

**Civilian Welfare Fund
Council Meeting Minutes
January 23, 2019 – 2 p.m.**

Officers Present:

Barbara Vonada, Chairman
Susan Garling, Fund Manager
Holly Allman, Assistant Fund Manager
Nikki Schrinel, Program Manager
Carrie Williams, Secretary

Officers Absent:

Stacey Townes, Vice Chairman

Agencies Present:

Deborah Leach, Ordnance School
Kyerra Leonard, CASCOM
Traya Ransom, CASCOM
Doug Riney, USAF

Idian Hall, Bull Dental Clinic
Tina Avendano, Bull Dental Clinic
Michael Rainy, TRAC-Lee

The meeting was called to order at 2:05 p.m.

Comments from Chairman Barbara Vonada

1. The CWF has a lot of money, we voted to increase fall funds to \$5 a person, programs are coming together and are popular with Fort Lee civilians, we have a solid 2019 schedule, and it's thanks to our regular council members who turn up and support these programs. Thank you!
2. 2019 Schedule:
February – Pizza Party
March 5 – Fort Lee Civilian Award Nominations Due
April 11 – Free Chicken Sandwich Drive-Thru
September 1 – Fall Fund Requests
September TBD – Free Chicken Sandwich Drive-Thru

Reports

Fund Manager – Susan Garling:

1. Finance

Current CWF balance: \$134,388

2. Organization Funds

The CWF provides funding for organizational events once a year now – in the fall—and the amount is \$5 per person.

3. February Pizza Party

Agencies and organizations that expressed an interest in hosting a pizza party in February will be notified when checks are available for pickup.

4. Purchase Cards

The CWF is expecting the arrival of credit cards any day now. The Assistant Fund Manager may then proceed with reordering retirement gifts and flags for retirees with 40+ years of civilian service.

Assistant Fund Manager – Holly Allman:

1. Inventory

Retirement gift stock is good for the moment. Please remind your workforce of the availability of the five types of retirement gifts the CWF provides to civilian retirees. (Pewter Jefferson Cup, Mahogany Keepsake Box with custom Civilian Retiree medallion, Golf Putter in a Mahogany Box, Brass and Mahogany Clock and Mahogany Jewelry Box).

Flag can be given to retirees with 40+ years retrospectively for those who retired during the gap in credit card holder service.

2. Army Civilian Service Lapel Pins

More info to come regarding the distribution of Army Civilian Service Lapel Pins. This applies to appropriated and non-appropriated fund employees. Three different pins are offered:

Bronze – Given after 1 year of service
Silver – Given after 10 years of service
Gold – Given upon retirement

Program Manager – Nikki Schrinel:

1. Monthly deposits from Commission Checks:

NOV \$5,487.79

OCT \$7,299.28

SEP \$5,067.96

Monthly average: \$5,608 (former highest monthly average: \$4,500)

Secretary – Carrie Williams:

1. Spring 2019 Fort Lee Outstanding Civilian Service Award

The call for spring 2019 award nominations was distributed by email to all primaries and alternates this morning. Send nominations to Ms. Williams via the CWF email inbox at

email@fortleecwf.com by close of business Tuesday, March 5, 2019. A presentation date in April has yet to be determined.

2. Ms. Andrea McRuffin is now the primary for the Transportation School, and Mr. Bob Stanley is the alternate. Ms. Williams will distribute the revised 2019-2020 council member roster to all primaries and alternates.

Publicity Committee – Susan Garling:

Supporting new initiatives to come. No report at this time.

Vending Committee – Nikki Schrinel:

1. Former committee chair Ms. Brenda Pilkerton has left Fort Lee. Ms. Nicki Schrinel will take on this role.

Old Business – Barbara Vonada

1. The CWF team recognition proposal is temporarily on hold. The CWF board will revisit this topic in the fall.

New Business – Barbara Vonada/Susan Garling

1. CWF and FMWR partnership to offer CWF Experience

Ms. Allman will submit an email proposal to the CWF Board for each “experience” (trip or event) for consideration. Board approved trips/events will be branded a “CWF Experience.” CWF Board will approve full or partial payment for all civilians who participate. A cap may be needed per employee for higher priced experiences.

CWF is requesting the following from this FMWR partnership:

- a. Advertise CWF at civilian events: CWF-provided financial support to civilians to participate in select FMWR trips/events. For more information, call 804-734-7195.
- b. Advertise approved functions as “CWF Experience” through LeeKey, and FMWR TVs.
- c. If approved as a CWF Experience, allow three days for civilians to sign up before opening registration to all on and off post.
- d. Create and submit to Ms. Garling a TBA for each CWF experience for approval and payment.

A motion was made to pursue a CWF and FMWR partnership to offer paid or partially paid DoD civilian participation in “CWF Experiences.”

Vote carries

A motion was made to authorize the CWF Board to make decisions about potential CWF Experiences and funding.

Vote carries

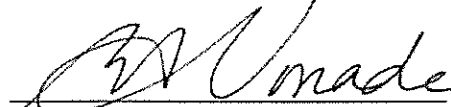
2. Submit your ideas on ways to support civilians via email to any member of the board or to the CWF email inbox at email@fortleecwf.com. **Ideas should offer biggest participation of Fort Lee civilian workforce with the least amount of work on council and board members.**

The meeting adjourned at 2:45 p.m.

The next CWF council meeting is Wednesday, April 24, at 2 p.m., in the Fort Lee EEO Office Conference Room.

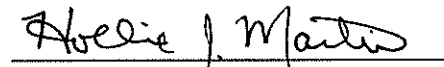
Remaining 2019 CWF Council Meetings:

- Wednesday, July 24
- Wednesday, October 23



BARBARA A. VONADA
Civilian Welfare Fund
Chairperson

29 January 2019
Date



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

8 Feb 2019
Date



SUSAN N. GARLING
Civilian Welfare Fund
Manager

2/1/19
Date