

**Civilian Welfare Fund  
Council Meeting Minutes  
February 28, 2018 – 2 p.m.**

**Officers Present:**

Stacey Towns, Vice Chairman  
Susan Garling, Fund Manager  
Carrie Williams, Secretary

**Officers Absent:**

Barbara Vonada, Chairman

**Agencies Present:**

Kathy Milley, DeCA  
Nikki Greenwood, TC  
Holly Allman, MWR  
Sheilise Jordan, WMTD  
Traya Ransom, CASCOM  
Rosa Woodley, MEDDAC  
Adrienne Johnson, Ordnance  
Melissa Burgess, DCMA

Tammy Maberry, KAHC  
Catherine Gadsen, QMS  
Eunice Wooden, DMPO  
Brenda Pilkerton, Garrison  
Leslie Mayo, LESD  
Idian Hall, DENTAC  
Lesley Crutchfield, ALU

**The meeting was called to order at 2:00 p.m.**

1. Vice Chairman – Stacey Towns:

- a. Role of primary/alternate – “team work”.
- b. Former Assistant Fund Manager Megan Green has taken a new position.

A motion was made to elect Holly Allman to the position of Assistant Fund Manager.

***Motion passed.***

- c. Former Program Manager Regina Mead has had to step down. A motion was made to elect Nikki Greenwood to the position of Program Manager.

***Motion passed.***

2. Fund Manager – Susan Garling:

- a. Financial report distributed for signature; the current CWF total is \$139,595.13.
- b. A good number of Fort Lee DoD civilian lapel pins have been distributed; CWF has ordered more, and primaries and alternates will be responsible for distribution to their workforce.
- c. A review of current inventory will take place in the weeks ahead in preparation for staffing change and April IMCOM audit. Note: Inventory duties will be moved to Holly Allman, new Assistant Fund Manager. Beginning Tuesday, March 6, send all retirement gift requests to Ms. Allman.
- d. A call for Spring/Summer funds will go out March 1. Please submit your requests to Susan Garling by March 26. Note: Due to the current staffing shortage, once the request for funds has been submitted to IMCOM, no additional funds will be requested until Fall/Winter 2018. Receipts are due to Ms. Garling within 7 days of the event(s).

3. Monthly Commission Checks:

Monthly deposits from Commission Checks:

October \$3,673.41  
November \$3,560.55  
December \$2,781.21

4. Publicity Committee – Susan Garling:

- a. The spring 2018 CWF award program is underway, as reported by Carrie Williams. She is accepting nominations through Tuesday, March 6. In the fall 2017 program, Mr. John Hall, Deputy to the Commanding General, CASCOM, announced the winners via email following the award ceremony. His email announcement raised awareness of the program, and we hope it will increase the number of nominees in the current spring program.
- b. Susan Garling stated that the notebooks approved by the council (October 2017) will be ordered in the near future when storage is sorted and staffing transition takes place.
- c. Please continue to promote the CWF website to your workforce: [www.fortleecwf.com](http://www.fortleecwf.com).

**Old Business**

In October 2017, the council voted to add a third Free Chicken Sandwich Drive Thru to the 2018 CWF schedule.

A motion was made to host the first drive thru of 2018 on Wednesday, April 18.

*Motion passed.*

The two remaining drive thru events will be held in the fall.

**New Business**

1. CWF board members will meet with Lionel Campos, CASCOM, to discuss the CWF's role in civilian quality of life, and ways to incentivize participation on the council and in various volunteer opportunities to serve fellow civilians. Increased participation will enhance the CWF, enable it to serve civilians more effectively, and preserve the CWF for future generations of Fort Lee civilians. One incentive to explore is an SES letter to commanders of board members and an SES letter for supporting staff that could go into their personnel files.
2. The CWF has ample funds and is looking to spend money responsibly, in ways that will benefit of the large civilians population.
  - a. Increase Org Day funding. Current funding twice a year based on manpower numbers.

A motion was made to increase organization day funds.

*Motion passed.*

- b. Pizza Party in February (beginning in 2019). Amounts will be determined by manpower numbers. The CWF will provide the funds and each organization will plan and host their own pizza event and provide receipts to Ms. Garling for audit.

A motion was made to provide funds for individual pizza parties each year in February.

*Motion passed.*

- c. Ice Cream Social in July (beginning in 2018). Amounts will be determined by manpower numbers. The CWF will provide the funds and each organization will plan and host their own ice cream social event and provide receipts to Ms. Garling for audit.

A motion was made to provide funds for individual ice cream socials each year in July.

*Motion passed.*

- d. Additional ways to spend? Must be least time consuming with maximum participation of Fort Lee civilian workforce.

The meeting was adjourned at 3 p.m.

The next CWF Council meeting will be held Wednesday, April 25, 2018, at 2 p.m. in the Fort Lee EEO Conference Room.



**BARBARA VONADA**  
Civilian Welfare Fund  
Chairperson

*22 March 2018*

Date



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

*29 March 18*

Date



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

*23 March 2018*

Date