

## VSC Board Meeting Minutes

October 4, 2011

- A. Meeting called to order by Constance Zatorski at 7:07 pm.
- B. Present at the meeting: Constance Zatorski, Brenda Lutton, Dave Yates, Crystal Ulat, Lisa Spencer, Denise Carrero, Laurie Stevens, Ashley Thompson, Cassie Reis, Lisa Trismen, Erin Epps, Jennifer Burrell, Cindy Boltz, Christine Baltz, John Treutel, Teddy Talbert, Ellen Fidani and Jodi Coffey.
- C. Reading of the Minutes: The September Board minutes were read. Laurie S. made a motion to accept the minutes with one change; Dave Y. seconded the motion. All approve; motion passed.
- D. Cheryl Sawyer (Commercial Sponsorship Coordinator) from the 30FSS briefed the board on the October Membership Drive for the PCC, upcoming focus groups, and discussed building a working relationship with the VSC.
- E. Reports:
  1. President:
    - a. Met with Col Balts and Kevin Hewue to continue communications and got results of the First Suggestion Poll. From those suggestions another poll was suggested. Made a facebook event for suggestions on the PCC and will present to Col Balts, 30 FSS and the PCC. Met with Col Prater (30 FSS) to see what the VSC could do for them and what they could do for us. Attended the PHP IDS meeting and was able to get contact information from a lot of other POs to help with our advertising.
    - b. Attended the Fall Festival. I would like to open the fall festival to local (off base) vendors next year.
    - c. Helped with the VSC storage move and inventory. Wrote thank you notes and letters to the young students from the 381 Training Squadron that assisted with the move.
    - d. Met with Dawn Kirts to get the cookie express process started.
    - e. Held a Vintner's festival meeting. Have better understanding of the Vintner's festival. Working on continuity for next year's board. Took around 3 form 400s (October's function, Vintner's and Auction functions, waiting on 2 signatures).
    - f. Met with Lisa Trismen to go over RSVP program.
    - g. Talked with Parliamentarian about changing Ways and Means to fall under second vice. This will not change how the money is dispersed to the operational or charitable budgets. Ways and Means will still fundraise for both budgets. I would also like to lighten the load of communications by making Reservations a board position instead of a committee position.
    - h. The VSC Newsletter, Word in the Sand. We will send it out through email in a PDF and also mail it to the members that do not have email. I would also like to start advertizing in our newsletter. Any home base business could post a business size advertisement for \$35.00 every 6 months. This money will go

- to the operational budget (communications). I would like to see a pamphlet put together that can easily be distributed to things like heart link, new member orientation and can be kept at different places on base.
- i. The PCC is hosting a focus group on October 25 please call 606-0276. I would like to see a VSC presence there.
  - j. Need help with the selling of tickets for the Vintner's festival. See the sign-up sheet, every Tuesday and Thursday from 11-1 in front of the BX and PCC. Laurie, Liz, and I will be selling tickets out of our houses.
2. Parliamentarian: The Constitution and By-Laws approved by the general membership on 28 July 2011 are still being reviewed.
  3. Operational Treasurer:
    - a. Discussed whether the VSC wanted to secure a debit card via Rabobank to assist board members that have to use personal accounts to cover VSC costs upfront. Denise made a motion that those board members be issued petty cash prior to the event to cover expenses; receipts would be required for accountability. Lisa seconded the motion. **All in favor; motion passed.**
    - b. Feasibility of Credit Card payments. Our Wordpress website is set up for us to take credit card payments through the Event Registration plugin. The most cost effective online transaction processor is Paypal. For a non-profit organization each transaction costs 2.2% + \$0.30 in fees. Note, as long as we had internet access we could also use this system to process in-person credit card transactions through our website, and would not need the hardware scanner. Board discussed and we will use the Paypal process.
      - 1.Beginning Balance: \$4260.82
      - 2.Income: \$720.71
      - 3.Expenses: \$1654.04
      - 4.Ending Balance: \$3327.33
  4. Charitable Treasurer: Paid out Hardaway scholarship
    - i. Beginning Balance: \$11760.84
    - ii. Income: \$0
    - iii. Expenses: \$955.00
    - iv. Ending Balance: \$10805.84
  5. Recording Secretary: No new or old business.
  6. Communications Chair:
    - a. Fall Festival information on website and publicity information to Ways and Means
    - b. Mail obtained and delivered 3 times
    - c. Shannon Youmans: Book Club leader updated to email and website
    - d. Gmail account obtained [vandenbergspousesclub@gmail.com](mailto:vandenbergspousesclub@gmail.com). All registration information also forwarded to president.
    - e. Advertisement for Enlisted free membership put on the FB
    - f. VSC members' spouses business directory started on FB
    - g. Previous board minutes added to website

- h. Emails: Welcome from President, Ways and Means and event information sent to general membership.
- i. All kickbacks from emails sent were researched; correct email added to list and resent to those members. On one (Jamie Reid), I was not able to rectify the email problem and I left voicemail for her to call. She did not return call.
- j. 5 boards and 6 flyers ordered and picked up by Denise. Distributed for Sept. events on base as well as e-communication/advertisement sent.
- k. Attended Sept. event.
- l. Assisted with some signage for the Fall Festival on day of event.
- m. Recruited volunteers for Vintners' Festival and attended event-planning meeting.
- n. October advertising boards and flyers ordered. Added to website, FB, and calendar updated.
- o. Nov. Vintners' Festival advertising created, ordered, added to website. Calendar updated.
- p. Boards and easels picked up after events.
- q. Mission statement updated on Website.
- r. Youth Sports Scholarship Position advertised on FB.

7. Member At Large:

- a. Attended Quarterly Club Advisory Committee Meeting, 12 Sept. 2011.
- b. PCC upcoming events listed on their web page, facebook page and in the FOG. They are booking Holiday Parties now.
- c. Potential Financial "Get Well" Initiatives-the Club is losing money; they are trying new ideas. There is a new menu starting Oct 1.
- d. Request Feedback and Recommendations-let them know how they are doing.
- e. Attended Vandenberg Community Connection Council (VCCC) Crosstalk, with Constance Zatorski, 16 Sept. 2011. (The VCCC was set up to boost communication in the community. The Council consists of a variety of 60 base and private organizations.)
- f. Base Services presenting this meeting were physical & social wellness which included all FSS services and commissary.
- g. Helping agencies ( mental & spiritual wellness)
- h. Cookie Express is coming Wednesday, Dec. 7<sup>th</sup> at the Chapel Annex!
- i. Discussed having Crestview students decorate approx 450 white lunch sacks decorated to hold the Ziploc bag of cookies.

8. 1<sup>st</sup> Vice President:

- a. Changed access code for the copy machine.
- b. Sent Thank You note to VSC Mini Club Leaders.
- c. Sent Thank You note to Mr. Lee Cox.
- d. Helped with VSC Storage inventory during the VSC Storage moving day, and contributed to the "lunch money" for our 381st Training Squadron Volunteers.

- e. Assisted with the Amazing Race and the Fall Festival. Picked up the completed posters from the printer and delivered them to Lisa Spencer, our Comm. Chair, for distribution around the Base.
  - f. Posted several messages to FB promoting VSC events in Sept.
  - g. Made and delivered cookies for the Fall Festival Bake Sale, supported the Festival by purchasing all of the available cupcakes, and purchasing an item from one of the Vendors
  - h. Sending invites to several Wineries for the Vintner's Festival.
  - i. Continue VSC Storage Inventory project.
9. Membership Chair: 14 new members (6 Spouses of E-1 through E-5; 3 Spouses of E-6 and above; 2 Associate members; 2 Spouses of 0-1 through 0-3; 1 Spouse of 0-4 and above)
10. Programs Chair:
- a. Amazing Race was a big hit for September's event. We had 22 attend the event. I heard a couple of people claim that 3 dollars was too much to charge for a monthly social. The whole event cost \$206.45. We made \$66.00 from those who attended. My budget for this event was \$150.00
  - b. October function: Costume Bunco at Vandenberg Center (10/27). Board members to bring dessert. Budget of \$160.00 for this event. Most of cost to be covered by door charge (\$8.00). Sub sandwiches, chips and drinks will be served.
  - c. I would like to see more board members at the monthly socials. This will help bring in other members.
  - d. Discussed doing a drawing at monthly socials for those that attend.
  - e. How many board members plan on attending the December social?
  - f. Spoke to the owner of Addomo's Winery for the December function. They are open on the 22<sup>nd</sup>. Difficulty coordinating with them. Board suggested looking for a different location. Suggestion made to decorate the PCC and bring a canned good for charity instead. Will follow-up.
  - g. Asked about policy for serving alcohol at functions. Board discussed options in different scenarios as well as our liability therein.
  - h. Suggested a poll daddy during events to get feedback regarding club pricing and pricing of monthly events.
  - i. Will disseminate a budget for future events.
11. Ways & Means: No report; see President & 2<sup>nd</sup> Vice President's report regarding Fall Festival.
12. 2<sup>nd</sup> Vice President:
- a. Helped move the VSC storage closet items to our new location and worked with Denise and Erin to start inventory.
  - b. Met with Erin and Courtney to discuss the VSC auction. We broke down our \$3500 budget in the following manner:
    - o PCC and food costs (subsidizing \$5/person with a goal of 200 in attendance) - \$1000
    - o Advertising, Stamps, Paper, Display materials etc... - \$1000

- Decorations - \$500

This gives us \$1000 extra to work with as we go along.

- c. We also had a quick meeting with Jane to work on a menu. Our thought is to keep the ticket price lower, at \$15, and subsidize about \$5/person on food. With this budget, we can do a pasta dinner which includes:
  - 2 types of pasta
  - meatballs and chicken
  - marinara and alfredo sauce
  - salad and bread
- d. Constance is circulating the form 400; we are working on our solicitation list, and we plan to have an auction committee meeting on October 24<sup>th</sup>.
- e. Helped Cassie on the day of the fall festival with setup, working the bake sale all day, and breakdown/cleanup after.
- f. Am working with Jackie Oliver, our new sports scholarship chair, to discuss the details of the position and hand over the materials.

### 13. Auction Chair:

- a. Auction budget estimated to be \$3600.00
- b. Small meeting held in September with Amber Laughton and Courtney Carmean to help break down budget, go over decorations/theme, menu ideas, etc. Main goal set to lower our overhead costs and to have double the attendees.
- c. Impromptu meeting with the PCC coordinator; went over the menu in order to stay in budget.
- d. Form 400 in progress (the procedures have changed according to 30 FSS and JA)
- e. Have gone over prior donor list; some donors are no longer in business or have updated information.
- f. Have added several hundred businesses to the potential donor list, from all over the California and beyond. And I am not nearly done yet.
- g. Next full Auction meeting will be October 24, 7 pm, at my home. Will finalize donor/solicitation list, verify committee positions, seek volunteers to mail out letters, and for follow up contact to those letters. Letters will be mailed early November, or sooner if possible. Budget will be finalized- most urgent cost is for the letters, envelopes, and postage.
- h. The idea of making the Masquerade Gala the running theme for all auctions will be discussed. The 2012 would be the "First Annual", and decorating budget for subsequent events will be minimal. Will have sign-up sheets for volunteers at each month's events once form 400 completed.
- i. At the Fall Festival, a local DJ offered his services for free if we provided advertisement at the event.
- j. Halloween is a great time to look for decorations in line with the Masquerade Gala!

- 14. Scholarship/Welfare: Met with Celi Colon on 9/21/11 to turn over Scholarship binder and review materials. Would like to solicit and compile scholarship committee to

include scholarship coordinator, charitable treasurer, and at least 3 other VSC members.

15. Thrift Shop Liaison: Jodi noted that she found a large box of VSC scrapbooks at the TS. She will turn them over to Constance Z.
16. Advisor Time: No business
17. Meeting Adjourned by Constance Zatorski at 8:58 pm.