

DMOSC GOVERNING BOARD AGENDA November 14, 2019

- **Call Meeting to order: 9:36am**
- **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 - not present
 - **Treasurer**- Jody Fisher - as written
- **Committees**
 - **Charitable**: Jennifer Fisher - as written
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**

This request was tabled

- **Marketing & Administration**: Martha Chinnock - as written
- **Retired Spouses**- Jane Herron - as written
- **Membership**- Kassia Finkler - as written
- **Scholarships**- Susan Oakley - as written
- **Programs**- Amy Waring - as written
- **Thrift Shop**- Jane Herron - as written
- **Reservations**- Open
- **Old Business**

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- **New Business**
 - Vote for October Minutes - Jody Fisher motions to approve minutes, Martha 2nds. Passes unanimously
 - November midyear budget vote - Jody Fisher motions to approve budgets as written, Martha 2nds. Passes unanimously
 - PO Box ROE - Thrift Shop picked up DMOSC check by mistake Thrift Shop management released to Gayle Allred instead of mailing it again. Will write procedures to put in place in case it happens again in the future.
 - Thrift Shop closers - Thanksgiving week and December 18th thru January 4th
 - Right Start - need volunteers for this program
 - Scholarship - send applications to advisors to proof as well as board members.
 - Gift Wrap - ESA was waiting on legal approval in order to hold the lottery
- **Advisor's Comments**
- **Announcements**
 - Next meeting December 5th Executive board @ 9:00am Governing board @ 9:30am to be held at April Goldens
 - Next social November 21st @11:15am at Culinary Dropout
- **Adjourn : 10:00am**

President Board Report November 2019

Activities accomplished:

Attended the DMOSC Executive Board meeting

Attended the DMOSC Board meeting

Attend the National Night Out Soaring Heights

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, December 5th at April Golden's home: 3718 E Marble Peak PI

Attend DMOSC November 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 November 2019:

Activities since last board meeting:

- Answered various emails
- Attended Mid Year budget review
- Attended National Night Out

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 November 2019

Activities Since Last Board Meeting:

1. Attended both executive and regular board meetings in October.
2. Attended the Budget meeting on November 1.
3. Attended Right Start on October 23 as the DMOSC representative.
4. Contacted the private org coordinator to inquire about status of Constitution and By-Laws, still waiting for response from Legal.
5. Coordinated with Treasurer and Secretary to mail payment for Bond insurance.
6. Met with Vice President to make addition to Programs job description.
7. Organized sub club- Lunch Bunch at Opa's Best Greek Cuisine on October 24 with 4 in attendance.
8. 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 Thrift Shop Council meeting on November 18 as the Thrift Shop Volunteer representative.
3. Will continue volunteering at Thrift Shop weekly.

Expenses: None

**Respectfully Submitted,
Jackie Green**

Secretary Board Report October 2019:

Activities since last board meeting:

1. Received Board Reports from President, VP, Parliamentarian, Secretary, Treasurer, Marketing & Administration, Programs, and Membership
2. Attend Board Meeting and take notes
3. Updated previous month's meeting minutes
4. Picked up and distributed mail accordingly
 - a. 10/03/19- Received ribbon and thank you letter from Dogs on Deployment. Received DMTS profit and loss and check (#7831) for \$1,652.43. Therapeutic Riding of Tucson letter to Jennis Pickens. Return DMTS letter to ESA.
 - b. 10/09/19- Received Salvation Army Thanksgiving meal ticket request. Received U of Florida scholarship receipt for Christopher James.
 - c. 10/22/19- Received United Healthcare to Nancy Toomer (invitation to special event). Received Community Foundation Campus postcards.
 - d. 10/30/19- Received letter from Patricia Connolly to DMOSC Membership. Received from Literacy Connects to Kassia Finkler. Received from AZ Dept of Revenue USPS track # to DMTS. Received invoice for insurance from Traveler's Insurance to DMOSC, payment needed for \$364 by Nov 4. Received DMTS profit/loss and check (#7932) for \$2,381.51. Received DMTS to ESA return for wrong address. Received Liberty Mutual to DMTS. Received Drachman Insurance Services Renewal/Change of Address.
 - e. 10/31/19- Sent to Air Force Enlisted Village check #1058 for \$59.99. Sent to DM Top 3 check #1060 for \$500.00. Sent to USAF Charity Ball check #1059 for \$500.00. Sent to SSA-DM check #1057 for \$500.00. Sent to AFVCF check #1056 for \$500.00

Upcoming Activities:

1. Pick up mail and distribute
2. Update board meeting minutes
3. Attend November Social

Expenses:

1. None

Respectfully submitted by:

Amy Marsh

Treasurer Board Report November 2019:

Activities since last board meeting:

- Received and processed vouchers for Programs, Bond Insurance, Parliamentarian
- Collected Membership Dues
- Deposited Dues
- Emailed Programs re bill for September social; paid.
- Corresponded with Parliamentarian re bond insurance; paid
- Stopped check for 2017/2018 SSA-DM lost donation check
- Left messages for charities with uncashed donations from 2018/2019: UofA NROTC & Arnold Air Society
- Received email from SSA-DM principal that new donation check was received
- Prepared midyear budget proposals
- Attended Midyear budget review
- Prepared October Financials for board meeting
- Volunteered at the Thrift Shop

Upcoming Activities:

- Collect dues and deposit
- Post midyear budget proposal when passed by board
- Attend the November social
- Order checks in January

Social Cash Balance: \$2184.82

Charitable Cash Balance: \$23451.82 (Up \$1250 from last month. Unused scholarship funds (\$750) and stopped check from 2017-2018 (\$500) returned to cash balance

Expenses: None

Respectfully submitted by:

Jody Fisher

Marketing & Administration Board Report for November:

Activities since last board meeting:

1. Reinstated the instagram account!
2. Updated website and facebook pages.
3. Created images and posts for November social.

Upcoming Activities:

1. Continue to update website, instagram facebook.

2. Establish guidelines for all further collateral.
3. Volunteer at the thrift shop.
4. Gather photos and history for website.
5. Confirm use of new emails for everyone.
6. Assist with other marketing materials.

Expenses:

N/A

Respectfully submitted by:

MARTHA CHINNOCK

ROSC – BOARD REPORT – November 14, 2019

Activities since last board meeting

Was unable to attend November luncheon due to illness

Collection continues for The First Sargent's Drive

Upcoming activities

Christmas luncheon at Ventana Racquet Club- December 5, 2019

Expenses – None

Respectfully submitted:

Jane Herron

Scholarships Board Report November

Activities since last board meeting:

Continuous monitoring of Scholarships email account

Updated scholarship application for the 2020 Scholarship season- submitted draft to DMOSC board members to review and offer suggestions

Upcoming Activities:

Finalize all scholarship applications

Recruit members to Scholarship Committee

Update email list of school counselors and college counselors for Pima County schools

Prepare letters/emails to send to schools announcing the DMOSC Scholarship program

Develop a social media strategy with Marketing and Administration to promote Scholarship online.

Update publicity materials

Expenses:

None

Respectfully submitted by:
Susan Oakley

Programs Board Report November

Activities since last board meeting:

Scheduled Novembers social with Culinary Dropout. The theme will be "Friendsgiving"

Purchased door prizes for social.

Planned games for social.

Upcoming Activities:

Will schedule a handover meeting with Beth Bortree for the position for the remainder of the Year. I will gladly help where need be.

Expenses for Nov. Social: \$102.75

Expenses:

\$688.60 to date.

Respectfully submitted by:

Amy Waring

Thrift Shop – BOARD REPORT – November 14, 2019

Activities since last board meeting

Volunteered

Welcomed Vickie Jo Ryder as a regular volunteer

Upcoming activities:

Thrift Shop will be closed the week of Thanksgiving

Christmas break begins a closing of business on December 18, 2019

Shop will reopen on Saturday, January 4, 2020

Respectfully submitted:
Jane Herron

Respectfully submitted,
DMOSC Recording Secretary

Amy Marsh

DMOSC President

April Golden