

VSC Board Meeting Minutes

July 5, 2011

- A. Meeting called to order by Missy Ewing at 7:08 pm.
- B. Present at the meeting: Missy Ewing, Brenda Lutton, Teresa Highley, Crystal Ulat, Lisa Spencer, Denise Carrero, Laurie Stevens, Constance Zatorski, Amber Laughton, Dawn Harmon, Jodi Coffey, Cindy Boltz, Christine Balts, Dawn German, Bill Johnson, John Treutel, and Ellen Fidani.
- C. Reading of the Minutes: The June minutes were read. Denise C. made a motion to approve the minutes as is; Lisa S. seconded the motion. All in favor; motion approved.
- D. Reports:
 1. President: Met with Stacy Nelson, Balfour Beatty Community Manager and Brandi Lytle, Lifeworks Coordinator, on June 10th to discuss how our two organizations can work together. They noted we can use their facility with stipulations (e.g. BB functions take priority, requests take 3 days to process and must be submitted 60 days in advance). We can include a flyer in their quarterly newsletter upon approval from them (1000 copies would be required by Aug. 20th if we wanted to make the Sept. newsletter). They approved the VSC using the grassy area of the community center for the Fall Festival (to be held on Sept. 24, 2011) pending Form 400 approval. Coordinated the dinner for the Tops In Blues performers and crew. We fed approx. 50 people, along with other community volunteers. Attended the first auction planning meeting of the year on Monday, June 13th at Dawn Harmon's house. Attended the VSC calendar meeting on Thursday, June 16th. CE facility request meeting has been postponed till Tuesday, July 12th. Due to some disparaging comments on our Facebook Group wall, John Treutel wrote a Facebook Appropriate Use Protocol, which I posted as a Group document. I deleted the inappropriate comments, addressed them with the writer, and notified Stacy Nelson. Compiled the list of base suggestions from the event/forum Lisa Spencer put together on Facebook and given lists to Col. Keith Balts, Vice Wing Commander, and Brandi Lytle, BBC LifeWorks Coordinator.
 2. Parliamentarian: No new business.
 3. Operational Treasurer: Received a quote from State Farm Insurance (attached). Filed Federal tax e-postcard Form n990 and California tax e-postcard From 199n for 2010.
 - i. Beginning Balance: \$5731.78
 - ii. Income: \$0
 - iii. Expenses: \$0

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- iv. Ending Balance: \$5731.78
4. Welfare Treasurer:
 - i. Beginning Balance: \$14953.71
 - ii. Income: \$0
 - iii. Expenses: \$810.25
 - iv. Ending Balance: \$14143.46
 5. Recording Secretary: Melody turned over additional materials belonging to the VSC (hole puncher and stapler) to me. Revised the VSC Board Roster for the 2011-2012 year and sent a copy of this to Louise Brown. Revised the May minutes to include the changes requested at the June Meeting and sent a copy of to Louise Brown and Lisa Spencer.
 6. Communications Chair: No new business.
 7. 1st Vice President: Several VSC Board Members and an Advisor met with the POC for events at the PCC to address concerns and issues which have been discussed via email by various VSC Board Members. Awaiting resolution of these; will keep the Board apprised of progress. The issues we identified and discussed with the PCC POC were as follows:

- Price point flexibility with the private rooms. Discussed if there was flexibility in the Warrior Room rates.
- We need authorization to use the PCC's existing DSN phone line to dial a toll-free number for our Credit Card Machine during events held at the PCC. While at the PCC today, we tested the line, and it dialed a toll-free number without any problem.
- Questions regarding proper POS (Point of Sale) transactions during VSC events held at the PCC
- VSC Service Expectations: VSC Board Members and General Members have expressed that service received during events at the PCC has been spotty. We need better communication in advance of our events as to who the Service Captain will be, and a better way to alert the appointed Service Captain that we are in need of service in the Front of House. Options discussed included; a 'walk-through' meeting just prior to the event between the VSC Event Chairperson (or our VSC Event Coordinators), the Service Captain appointed to our Event, and the COMM person setting up any AV equipment; adding additional staff to the events and finally; installing a Service Bell in the event rooms, which would indicate to the BOH that there is a service request at the FOH.
- PCC POC's Availability: Members planning events have had issues getting ahold of POC's regarding events at the PCC. Learned that neither Jane, nor Melissa, have direct phone lines or individual voice mail boxes. Suggested the PCC provide POC's with voice mail boxes, cell phones, or equivalent reasonable reimbursement for business use of their personal cell phones.

Announcements –

- Mini-Club POC Check-In Meeting on July 12 at Noon at the PCC.
- Contacted representatives from Konica Minolta; they have several options for us which will lower our copy total by at least half (currently use 6,000 copies). Christine B. recommended contacting EFAX to request a quote as well.

8. Membership Chair: No report.
9. Programs Chair: VSC will host Ice Cream Social on July 28th, 3 to 5 pm, outside at the Community Center so that the general membership can look over the Constitution and vote on it. Welcome Luau set for Aug 25 at 6:30 pm; free/family event; Polynesian dancers as entertainment; Mini club tables set up/sign-up sheets; kids' events (e.g. piñata).
 - Teresa noted that in the past the VSC has decorated the PCC for Christmas; Constance to research this.
 - Constance disseminated a calendar for the 2011-2012 VSC events. Ellen inquired about why general membership mtgs were held the 4th Thurs of the month and asked if other days were considered; Missy suggested getting a Chapel calendar to cross-check dates for next year's calendar.
10. Ways & Means: No report.

11. 2nd Vice President: No new business.
 12. Auction Chair: Currently working on creating an itemized budget for the auction. Creating a spread sheet of previous donors and potential donors to help organize and keep track of donors, contact information and donation items. John will contact Col. Boltz about a possible auctioneer. Will contact SrA Manuel Amaya about DJ-ing for the auction. He charges \$200. Will have a table at the Membership Drive Event, fully decorated and eye catching to start the “buzz” and excitement for this year’s auction along with a sign-up sheet for volunteers and potential donors. Still lookin for the following committee positions:
 - Dessert Auction
 - Table Sponsors/Donors
 - Thank You Notes
 - Soliciting.The next auction committee meeting will be August 15, 7:00 PM at my home
 13. Scholarship/Welfare: No report.
 14. 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.
- E. Reports of Special Committees: None
- F. Old Business: Discussion about whether to consider an off-site opportunity (Kendra Kenyon, Ph.D., has agreed to give our Board a half-day coaching session on honing our collective mission, goals and our cohesion as a group). Missy suggested we table this discussion until we have more definitive dates.
- G. 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.
- H. Meeting Adjourned by Missy Ewing at 8:40