

**Civilian Welfare Fund
Council Meeting Minutes
October 24, 2018 – 2 p.m.**

Officers Present:

Barbara Vonada, Chairman
Stacey Townes, Vice Chairman
Susan Garling, Fund Manager
Holly Allman, Assistant Fund Manager
Carrie Williams, Secretary

Officers Absent:

Nikki Schrinel, Program Manager

Agencies Present:

Kathy Milley, DeCA HQ
Traya Ransom, CASCOM
Kyerra Leonard, CASCOM
Lesley Crutchfield, ALU

Tamika Banks, DCMA
Adrienne Johnson, Ordnance School
Terri Walker, NEC-Lee
Michael Rainy, TRAC-Lee

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

Comments from Chairman Barbara Vonada –

1. The recent Chicken Sandwich Drive-Thru, September 20, was a great success. POCs Kim Castle and Buddy Mayo led in planning and executing at TEN STRIKE Bowling Alley. Many thanks to all of the volunteers who showed up to assist in distributing 600 meals.

Reports

Fund Manager – Susan Garling:

1. FINANCIAL

Current CWF fund total: \$138,635

2. FALL FUNDS

UPDATE: DFAS is now requiring that checks be made out to the primary. Primaries will sign for their checks from the Fund Manager and cash them at Wells Fargo in Hopewell or Colonial Heights. There will be only one payout each year for civilian events, which must be held from October through December. Receipts and/or unspent funds will be submitted to Susan Garling at the end of December. If this presents a problem, please send Ms. Garling an explanatory email. Call for requests will go out September 1 with check pickup on or about October 1.

A motion was made to increase annual event funds to \$5 per person.

Motion carried.

3. FEBRUARY PIZZA PARTY

Funding request will be mailed December 4, 2018, and due back by year end. Call for funds for each agency/organization will take place the first week in January 2019 to allow time for primaries to pick up and cash their checks.

4. CWF CREDIT CARD

With the departure in August 2018 of the former CWF credit card holder, the CWF is currently unable to make purchases. Mr. Les Martin from Ordnance has agreed to take on this role, with Ms. Susan Garling as back up. The CWF does not yet have the card, because due to a contracting issue, there is a hold on all cards.

Assistant Fund Manager – Holly Allman:

1. INVENTORY

The IMCOM Audit on CWF inventory was submitted with a successful outcome.

A long-term contract (October 2018 – December 2019 with four yearly options to renew) to bring book fairs to DeCA HQ has been submitted to contracting.

Program Manager – Nikki Schrinel:

1. REVENUE

Monthly deposits from Commission Checks:

| | |
|------------------|------------|
| June | \$3,815.47 |
| July | \$4,630.08 |
| August | \$4,576.54 |
| Sept | \$5,067.96 |
| Monthly average: | \$4,522.51 |

Secretary – Carrie Williams:

1. FALL 2018 AWARDS

These seven DoD civilians will receive the award from Deputy to the Commanding General Mr. John Hall at CASCOM HQ, Wednesday, Nov. 7: Claudia B. Brickhouse, CASCOM G3/5/7; James W. Cooper, ALU; William T. Dial, DeCA HQ; Michael A. Parker, CASCOM G-1; Courtney S. Varner, PMO; Steven A. Vaughan, Ord School; and Larry Watson, ALU.

The Spring 2019 award program will kick off in mid-January, and nominations will be submitted through official CWF email at email@fortleecwf.com.

Publicity Committee – Susan Garling:

No report.

Vending Committee – Brenda Pilkerton:

No report.

Old Business – Barbara Vonada

The CWF team recognition proposal is still being worked by the board with the goal of bringing it before the council during the April 2019 meeting.

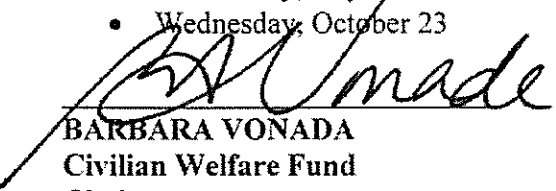
New Business – Barbara Vonada

Submit your ideas on ways to support civilians via email to any member of the board or to the CWF email inbox at email@fortleecwf.com. Ideas should offer biggest participation of Fort Lee civilian workforce with the least amount of work on council and board members.

The next CWF council meeting is Wednesday, January 23, at 2 p.m., in the Fort Lee EEO Office Conference Room.

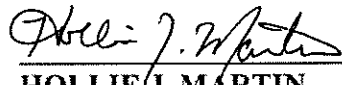
Remaining 2019 CWF Council Meetings:

- Wednesday, April 24
- Wednesday, July 24
- Wednesday, October 23



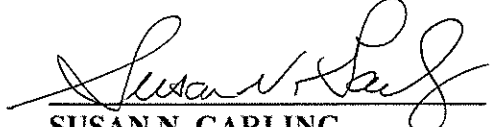
BARBARA VONADA
 Civilian Welfare Fund
 Chairperson

10 January 2019
 Date



HOLLIE J. MARTIN
 Colonel, U.S. Army
 Garrison Commander

23 January 2019
 Date



SUSAN N. GARLING
 Civilian Welfare Fund
 Manager

16 Jan 2019
 Date