

**Civilian Welfare Fund
Council Meeting Minutes
April 24, 2019 – 2 p.m.**

Officers Present:

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

Officers Absent:

Nikki Schrinel, Program Manager

Agencies Present:

Kathy Milley, HQ DeCA
Elwanda Baugh, Garrison
Michael Rainy, TRAC-Lee
Teresa Walker, NEC-Lee
Victoria Williams, Fort Lee Commissary
Hector Jimenez-Jaiman, USAFMSA

Melinda Burgess, DMCA
Leslie Atkinson, MEDDAC
Sheilise Jordan, Ordnance School
Haryn Singleton, Fort Lee Commissary
Katrina Sams, QMS
Idian Hall, Bull Dental Clinic

The meeting was called to order at 2:03 p.m.

Comments from Chairman Barbara Vonada

1. Yesterday's (April 23) chicken sandwich drive-thru was a complete success, resulting in 22 ICE comments. Thank you to Kim Castle and Buddy Mayo for coordinating and organizing this event, and to the 15 volunteers who came out to support. Photos are posted to the CWF Facebook page. We will try to get Mr. Hall or Mr. Campos to volunteer at the next drive-thru in September. We'll add napkins to the bag lunches, and Holly Allman is looking into replacing label stickers with a CWF logo stamp.

Comments from Vice Chairman Stacy Townes

1. CRITICAL for primaries and alternates: Please work together, supporting each other in the event someone is out or their work schedule is heavy.
2. Send out quarterly email to agency workforce and special emails (such as FREE chicken sandwich lunch, requesting funds, CWF experience, etc.)

Reports

Fund Manager – Susan Garling:

1. Finance
Current CWF balance: \$164,941

2. Fund Requests

Critical that receipts be submitted by deadline for DFAS. One agency being late can stop the process for all agencies to receive funds for next event. No spring events, however, fund requests will resume in the fall at \$5 a head.

3. CWF Credit Card

Sheilise Jordan is expected to get her credit card any day. Immediate payments needed:

- Retirement clocks have been ordered and are awaiting payment and pickup
- Frames for Outstanding Civilian Service Award
- Bags for drive-thru (300 left)

Assistant Fund Manager – Holly Allman:

Inventory

Ten retirees in March.

Putter in Box – 17 on hand

Jewelry Box – 30 on hand

Program Manager – Nikki Schrinel:

Monthly deposits from Commission Checks:

JAN \$5,165

FEB \$1,466

MAR \$8,082

Total: \$14,713

Monthly average: \$4,904

Secretary – Carrie Williams:

Spring 2019 Fort Lee Outstanding Civilian Service Award

Mr. Hall to present the awards in CASCOM's JMR on April 30, at 9 a.m. Recipients are:

Alberta Eddy, HQ DeCA

Wilhelm "Bill" Neshelaar, CASCOM

Michael Brown, Ordnance

Holly Allman, FMWR

Dale Blake, USAF

Patricia Eason, Garrison DPW.

Look for a call for fall 2019 award nominations to arrive in your email inbox around mid-July.

Publicity Committee – Susan Garling:

Susan Garling and Holly Allman are producing a generic CWF flyer to be used for all CWF Experience – advertising free events 6 months out. Susan has presented to the board a CWF Experience policy which will aid in the future marketing/advertising of this new initiative. (Approved by board)

Vending Committee – Nikki Schrinel:

If you have any vending machine issues, please contact Nicki Schrinel at (804) 734-1017.

Old Business – Barbara Vonada

1. CWF Team Recognition (Susan Garling): Passed out a criteria sheet for council members to review.

A motion was made to stand up the CWF Team Recognition Program with the first review of nominees in September.

Vote carries

2. CWF Experience (Holly Allman): CWF and MMWR partnership is working well. Thirty (30) civilians took part in the first CWF Experience. Excellent opportunity for civilians to share team building experiences.
3. CWF Notebooks: Will purchase 200 in the future at \$3.80 each and sell just above cost (\$5).

New Business – Barbara Vonada

1. Annual CWF Kickoff Initiative– October TBD: Lunch at Liberty Chapel provided to the first 200 civilians who sign up, with catering by TenStrike Bowling Center. Mr. Hall will be invited to present awards to deserving civilians supporting the CWF:
 - Buddy Mayo and Kim Castle – Drive-thru
 - Kathy Martin, Al Williams, Debra Johnson, Janice Bruton and Sheilise Jordan – Financial Team
 - All agency primaries and alternates

A motion was made to host an annual CWF Kickoff with catered lunch in October – date TBD.

Vote carries

Suggestion was made to expand the annual kickoff to a week of activities, including food and beverage events. CWF Board to research and plan.

2. Thank You Initiatives: In early December, purchase popcorn tins for distribution to those agencies and organizations that deserve thanks for their support during the year. TABLED to next meeting.
3. Army Humanitarian Award: Department of the Army Award—CWF Board Members will assist in submitting paperwork for deserving civilians.


4. Pizza Party: Now Lunch at the Office (March 2020).
5. 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 3 p.m.

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

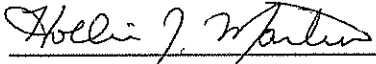
Remaining 2019 CWF Council Meeting:

- Wednesday, October 23



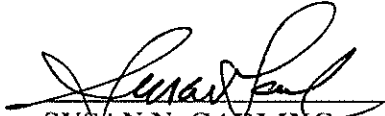
BARBARA VONADA
Civilian Welfare Fund
Chairperson

21 June 2019
Date



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

25 June 2019
Date



SUSAN N. GARLING
Civilian Welfare Fund
Manager

21 June 19
Date