in assets.
  - b. Inventory: The board is proposing the CWF add a jewelry box to the roster of retiree gifts.

A motion was made to order the jewelry box (and medallion) at an individual cost of \$50 or less.

*Motion passed.*

- c. Spring and summer funds were requested on April 7. Primaries and alternates will be notified via email when funds are ready for pick up. Be sure to submit your receipts following the event.
- d. As a reminder to those requesting flags flown over the U.S. Capitol for civilians retiring with 40 or more years of service, please allow a minimum of 60 days to process. When emailing flag requests to Ms. Susan Garling, be sure to put "flag request" in the subject and body of the message.
- e. Revised 2017 – 2018 CWF primary and alternate roster was handed out to council members.
- f. Monthly deposits from Commission Checks:

January	\$2,016.28
February	\$4,022.07
March	\$2,462.83
Monthly Average	\$2,833 (January – March)

3. Financial Committee (Stacey Townes, Chairman):

4. Publicity Committee (Susan Garling, Chairman):

- a. Council members were provided an illustration of the CWF "Fort Lee" lapel pin.

A motion was made to accept the pin design and place an order for 5,000 pins (with presentation boxes) at a total cost of \$7,800.

*Motion passed.*

- b. CASCOM Deputy to the Commanding General Mr. John Hall will present the spring 2017 Outstanding Civilian Service Award to the following individuals Tuesday, May 2:

Valerie Fisher, DPTMS  
Arthur Garcia, Ordnance School  
Amy Jones, Dental Clinic Command  
Amy McGrath, TRAC-Lee  
Elisha Morris III, Ordnance School  
Michael Patterson, Fire and Emergency Services  
Andrew Webber, Ordnance School

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

## **Old Business**

1. The spring CWF Chicken Sandwich Drive Thru, Thursday, April 20, was a huge success as evidenced by multiple ICE compliments and Facebook postings. Megan Green distributed handouts with the comments for council members to read.

Volunteers gave away 400 boxed lunches (chicken sandwich, chips, cookies and bottled water); an additional 150 were picked up and distributed to civilians who are unable to leave their duty stations (mostly CYSS and security personnel). CWF may need to rethink conducting “stuck in duty” distribution on the same day as regular distribution.

2. The CWF Board is working on a quality, custom-made linen card from a local source that, on the occasion of the death of an active duty civilian, can be mailed to the family.
3. Mugs are on hold indefinitely. The Board has been unable to find affordable mugs with a standard of quality for which the CWF is known.

## **New Business**

1. Former President Ronald Reagan designated July as National Ice Cream Month. To celebrate it, the Board is suggesting an ice cream giveaway event in July. Details will be worked out; however, in the meanwhile, the Board is seeking approval to move forward with bringing either an ice cream truck on post or using a TMP truck.

A motion was made to move forward with free ice cream distribution to civilians on a date yet to be determined in July.

*Motion passed.*

2. The CWF Board suggested we buy 12 red aprons personalized with the CWF logo and slogan, “Supporting civilians who sustain our military,” that volunteers will wear at events like the Boxed Lunch Drive Thru and the Ice Cream Giveaway.


A motion was made to purchase 12 red personalized aprons for use during CWF events.

*Motion passed.*


3. The CWF Board would like to recognize the bowling alley employees who worked so hard to make the boxed lunch drive thru such a smashing success. The CWF plans to present them each with a certificate of appreciation during a senior leadership meeting or installation town hall.
4. Food for thought: How can the CWF recognize the uncommon achievement of 50 years of civilian service?

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


The next CWF Council meeting will be held July 26, 2017, at 2 p.m. in the EEO Conference Room.

  
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**BARBARA VONADA**  
Civilian Welfare Fund  
Chairperson

19 July 2017  
Date

  
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**ADAM W. BUTLER**  
Colonel, U.S. Army  
Garrison Commander

23 JUL 17  
Date

  
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**SUSAN N. GARLING**  
Civilian Welfare Fund  
Manager

19 July 2017  
Date