

DMOSC GOVERNING BOARD AGENDA -December 5, 2019

- **Call Meeting to order** at 9:41 am
- **Welcome to all Advisors/Board Members** all in attendance: Vicki Croft, April Golden, Gayle Allred, Jackie Green, Amy Marsh, Jody Fisher, Jennifer Fisher, Beth Bortree, Marth Chinnock, and Kassia Finkler
 - **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
- **Board of Governors**
 - **Marketing & Administration**: Martha Chinnock - as written
 - **Retired Spouses**- Jane Herron - no report
 - **Membership**- Kassia Finkler - as written
 - **Scholarships**- Susan Oakley -no report
 - **Programs**- Beth Bortree - no report
 - **Thrift Shop**- Jane Herron -no report
 - **Reservations**- Open - no report
 - **Committees**
 - **Charitable**: Jennifer Fisher
 - *Donation Request Received: Yellow Ribbon Box*

*Requesting a \$500.00 donation Yellow Ribbon Box care packages sent to military spouses across the country - including our own installation. The goal of the care package is to send strength to military spouses during their member's absence (i.e. deployment or extended TDY). Care packages are filled with items from military spouse and veteran owned businesses in order to help promote their businesses and increase sales. The funds will be used to fill, pack, and ship Yellow Ribbon Box care packages to military spouses at DM as well as other military installations across the country. This donation will help fulfill our first round of care packages by January 2020. *Helps 100+ military and veteran owned businesses (5 items per box) 100% of the individuals who benefit are military spouses, members, veterans, and their families. **Recommendation: I recommend \$500.00 to Yellow Ribbon Box***

**New Info: Mrs. Jones will reach out to Airman & Family Readiness Centers and/or other base helping agencies to see if they have their own programs for spouses dealing with deployments. She is basically wanting these agencies to nominate spouses during these hardship times and consider focusing on spouses after a major life event (e.g. birth of a child). The first boxes will be focused on Air Force spouses because of the initial connections Mrs. Jones has. I am waiting on her reply from an email I sent to see if she can give a letter of support from a base agency where she currently is stationed at.*

- *Yellow Ribbon box was voted down from executive board, as they need a bit more of a plan developed*

- *Donation Request Received: Literacy Connects*
*Literacy Connects requests \$1,000 in support to help provide the life-changing gift of literacy to approximately 1,500 students in Pima County this school year (2019-2020). Specifically, funds will be used to purchase high-interest, popular books for students in our Reading Seed program. Reading Seed partners with elementary schools to provide children reading below grade level with one-to-one volunteer reading coaches. The goal is to get children reading at grade level by fourth grade, a critical time when curriculum shifts from “learn to read” to “read to learn.” Children who receive services exhibit a 30% greater rate of growth in their reading skills than those who do not, thereby closing the achievement gap. Your support would enable the purchase of approximately 250 desperately needed, high-quality books to be used to engage reluctant readers.*Percentage of military or military members helped: unknown*
 - *We have supported them in the past, they are requesting \$1k, we donated \$400 last year. This will be used to purchase books. Executive board recommended \$400 to be given. Jody moves to give \$400 to literacy connects, Beth seconds. Discussion: Martha, why only \$400? Jody said it is because most requests come in at the end of the year. They can always request more later one. Passes unanimously.*

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- **Old Business**

- Gift Wrap ○ Gift wrapping: not dec 8, but we will do dec 13 and 24th gift wrapping. Gayle will do a sign up genius and will send to martha to post.
- *Donation Request Received: Yellow Ribbon Box*
- Right Start
- **New Business**
 - Vote on November Executive board minutes: Gayle makes motion to approve nov minutes as written, jody seconds. Will send them out today. November min overview: only thing addresses was midyear review and jody explained. It passed. Discussed thrift shop potluck, tabled a charitable request for this month, all reports as written, minutes were passed, discussed PO Box writing a procedure for thrift shop, thrift shop needed volunteers. Gift wrap was waiting for approval.
 - Thrift Shop closed - December 19th thru January 4th
 - Beth requested to move RSVP date from Monday to Friday before events.
- **Advisor's Comments** - Scholarships discussion Dec 19 at 11 am. Committee should meet before the discussion. And thank you to everyone for what you are doing.
- **Announcements**
 - Next meeting January 9th Executive board @ 9:00am Governing board @ 9:30am to be held at Dove Chapel
 - Next social December 12th @11:30am at Gayle Allred's
- **Adjourn** at 10:04 am

Board Reports:

President Board Report Dec 2019

Activities accomplished:

Attended the DMOSC Executive Board meeting
 Attended the DMOSC Board meeting
 Attend the mid-year budget review
 Attended the DMOSC November program
 Helped coordinate DMAFB Right Start representative from the DMOSC.
 Talked to various DMOSC board members pertaining to their position
 Solicited for a Reservation and Ways & Means Chair
 Attended various meetings for the DMOSC
 Answered various emails, texts and phone calls related to DMOSC
 Support DMOSC Executive Board Members, General Board Members and all other members

Future activities:

Support DMOSC Executive Board Members, General Board Members and all other members

Attend the DMOSC Executive and BoG Board Meeting Thursday, January 9 th .

Attend DMOSC December Program

Look into volunteering at the DM Thrift Shop

Answer various emails, texts and phone calls related to DMOSC

Volunteer hours: 25

Respectfully submitted by:

April Golden

Vice President Board Report December:

Activities since last board meeting:

- Answered various emails
- Formatted various documents for DMOSC
- Took minutes for the November board meeting

Upcoming Activities

- Continue to support various chair positions as needed
- Move DMOSC items from Community Center warehouse to storage unit
- Inventory storage unit and create sign in sheet

Expenses:

Respectfully submitted by:

Gayle Allred

Parliamentarian Board Report

December 5, 2019

Activities Since Last Board Meeting:

1. Attended both executive and regular board meetings in November.
2. Attended Thrift Shop Council meeting on November 18 as the Volunteer Rep.
3. Sent out email to sub club- Lunch Bunch members that Lunch Bunch will be on hold until January due to the holidays, and personal reasons.
4. Worked as a volunteer at the Thrift Shop weekly.

Upcoming Activities:

1. Will contact Private Org again to inquire about status of Constitution and By-Laws.
2. Will attend the December function, and the Thrift Shop holiday party.
3. Will submit fundraiser request form for BX Gift Wrap fundraiser to FSS.
4. Will volunteer at BX Gift Wrap fundraiser for both ROSC and DMOSC.
5. Will continue volunteering at Thrift Shop weekly.

Expenses: None

Respectfully Submitted,
Jackie Green

Secretary Board Report December 2019:

Activities since last board meeting:

Received Board Reports from President, VP, Parliamentarian, Treasurer, Membership, and Marketing and Administration

Updated previous month's meeting minutes

Received Mail and distributed mail accordingly

11/01/19- \$25.50 to send Travelers' Insurance check on 11/01/2019. Tracking #EJ066905775US

11/07/19- Received: COX to DMTS, AF Village Magazine.

11/15/19- Received: IRS delivery receipt from DMTS, Air Force Villages for Charitable, Charity Ball to DMOSC (Thank you letter), Army Distaff Foundation to DMOSC President
Attend November social

Upcoming Activities:

Pick up mail and distribute accordingly

Update board meeting minutes

Expenses:

none

Respectfully submitted by:

Amy Marsh

Treasurer Board Report December:

Activities since last board meeting:

- Received and processed vouchers for Programs and Secretary
- Sent midyear budget proposals to Admin to be posted on website
- Corresponded with Secretary re bond insurance postage; paid
- Corresponded with new Programs re remaining budget for 2019-2020
- Left message and emailed Arnold Air Society POC re uncashed donation from 2018/2019. Spoke to previous POC via phone and received new contact info via email. Emailed new contact re uncashed donation
- Noted that new SSA-DM donation check was deposited
- Deposited Thrift Shop Income

- Prepared November Financials for board meeting
- Volunteered at the Thrift Shop

Upcoming Activities:

- Collect dues and deposit
- Update income and expense statements with new budget info after General Membership vote on midyear budget proposals at December Social
- Attend the December social
- Order checks in January

Social Cash Balance: \$2184.82

Charitable Cash Balance: \$23451.82

Expenses: None

Respectfully submitted by:

Jody Fisher

Membership Board Report December

Activities since last board meeting:

Update membership roster and name tags for socials.

Upcoming Activities:

Update membership roster as new members join.

Expenses:

none

Respectfully submitted by:

Kassia Finkler

Marketing & Administration Board Report for December:

Activities since last board meeting:

Updated website and facebook pages.

Created images and posts for December social.

Scheduled recurring posts for Volunteering at the Thrift Shop on our facebook page.

Attended November meeting and social.

Upcoming Activities:

Continue to update website, instagram facebook.

Establish guidelines for all further collateral.

Volunteer at the thrift shop.
Gather photos and history for website.
Confirm use of new emails for everyone.
Assist with other marketing materials.
Assist with scholarship marketing materials and promotion.

Expenses:

N/A

Respectfully submitted by:

MARTHA CHINNOCK