

**Civilian Welfare Fund
Council Meeting Minutes
October 25, 2017 – 8 a.m.**

Officers Present:

Barbara Vonada, Chairman
Susan Garling, Fund Manager & Publicity Chairman
Megan Green, Assistant Fund Manager
Carrie Williams, Secretary
Stacey Towns, Vice-Chairman

Officers Absent:

Agencies Present:

Elwanda Baugh, Garrison
Tammy Maberry, KAHC
Marvin Robinson, DMPO

Melissa Burgess, DCMA
Traya Ransom, CASCOM

Special Guest:

John Hall, Deputy to CG, CASCOM

The meeting was called to order at 8:03 a.m.

Note: Mr. Hall kicked off the meeting by thanking council members for all of their hard work in providing support for Fort Lee civilians, most notably the bi-annual CWF free Drive Thru chicken sandwich lunch, the CWF Award Program, the popular Retiree Gift Program and supplemental funds for organization day events. He said he is looking forward to the CWF continuing its good work and is curious to see what 2018 will bring for civilians.

1. Chairman:
 - a. Coffee, bagels and scones provided; please help yourself.
 - b. Primaries and alternates should reach out at least quarterly to their respective workforces via email and remind them that they represent them at CWF council meetings and welcome their input and feedback. This could be as simple as touching base each quarter to announce and promote the biannual award program and solicit nominations and to announce and promote the biannual free Drive Thru lunch.
 - c. It's critical that primaries and alternates work together, copying each other when submitting requests, whether for funding or gift requests.
 - d. Please promote the CWF's new website: www.fortleecwf.com.
 - e. Fort Lee lapel pin distribution – Please alert Ms. Vonada to organization town halls and she will work with primaries and alternates to distribute the pins.

Carrie Williams (DeCA)

Mr. John Hall, Deputy to the Commanding General, CASCOM, will present these individuals with the awards Thursday, November 2, at 8 a.m. in CASCOM's James Madison Room. New this fall, the award program will provide coffee, bagels and scones (from Panera) to award recipients and their guests 30 minutes before the ceremony begins. Also new, Mr. Hall will announce the winners via an email after the ceremony.

- b. The 2018 award program schedule will be distributed by January 2, 2018.
- c. The CWF has mailed its first sympathy card to the family of a DoD civilian who died while still actively employed. Thank you to Ms. Traya Ransom for taking on the task of mailing sympathy cards and keeping a log for tracking purposes.
- d. As the chairman mentioned, the CWF has a new web site. Please make your civilian workforce aware of it, and encourage them to check out the information posted there, including sections titled About CWF, Support to Retirees, Outstanding Civilian Service Award, CWF Free Drive Thru, and to find important forms for requesting org day funds, meeting minutes and more. The site is loaded with interesting photos from CWF events.

4. Old Business

- a. The second Free Chicken Sandwich Drive Thru is scheduled for Thursday, Oct. 26, at the new TenStrike Bowling Center. Volunteers will serve 400 boxed meals; stuck-in-duty service has been temporarily suspended until the CWF fixes several glitches in the process.

The CWF currently offers two free drive thru services each year. A motion was made to add a third date for 2018.

Motion passed

- b. Child and Youth Services (CYS) has requested 200 free chicken sandwich lunches twice a year to mirror the two annual free drive thru services, which they cannot attend because they are unable to leave their duty station.

A motion was made to provide CYS with 200 free chicken sandwich lunches twice a year. To avoid duplication, CYS staff must agree to refrain from participating in the free drive thru services.

Motion passed

- f. As a reminder, all Fort Lee civilians are welcome at CWF council meetings, which are held once a quarter on the fourth Wednesday of the January, April, July and October.
- g. Council meetings for 2018:
 - January 24
 - April 25
 - July 25
 - October 24

2. Fund Manager:

- a. Financial report distributed for signature; the current CWF total is \$133,130.75.
- b. Since its reboot, the CWF has been cautious in spending money and its balance has grown accordingly. In the future, the CWF should focus on spending at least \$15,000 to \$30,000 annually, which will be replenished each year through vending machine profit.
- c. CWF retiree gift inventory is sufficient at this time. The jewelry box is expected to be a popular choice.
- d. Please don't forget the unique, one-of-a-kind civilian lapel pins available for sale at \$4 each. Pictures available at www.fortleecwf.com.
- e. Fall and winter funds are ready for pick up. Be sure to send Ms. Garling an email before you come over to make sure she is in the office to disperse funds. Receipts are due to Ms. Garling within 7 days of the event(s).
- f. (Reported by Ms. Megan Green) Monthly deposits from Commission Checks:

June	\$3,241
July	\$2,770
August	\$3,257
September	\$2,806
<u>Monthly Average</u>	\$3,018 (June – September)

3. Publicity Committee:

- a. (Ms. Carrie Williams will report on the Awards Program) Nominated by their peers and chosen by Fort Lee leaders, six DoD civilians were chosen for the Fall 2017 CWF Outstanding Civilian Service Award:

Susan Garling (USAG Fort Lee PAO)
 Tom Green (FMWR)
 Kara Luton (DCMA)
 Mike Norkus (CASCOM)
 Curtis Rice (Ordnance)

5. New Business

- a. A sample notebook with faux wood grain cover was passed around for council members to see. Discussion ensued about whether to purchase the notebooks to give to civilians. The CWF could insert a half page information paper with list of primaries and alternates, 2018 dates of CWF events, etc.

A motion was made to purchase 5,000 faux wood grain notebooks with CWF logo through a contract developed by Ms. Megan Green.

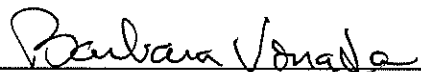
Motion passed.

- b. Possible activities to consider for 2018:

- Host a free summer bowling night (any night but Monday) at TenStrike Bowling Center
- Offer free summer archery lessons
- Rent Kona Ice truck and deliver free shaved ice to DoD civilians
- Deliver boxed lunch with cold cut sandwich, side and bottle water to each organization
- Buy civilian lunches at the Cardinal Club and TenStrike Bowling Center; advertise the event only on the CWF website and email a hint to civilians to check out the website for details on how to participate in a free CWF event

The meeting was adjourned at 3 p.m.

The next CWF Council meeting will be held Wednesday, January 24, 2018, at 2 p.m. in the TenStrike Bowling Center.



BARBARA VONADA
Civilian Welfare Fund
Chairperson

1/9/18

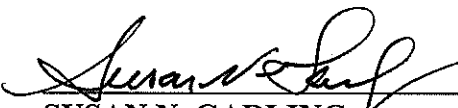
Date



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

11 JAN 18

Date



SUSAN N. GARLING
Civilian Welfare Fund
Manager

1/9/18

Date