

DMOSC AGENDA - June 13, 2019

- **Call meeting to order** at 10:17 am. Present for the meeting are April Golden, Gayle Allred, Amy Marsh, Jame Herron, Martha Chinnock, Jody Fisher, Susan Oakley, Kassia Finkler, and Jackie Green
- **Welcome to all Advisors/Board Members**
 - Senior Advisor – Vicki Croft
 - Advisor - Leigh Ann Hogan
- **Executive Board Reports**
 - President- April Golden - no report
 - Vice President- Gayle Allred - as written
 - Parliamentarian- Jackie Green - no report
 - Secretary- Amy Marsh - no report
 - Treasurer- Jody Fisher - as written
- **Committees**
 - Membership - Kassia Finkler - as written
 - Publicity- Martha Chinnock - no report
 - Publicity needs any photos from last year
 - Board member photo this year for website
 - New logo needs to be implemented on the website, hopefully before August meeting
 - Photo release for membership roster
 - Retired Spouses- Jane Herron - as written
 - Charitable- no report
 - Charitable request from Del Webb Rancho Del Lago HOA, table it until further notice. Seeking charitable chair.
 - Charitable email forwarded to Vice President, MAM director thanks, would like to thank “in person” at the next social
 - Scholarships- Susan Oakley - as written
 - Programs- Amy Waring - as written
 - Thrift Shop- Jane Herron - as written
 - Thrift Shop profit was \$6,000 for last month, almost ¼ of budget!
 - Thrift Shop Counsel is meeting
 - Reservations - no report
- **Old Business**
 - Approval for May minutes- Jody makes a motion to approve the May board meeting minutes and Susan seconds. All in favor and motion passes.
- **New Business**
 - President expectations

- Board Expectations Document, transparency is key
- Resilience Training Exercise. Purpose: personalities, work with each other with transparency
- Google Doc training date
 - strongly encouraged for consistency within every board position.
- Board goals for upcoming year
 - Increase membership. We have low membership now, will discuss goals for increasing membership later. Possible ways to get our name out are trifold, membership drives at the thrift shop, dropping off info at squadrons, popcorn at the BX,
 - Storage unit
 - Enlisted Spouses' Club involvement
- First social date - stay tuned
- Organizational Chart
 - Constitution and bylaws determines layout
 - Update job descriptions according to the constitution and bylaws
 - Emails and passwords received among board members
 - Orgs with board changeovers are not aware of our sponsorships/donations. Let people know we are here!
- **Advisor's Comments** - no comment
- **Announcements** - no announcements
- **Adjourn** - 11:30 am

President Board Report June:

Vice President Board Report June:

Activities since last board meeting:

- Received binder and post office key from Secretary
- Checked post office box
- Met with incoming President about upcoming board year
- Purchased end of board year gift for outgoing President

Upcoming Activities:

- Work with President on upcoming board year
- Pass binder to incoming Secretary

Expenses:

Respectfully submitted by

Gayle Allred

Parliamentarian Board Report June:

Secretary Board Report June:

Treasurer Board Report June:

Activities since last board meeting:

- Processed submitted vouchers
- Arranged cash box for May social
- Attended May Social
- Coordinated with Secretary & Vice President regarding donation checks and Thrift Shop check
- Completed bank deposits; redeposited social cash
- Volunteered in Thrift Shop
- Updated financials
- Create End Of Year Financials for Private Orgs
- Create End of Year After Action report and submitted to President & Vice President
- Created Audit Notes for audit; delivered 2018-2019 books to Kelly Straube, Pink Abacus Bookkeeping for audit
- Created Scholarships Worksheet for 2019 payouts
- Scheduled meeting with Vantage West to get new signers on DM OSC accounts

Upcoming Activities:

- Create 2019-2020 binder
- Begin 2019 scholarship payouts

Cash Available as of 5/31/19:

- Social: \$2,185.51
- Charitable: \$21,703.26

Expenses:

- None

Respectfully submitted by:

Jody Fisher

Membership Board Report June:

Activities since last board meeting:

- Attended Social
- Handed off Membership binder to Kassia Finkler

Upcoming Activities:

- N/A

Expenses:

- N/A

Respectfully submitted by:

Kimberlee Richardson

Publicity Board Report June:

Charitable Board Report June:

Scholarship Board Report June:

2018-2019 Scholarships After Action Report

Susan Oakley, Scholarships Chair 2018-2020

The Month-by-Month Overview and the most recent Board Reports are the best tool for keeping on track and organized. The bulk of this position occurs in the months between December and April. Beyond that, checking and responding to emails and processing the paperwork for the winners to receive checks is all that there is to do the remaining months.

The Ventana Canyon Scholarship Committee worked very closely with the President, but I did not do much more than send invitations, thank you notes, and photographs of their recipients. The Military Appreciation Day in September is a required event.

Publicity-

- Work closely with the Publicity Chair and encourage OSC members to share about the scholarship program on their personal Facebook pages and within groups. The more times the flyer or advertisement is shared, the better.
- Airman and Family Readiness Center- Bonnie Scotto- She will share information with key spouses as well as other advertisement avenues on base. Bonnie is also a great resource for essay judges.
- Reach out to key spouses and 1st shirts. Many of the OSC members are key spouses and mentors, ask for help advertising
- The BX will post a large poster in the food court. Contact the manager for sizes and approval.
- A large poster in the Youth Center and the Thrift Shop are also good places to advertise
- The Chapel, MOPS, Fam Camp and the Retired Officers' Spouses Club are good places to reach out to potential applicants. We got positive responses from all these places. It is good to think outside the box when distributing flyers. Recruit members to help distribute.
- Email school counselors monthly and weekly leading up to the deadline. Be diligent in keeping up with the schools.

Applications-

- Check dates on each page!
- Add an eligibility bullet that states applicants have not previously received a scholarship from the DMOSC Scholarship.
- Applications should be updated and approved for distribution no later than December.

Application Processing/Blinding-

- This is a big job and will take a very dedicated and organized person to do well. Most applications are not received until the very last minute, so it is a lot of paperwork all at once. See the Blinding Report by Gayle Allred.

Application Scoring

- Prep work is key to making the scoring quick and efficient. I converted all GPAs, Test scores, and calculated honors and AP classes, and added up work, and community service hours. I also listed out each honor and award and gave them a tentative score to be discussed with the committee. The committee was then able to check math and discuss the more subjective parts of each application during the scoring. The committee was able to process all 30 applications in one evening. The binder has good information to use about this process.
- Essays are judged by three different judges and I tried to mix them up as well as I could. No judge had to score more than 10 essays. Each applicant submits 3 copies of the essay to distribute.
- Points lost or added- The application allows for penalties and extra points. These were decided on by committee vote after discussion. We gave the person who blinded the applications an opportunity to apply penalties if warranted. Usually for not following directions are requiring multiple follow up emails.

Banquet Planning and Prep

- Catering through Club Ironwood, finger sandwiches, fruit and veggie trays, chips and dips
- Cake and cupcakes
- Find someone who knows military protocol and check over names, titles, and seating arrangements.
- Ask the Base Commander to be keynote speaker or designate someone to speak- provide notes
- Party planning experience is very helpful for this part, recruit someone to help if it is not your strong suit.
- Create a slide show and program for the event, make a few extra copies for the Thrift Shop
- Name tags and Place cards are nice touches that make the event look special
- Consider having soft music during the down times and designate someone to push play- you will forget!
- Designate someone to run the slide show

- Flowers from Costco
- Write speech and practice!

Money Distribution-

- Award Acceptance- collect night of event
- Verification of Enrollment
- Letter to accompany check
- Voucher for DMOSC to pay out checks- Checks will be written in new fiscal year with new President and Treasurer, usually mid-June.

Programs Board Report June:

Thrift Shop Board Report June:

OSC Board Report June 13, 2019 Year End

Attached is the profit and loss statement through the month of April, 2019. Books close May 31st but waiting for bank statements and a review by the CPA.

ROSC Board Report June:

We are taking a summer break and will meet again on September 5, 2019. See ROSC on OSC website for menu and hostess for reservations.

Respectfully submitted,
Jane Herron

Reservations Board Report June:

Respectfully submitted,
Amy Marsh

DMOSC Recording Secretary

April Golden

DMOSC President