

**Civilian Welfare Fund
Council Meeting Minutes
January 22, 2020 – 2 p.m.**

Officers Present:

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

Officers Absent:

Stacey Townes, Vice Chairman

Agencies Present:

Jennifer Childs, DCMA
Shanice Eastland, DCMA
Tammy Mayberry, MEDDAC
Lesley Atkinson, MEDDAC
Shelise Jordan, Ordnance School
Robin Doaty, USAF

Michael Rainy, TRAC-Lee
Idian Hall, Bull Dental Clinic
Deborah Leach, Ordnance
Lesley Crutchfield, ALU
Katrina Sams, QMS

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

Comments from Chairman Barbara Vonada

1. A DoD Civilian employee at a military installation in Georgia contacted the Fort Lee CWF and asked for information and guidance on how to establish a program like it. When searching “civilian welfare fund,” Fort Lee’s CWF program dominates the search results. Fort Lee’s CWF is apparently the only substantial program of its kind; kudos to council members who have helped make it such a success and one to be emulated.
2. Since its revival in 2013, the CWF has established multiple support programs that have become tremendously popular with civilians, including the Fort Lee Outstanding Civilian Service awards, the twice-a-year FREE chicken sandwich drive-thru, retiree gifts, biannual funds for organizational morale events, and CWF experiences. And, for the first time ever, CWF has an annual calendar, subject to a council vote, as a guide as we implement support for our fellow civilians.
3. As of right now, the new TEAM AWARD will be the only new initiative this year. The CWF will focus on refining the support programs already in place.

Reports

Fund Manager – Susan Garling:

1. Finance
Monthly deposits from Commission Checks:
OCT \$5,165
NOV \$1,466
DEC \$8,082
Total: \$14,713

2. Fund Requests
“Lunch in the Office” (February – March) fund requests due by Feb. 12. Receipts will be due 1 April to allow time and preparation for Spring/Summer requests.
3. Vending Report
If anyone has vending machine issues, contact Susan Garling at (804) 734-6893 or susan.n.garling.civ@mail.mil.

Assistant Fund Manager – Holly Allman:

Retirement Gift Requests

In 2019, a total of 166 retirement gifts were distributed across post.

Secretary – Carrie Williams:

Spring 2020 Fort Lee Outstanding Civilian Service Award

Call for nominations will go out Monday, Feb. 3.

Nomination will be due by COB Tuesday, Mar. 3.

Mr. Hall to present the awards in CASCOM’s JMR, April TBD.

Publicity Report – Susan Garling:

CWF is producing a new lapel pin for the Celebrating Civilians luncheon in October. It will have an American flag on a white background in the center surrounded by a black border emblazoned with the words, “Fort Lee Civilian.”

Old Business

1. CWF Team Recognition – Lead: Susan Garling. Susan provided award guidelines and nomination form for council review. The CWF will accept nominations throughout the year and board members will select the top-rated teams in March and September; teams will be notified of their FREE lunch at select restaurants (maximum of \$10 per person/no alcohol). Limit 20 civilians per team with a special project outside the scope of regular duties; nominated by supervisor/director. The number of teams chosen will depend on the amount of funds on-hand.
2. 2019 Recap:
 - a. CWF Experience – A success story for the CWF and FMWR. CWF experiences especially popular with civilians are the creative canvas classes, the holiday tacky light tour, and kayaking. The CWF plans to continue to explore this partnership in 2020, tweaking and refining processes as we move forward. Limit three CWF experiences per year for each civilian.

- b. Holiday Cheer – Lead: Susan Garling – The December 4 Holiday Cheer involved two trucks delivering coffee or hot chocolate, a cookie and a candy cane to civilians. Due to the issues with the AAFES vending, we are currently working to partner with Starbucks for 2020. Obtaining dependable, professional food truck vendors will be critical to the success of this CWF program going forward. This year the CWF is looking to offer three food truck distributions to civilians: Kona ice (July), fall pumpkin spice (September) and winter holiday cheer (December). Ms. Stacey Towns will begin overseeing the Food Truck events and coordinate 6 volunteers to serve as tour guides.
- c. Chicken Sandwich Drive Thru – Council members suggested that civilians bring one canned food item to donate during the spring drive thru and aluminum can(s) to recycle during the October drive thru. This offers Fort Lee civilians a means to give back to the community and help our environment. Ms. Atkinson agreed to research charitable organizations for Cans for Cash.
- d. Council members suggested a future event involving a barbecue sandwich, and recommended the board research the possibilities of partnering with Mission Barbecue or local restaurant Saucy’s.
- e. No change to retirement gifts, website or Facebook page. Encourage civilian workforce to check out these resources for the latest CWF information.

New Business

- 1. Civilians were ecstatic to find Chick-Fil-A providing FREE chicken sandwiches during the fall 2019 drive thru, and since Chick Fil A gave us a very reasonable price, under bidding all others, we will continue to partner with them for the 2020 drive thru events.
- 2. Celebrating Civilians Week - Celebrating Civilians week in October will include the popular Celebrating Civilians luncheon, the FREE Chick-Fil-A drive-thru lunch and a CWF creative canvas experience. Updates to this year’s Celebrating Civilian luncheon:
 - a. Date: October 20, 2020
 - b. Location: Lee Club
 - c. 300 civilians
 - d. CASCOM Deputy Mr. John Hall to present Director’s Cut awards to civilians – one nomination from each agency/organization director
 - i. \$5 admission via ticket purchase through primaries/alternate
 - ii. Ticket purchase will include the new Fort Lee Civilian lapel pin
 - iii. Set up a CWF “store” in Lee Room (with dessert tables) and sell the popular one-of-a-kind civilian lapel pins (\$4) and civilian notebooks (5) – all unique to Fort Lee civilians only.
- 3. CWF Experiences partnership with FMWR – refine tracking methods to ensure equitable agency participation, identify trends and address any misuse.
- 4. Council vote on draft 2020 calendar:

A motion was made to make the 2020 calendar an official CWF working document.

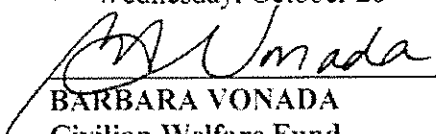
Motion passed.

The meeting adjourned at 3:05 p.m.

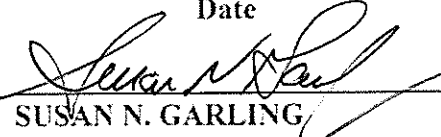
The next CWF council meeting is Wednesday, April 22, at 2 p.m., in the Fort Lee EEO Office Conference Room.

Remaining 2020 CWF Council Meetings:

- Wednesday, July 22
- Wednesday, October 28

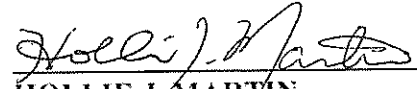


BARBARA VONADA
Civilian Welfare Fund
Chairperson

Date


SUSAN N. GARLING
Civilian Welfare Fund
Manager

Date



HOLLIE J. MARTIN
Colonel, U.S. Army
Garrison Commander
20200228

Date