

## VSC Board Meeting Minutes

August 2, 2011

- A. Meeting called to order by Missy Ewing at 7:09 pm.
- B. Present at the meeting: Missy Ewing, Brenda Lutton, Teresa Highley, Jennifer McIntyre, Crystal Ulat, Lisa Spencer, Denise Carrero, Ashley Thompson, Laurie Stevens, Constance Zatorski, Cindy Boltz, John Treutel, and Ellen Fidani.
- C. Introductions of all board members were made.
- D. Reading of the Minutes: The July minutes were not available to the board; they will be read at the September meeting.
- E. Reports:
  1. President: Met with Balfour Beatty; the VSC will submit the Form 400 for the Fall Festival since the proceeds will go to us. Form 400 currently at the JA office. Will meet with Cassie Ries (new Ways & Means Chair) to transition her in as the POC for this event. Was in communication with Col. Balts, Vice Wing Commander, Stacy Nelson, Balfour Beatty Community Manager, and Sally Galligan, AFRC. Been in communication with Mr. Kevin Huwe, Mission Support Group, regarding follow-up to the list of base suggestions submitted recently. Been in communication with Msgt. Mary Torrance, the POC for Cultural Heritage Awareness Day, scheduled for September 7 from 1100-1400 at the PCC. They are in search of a VSC representative for this event. Created a Programs login to the website to allow Programs chair to access the calendar and RSVP system, and gave Constance a tutorial of how the system worked. Made various other updates to the website. Created a basic Facebook duties guide & distributed it to our Communications Chair & Facebook Administrator. Went to the closet with Constance to rummage for needed items. Attended the mini-clubs meeting. Attended the SUP meeting, representing the VSC's need for a better storage location. We were granted permission to use Room 5 in Building 8339. Cleaned out several old president binders and have organized and redistributed information as necessary. Dawn Kirts volunteered to become our Member-At-Large; created a binder for her and conducted a changeover/job duties meeting. Represented the VSC at the first Vandenberg Community Connection Council (VCCC). Created a Power Point slide about our upcoming activities, capabilities & needs and gave a one minute briefing about the VSC. Attended the July monthly social. I have a key to our new storage location in building 8339; the new president will coordinate the move to the new space. We need to find volunteers able to lift and haul our filing cabinets and large shelving units to their new location.
  2. Parliamentarian: Reviewed Melissa Ewing's resignation. Noted that Constance Zatorski was nominated for VSC President at the General Membership meeting

held July 28<sup>th</sup>. No additional nominations were made. Changes to the constitution were also voted on and passed at the General Membership meeting held July 28<sup>th</sup>. Those changes will be submitted to the Private Organization monitor.

3. Operational Treasurer: Updated the board on the Directors and Officers (DNO) portion of the insurance policy quote. This portion is not covered by the initial insurance quote (including bonding, employee dishonesty, personal property, etc). Presented several options to the board in regards to cost and plans. Denise Carrero made a motion to accept the 3<sup>rd</sup> quote of DNO (\$500,000 limited liability and \$2500.00 deductible for a cost of \$1368.00/year). Constance Zatorski seconded the motion; all approved; motion passed.
  - i. Beginning Balance: \$5731.78
  - ii. Income: \$0
  - iii. Expenses: \$0
  - iv. Ending Balance: \$5731.78
4. Charitable Treasurer: No report
5. Recording Secretary: Attended the general membership meeting to take minutes. Briefed by Susan at the IG building on how to operate the projector system. The option to use this system is not feasible at this time as it requires a CAC card. Sent a copy of the June minutes to Lisa S. and Louise Brown (PO monitor).
6. Communications Chair: Updated Meet Your Board Page on website with new Board member information. Dawn German added as Facebook administrator, given Facebook Guidelines and orientation. Dawn is messaging new contacts with welcome membership information. Emails for VSC updated for 2011-2012 Board on Start Logic. July Event added to Website Events Calendar and posted on website. July Event information with proposed constitution, budget, and charitable information emailed to general membership on July 7<sup>th</sup>. Flyer for July event received from Programs, ordered and posted in 2 locations on base. May and June minutes posted on website. Mini-Club meeting information received from 1<sup>st</sup> VP emailed to general membership and posted on Facebook. I attended Mini-Club meeting. Updated Mini Club information for Singers, Book club, Bunco and Recipe on page on VSC website and updated forwards on Startlogic. Began an email for Golf mini club with the forward to Celi Colon. Will create website information section in mini club after amount of interest determined at the August function. Member at Large email created and forwarded to President on Start Logic. Special election email with application attachment form Parliamentarian sent to membership. Scholarship recipient information from Celi Colon posted on website. Mail obtained and dispensed. Email kept up to date. Job flyers forwarded to AFRC contact. Newsletter guidelines and procedure

developed with Celi Colon. All information for the newsletter is to be submitted to Celi Colon at colonmc@msn.com on before Wednesday at 8pm following the monthly board meeting. VSC Newsletter information sheet.

7. Member At Large: Attended Vandenberg Community Connection Council meeting on July 21, 2011 with Missy Ewing and Constance Zatorski.
8. 1<sup>st</sup> Vice President: Received alternative quotes for the photocopy machine Service & Supply Contract; quote alternatives are attached. The new rate becomes effective in Oct. Lisa Spencer made a motion to pay the quarterly option (\$26.70 per quarter). Teresa Highly seconded the motion; all approved; motion passed. Held a Mini-Club Chairperson 'check-In' meeting in July to determine who will be organizing and running our various VSC mini-clubs this year. I gave them all information on how to keep attendance records, send welcome notes to new prospective members, and provide VSC Membership Applications and Membership Information at each meeting. Asked them all to be prepared to set up and run Mini-Club tables at the Membership Drive in August. New mini-club chairperson (Courtney Carmean); need to inquire about the new Mom, Pops & Tots chair. Provided a rough outline of Off-Site talking-points for the Board to Kendra Kenyon, Ph.D., the founding principal of The Kenyon Group, Inc. Still awaiting her response and available dates. Alternatives for facilitators for this event were discussed. PCC responded to our concerns outlined in the meeting with several VSC Board Members and our PCC point of contact. Made 0% headway with any of the items on our list of topics. John has offered to set up a meeting with the director of the PCC (Melissa's Boss) and try to force the questions up the 'food chain', which he and I will attend. We have filled several vacant positions on the Board: Programs – Ashley Thompson (new member), Scholarships – Jen Burrell, and Ways and Means – Cassie Ries
9. Membership Chair: No report.
10. Programs Chair: Set up and attended VSC Ice Cream Social at BBCC; Spent \$43.04. Had a coloring contest with prizes. Met with Ashley Thompson who agreed to become the new Programs Chair. Welcome Luau (Membership Kickoff) will be August 25, 2011, 6:30 pm at Cocheo Park; free/family event. Have it reserved; heat lamps reserved. I need to know exactly how many tables I will need for the mini clubs and thrift shop. Hawaiian theme barbecue—catering from Zoe's Hawaiian Barbecue in Santa Maria; will meet with them next week. Possibly Hawaiian Dancers from Santa Maria, and piñata for kids. I will need help from the board for this function to set up and take down; I will have a signup sheet for other functions at the luau. Budgeting around \$1,500 to 2,000 for this function. Asked for suggestions from the board regarding advertizing for this and other VSC events. Scavenger Hunt, September 22, 6pm at BBCC, \$5.00 event. This will be a pizza (Domino's) and soda night. Will talk to Security Forces to do a safety briefing.

11. Ways & Means: No report.
  8. 2<sup>nd</sup> Vice President: No report.
  9. Auction Chair: No report.
  10. Scholarship/Welfare: No report.
  11. Thrift Shop Liaison: Inquired about whether the VSC considered other ways in which the VSC could contribute financially to the base and its members other than scholarships. Missy suggested this be tabled for another time.
- F. Reports of Special Committees: None
- G. Old Business:
- H. New Business: The board discussed and has elected to attempt paperless meetings. All reports will be sent to each board member ahead of time for review. Each member should keep a paper copy of their board report in their binder, along with an electronic copy.
- I. Advisor time: John T. noted that the Thrift Shop approved a \$500.00 donation to pay the membership dues for the first fifty E1-E5 spouses.
- J. Meeting Adjourned by Missy Ewing at 9:06 pm.