

DMOSC BOARD AGENDA - August 15, 2019

- **Call Meeting to order** at 10:10. Present for the meeting are April Golden, Gayle Allred, Amy Marsh, Jane Herron, Martha Chinnock, Jody Fisher, Jenny Fisher, Kassia Finkler, Amy Waring, and Jackie Green
- **Welcome to all Advisors/Board Members**
 - Senior Advisor – Vicki Croft
 - Advisor - Leigh Ann Hogan
- **Executive Board Reports**
 - President- April Golden -as written
 - Vice President- Gayle Allred -as written
 - Parliamentarian- Jackie Green -as written
 - Secretary- Amy Marsh -as written
 - Treasurer- Jody Fisher -as written
- **Committees**
 - Charitable- Jennifer Fisher -no report
 - Publicity (Marketing & Administration)- Martha Chinnock
 - Publicity role: not just advertising. Also marketing and admin, webmaster. Design flyers, social media.
 - Retired Spouses- Jane Herron -no report
 - Membership - Kassia Finkler -no report
 - Membership form just needs photo release
 - Scholarships- Susan Oakley -not present
 - Programs- Amy Waring -as written
 - Proposed schedule. Starred dates are dates NOT on the 3rd Thursday of the month.
 - October's social will include spouses as well.
 - December social: wanting to do a charitable social with 1st Shirts in lieu of the charitable requests they put in. Details of how request is submitted should be worked with charitable and treasurer
 - Invite ESA to one of our guest speaker events
 - Thrift Shop- Jane Herron -no report
 - Reservations - Open -no report
- **Old Business**
 - Approval of June Minutes
 - Jody makes a motion to approve the May board meeting minutes and Jane seconds. All in favor and the motion passes unanimously.
 - Storage Closet
 - Storage unit on thrift shop property is a no-go
 - We only need to store historical documents, we can put a small locking cabinet in closet of thrift shop. Doors will be installed as well.

- Concern: What if ESA wants storage as well? The area is plenty large for both clubs. Only requirement is their own locking cabinet, as the closet itself is not locking.
- Next step: purchase cabinet, work day to clear out current storage, sort through it at Gayle's house, get rid of anything not needed (donate to thrift shop or consign items and put earning to charitable/social). Another option is to sell at a social for ways & means.
- Thrift Shop position concern: is there enough space?
- We can only access during thrift shop hours, which is no issue.
- President said we will move forward with this, waiting to vote.
- **New Business**
 - Charitable Request
 - Boys and Girls Club of Tucson requested \$1k for "passport to men clubhouse"
 - Executive board approved \$300
 - Jody moves to pass request, Martha seconds. Discussion: Requested \$1k, we will give \$300 but they can request more later. Passed unanimously
 - Del Webb at Rancho Del Lago requested any amount for postage for care packages/cards to deployed service members.
 - Give \$200 to them. Jody moves to pass request, Gayle seconds.
 - Discussion: Is it a personal thing that she is doing and partnering with them to help her?
 - Not passed, to abstain from voting and six no's.
 - Constitution and By-Laws
 - Executive board met, eliminated policies and procedures by combining with the by-laws. Basically updated to what OSC does/doesn't do now.
 - By-Laws:
 - Newly added table of contents. Financial guidelines are now in appendix.
 - Discussion: Keys to thrift shop/storage cabinet key; pg. 8 name change of Publicity is still required;
 - Scholarship monies #2 deadline for submissions should state "students who have already been approved".
 - Document manager says "only executive board members". Will be cleaned up more.
 - Also with scholarships, if sponsor PCS while the student finishes school year in original place. We have to draw a line in the by-laws, but we can address it case-by-case. Also to bring up: divorce situations. If we do this, we need to add a caveat to the website "if you have extreme circumstances, contact scholarship chair." Needed to add to by-laws for case-by-case situation. Students can only accept for one OSC or Spouses' Club at a time

(this will also be discussed with scholarship chair to be covered in all aspects)

- Reference under secretary 3D for mirage, still need to tweak some things.
- Constitution: Grammar corrections, (ie “honorary”)
- VOTING:
 - Constitution: Jane makes the motion made to accept the Constitution with the changes as amended. Jody seconds.
 - By-Laws: Gayle makes the motion made to accept the bylaws with the changes as discussed today. Kassia seconds. After discussion, unanimously opposed.
 - Appendix: job descriptions and financial guidelines. We need to state in the by-laws that there is no voting needed to change appendix.
 - Gayle motions to amend first motion, Jody seconds to amend that motion. Unanimously passed.
- Pop On Over Marketing.
 - April explained that she had authorized the purchase of marketing materials (printed card and microwave popcorn) to be handed out at Right Start and other welcome events without realizing there was no budget line item for it. Martha had turned in receipts for <\$40 to be reimbursed and an approximate \$40 additional is projected to be needed. In order to complete the marketing idea for the rest of the year, Jody motioned to spend \$100 of unbudgeted Social funds on "Outreach", Gayle seconded. All in favor.
- Google Training
 - G-Suites is now under a private org
 - NEW email addresses (@dmosc.org): senior advisor, advisor, sec, treasurer, retired spouses, thrift shop, reservations
 - Gayle explained how each chair will align folders, per year, so all accounts are organized similarly. Executive boards will have extra foldersGoverning Documents in every position’s drive (bylaw, consit., job desc.)
 - Board Year: Board Reports, Expense Reports
 - Board Reports: new sub-folder titled “Board Minutes” to store previous month’s minutes
 - Members were shown how to access Google drive via google.com, logging into via the icon on the upper right hand corner and how to toggle between more than one gmail account
 - Shown how to access and share Google drives via “apps icon” (3 rows of 3 dots). Martha showed how to share docs with different privacy settings.
- Google Calendar

- Martha discussed that the Google Calendar can be added to our phones so that we can sync up to OSC events. Apps are slightly different between phones and other devices.
- Publicity name change to Marketing & Administration
 - April noted that Publicity's name will be changed specifically to "Marketing & Administration". The position, while handling publicity notices for Evite and Facebook, also spends a great amount of time in administrative work on the website and with board emails. To be transparent for any future OSC member who might take up the position, the name is being updated and the job description will be revised. April mentioned that this position, at other bases, does exist as two positions: one Marketing and the other Administration. Martha did request that the Bylaws be updated with these changes as well.
- Sign up for Right Start
 - Pas sheet around, volunteer for an hour, encourage people to sign up and give info to spouse. April and Gayle already met several potential members
- Sign up for Soaring Heights Night Out
 - Oct 3rd, will be at the community center from 3:30-6. Free for us to advertise our organization and what we do.
- Job Descriptions due by August 30th
 - Every position needs to review and fix job description if necessary, especially with google docs. Send to Jackie after completed.
 - Updated job descriptions will be added to Bylaws before submitted to FSS Private Orgs.
 - Job descriptions need little detail, but timeline descriptions can be reserved for binders.
- **Advisor's Comments**
 - Vicki Croft- Vicki spoke congratulations on the vast amount of work that April, Gayle, and Jackie have put into the governing documents
 - Leigh Ann Hogan- Leigh Ann thanked the board for the Google tutorial that has never been explained before with other groups.
- **Announcements**
 - Next meeting September 12, 2019 @ Dove Chapel 9:30 Executive Board 10:00 Governing Board
 - Next Social August 29th @ 10:30 @ Davis-Monthan Lanes
 - September Social September 19th Location TBA
 - **Adjourn** at 12:30 pm

Vice President Board Report August:

Activities since last board meeting:

- Multiple meetings with President and Parliamentarian concerning Constitution, By-Laws and Policy and Procedure updates
- Checked post office box
- Met with incoming Secretary and handed over binder and Post Office Box key
- Met with incoming Membership Chair and handed over binder
- Met with incoming Programs Chair and handed over binder
- Met with incoming Charitable Chair and Treasurer and handed over Charitable binder
- Attended Executive Board meeting
- Answered various emails and phone calls concerning DMOSC
- Updated DMOSC Organization Chart

Upcoming Activities:

- Continue to work with President on upcoming board year
- Attend August Social

Expenses:

Respectfully submitted by:

Gayle Allred

Parliamentarian Board Report

August 15, 2019

Activities Since Last Board Meeting:

1. Attended several meetings in June, July and August with President and Vice President to consolidate, condense and update the DMOSC Policies & Procedures into the DMOSC By-Laws,

as well as update the DMOSC Constitution.

2. Met with the private organization coordinator to become acquainted, and receive contact and deadline information.

3. Re-familiarized myself with parliamentary procedures and typing up documents (it's been six years since I've served on a board in any capacity!)

4. Worked as a volunteer at the Thrift Shop weekly.

5. Attended the Thrift Shop council meeting as the volunteer representative.

Upcoming Activities:

1. Continue to work on updating/consolidation of Policies & Procedures, By-Laws, and Constitution.

2. Update all current board member job descriptions to add to By-Laws appendices.

3. Post above documents to general membership, then submit to private org and legal for approval.

Expenses: None

Respectfully Submitted,

Jackie Green

Secretary Board Report August 2019:

Activities since last board meeting:

1. Received Board Reports from VP, Parliamentarian, Treasurer, Scholarships, and Publicity
2. Updated previous month's meeting minutes
3. Received Mail Log from VP and distributed mail accordingly

- a. 5/30/19 – Received Cox Cable bill for thrift shop in the amount of \$126.32 for the month of May. Gave to Cathy. Received ck#27524 for \$5,939.13 from Thrift Shop. Will hand deliver to Jody. Received Del Webb at Rancho Del Lago HOA charitable request will give to charitable chair. Received thank you notes from MAM (Military Assistance Mission) and Literacy Connects will pass around at the June board meeting.
- b. 6/20/19 Received Thrift Shop ck and gave to Jody Fisher. Received IRS docs gave to Jody Fisher. Received documentation from scholarship recipient and notified scholarship chair.
- c. 6/25/19 - Received Cox Cable bill for Thrift Shop gave to Cathy. Received envelope from Teresa McNamara for Thrift Shop ch, gave to Cathy. Received EODWF thank you note, pass around at August meeting.
- d. 7/10/19 Received Air Force Aid Society annual report will pass around at August meeting.
- e. 7/18/19 Received pamphlet from EOD with give to Charitable Chair.
- f. 7/28/19 Received 2 tickets to Freedom Breakfast in September from MAM (Military Assistance Mission). Will give to President.

4. Mailed scholarship checks to recipients

Upcoming Activities:

1. Pick up mail and distribute
2. Update board meeting minutes

Expenses:

1. Spent \$3.25 on envelopes

Respectfully submitted by:

Amy Marsh

Treasurer Board Report August 2019:

Activities since last board meeting:

- Met with auditor to drop off 2018-2019 books, discussed tax filing suggestions.
- Purchased supplies and created 2019-2020 books
- Prepared Job Description suggestions for Bylaws Committee
- Replied to Policies and Procedures inquiries for Bylaws Committee
- Met with Vice President to collect Thrift Shop checks and deposited

-Received 2018-2019 scholarship packets from Scholarship Chair, prepared checks, and delivered to Secretary for mailing.

-Sent tax filing info to President and discussed filing

-Prepared June and July Financials for board meeting

-Contacted bank regarding deposit discrepancy on July Statement

-Volunteered at the Thrift Shop

Upcoming Activities:

-Will withdraw funds and prepare cash box for August social

-Will collect dues and deposit

-Will work with Parliamentarian to purchase dishonesty bond insurance for the year

-Will work with Secretary to pay for post office box for the year

-Will attend the August social

Expenses:

-Office supplies (June) = \$52.01

Respectfully submitted by:

Jody Fisher

Publicity/Marketing and Administration Board Report August 2019:

Activities since last board meeting:

1. Gathered the Publicity Binder and researched contents.
2. Went through email account and google drive.
3. Made site map for new website.
4. Started designing new site.

5. Purchased dmosc.org for three more years.
6. Changed hosting companies for the website for more flexibility.
7. Applied for and secured the Non-Profit G-Suite Account.
8. Met with April and Gayle to review new website and marketing plan.
9. Updated Popcorn Signs as marketing materials.
10. Began work on other marketing materials.

Upcoming Activities:

1. Finish website and launch.
2. Finish establishing all new G-Suite capabilities.
3. Finish marketing materials, and establish guidelines for all further collateral.
4. Finish publicity for August 29th Social and promote.
5. Work on updating Facebook Accounts and adding instagram.
6. Volunteer at the thrift shop.
7. Attend August Social.

Expenses:

Website Hosting - \$120 for the year

Domain Purchase - \$36 for three years

Respectfully submitted by:

Martha Chinnock

Scholarships Board Report MONTH: July/August

Activities since last board meeting:

Continuous monitoring of scholarships email

Update job description

Prepared multiple scholarships packages to be submitted to the treasurer

Emailed scholarship recipients monthly to submit paperwork

Upcoming Activities:

Recruit members to scholarship committee- including advisor

Update applications

Prepare scholarship packages as submitted

Expenses:

none

Respectfully submitted by:

Susan Oakley

Respectfully submitted,
DMOSC Recording Secretary

Amy Marsh

DMOSC President

April Golden