

## VSC Board Meeting Minutes

September 6, 2011

- A. Meeting called to order by Constance Zatorski at 7:09 pm.
- B. Present at the meeting: Constance Zatorski, Brenda Lutton, Dave Yates, Jennifer McIntyre, Crystal Ulat, Lisa Spencer, Dawn Kirts, Denise Carrero, Laurie Stevens, Cassie Reis, Amber Loughton, John Treutel, Ellen Fidani and Jodi Coffey.
- C. Reading of the Minutes: The July and August Board and General Membership minutes were read.
  - Laurie S. motioned to accept the July board minutes as is; Dave Y. seconded the motion. All in favor; motion passed.
  - Jennifer M. made a motion to accept the July General Membership minutes as is; Laurie S. seconded the motion. All in favor; motion passed.
  - Dave Y. motioned to accept the August Board Minutes as is; Laurie S. seconded the motion. All in favor; motion passed.
  - Jennifer M. made a motion to accept the August General Membership minutes as is; Laurie S. seconded the motion. All in favor; motion passed.
- D. Reports:
  1. President:
    - a. Welcome Luau, Membership Kickoff successful. Mini clubs did a great job with their tables. Zoe's Hawaiian Barbecue was wonderful, will post a business card in our newsletter. Budgeted \$2,000 and spent a total of \$1982.22.
    - b. Met with Missy and conducted a changeover of all VSC admin information. I have been in contact with AFRC, Sally Gilligan and Duane Purser (key spouse program), and Col Balts. Will be meeting with him and base leadership within the next two weeks to continue what has been started with the Suggestion for improvements for VAFB.
    - c. Attended Offsite Meeting. Mission STATEMENT: An All inclusive Charitable and Social Organization; Dedicated to Promoting a Sense of Belonging to, Support for and a Collective Voice of the Vandenberg Community.
    - d. 2 Measurable Goals: 1. Double Membership to 125; 2. Increase meaningful participation in membership to 30% over baseline.
    - e. Met with Cassie to go over logistics for Fall Festival. I will be promoting the event at the BBCC country line dancing night, Friday Sept. 23<sup>rd</sup>.
    - f. If you need paper for the copy machine, let me know. I will be keeping the paper at my house due to paper going missing. Crystal Ulat also has paper if needed.
    - g. Updated all start logic administration to my name and paid the renewal bill for our domain name.
    - h. Will be attending the PHP-IDS (People helping People Integrated Delivery Service) meeting with Dawn Kirts on September 16. I have provided a slide for this meeting with new information gathered from the offsite meeting last Thursday. I will be meeting with Sally Gilligan and Duane Purser after the PHP-IDS to continue our mutual goals for both PO.

- i. Heartlink Quarterly meeting will be held on September 27, 2011, at 8:30 am at the base chapel. Duane Purser asked if the VSC would like to have a representative at this meeting. Laurie S. will attempt to attend this event.
  - j. I have the results of the Suggestions from the VSC facebook polls. Will be putting a summary together of all information and posting it on the website and facebook and following up with Col Balts.
  - k. Moving to the new building on September 10, 2011 at 9am. 10 student volunteers to help us with the move. Will collect \$5.00 to buy lunch for the students.
  - l. Discussed RSVPing for events. The Operational and Charitable treasurer will meet to discuss how this should/could be done electronically.
  - m. Inquired if the VSC should have a credit card. After discussion, the topic was tabled so that she could gather more information.
  - n. Suggested the VSC change its email address to a Gmail account to more easily track the membership via Google analytics. After discussion, it was decided Lisa would transfer the VSC email to Gmail (from hotmail).
  - o. September's Social function is set for the 22<sup>nd</sup> at BBCC, starting at 6pm (Amazing RACE)..
2. Parliamentarian: Constance Zatorski was elected by acclamation to the office of President, Vandenberg Spouses Club 2011-2012 at the August 25<sup>th</sup> membership meeting. The Constitution and By-Laws approved by the general membership on 28 July 2011 are currently in the 30<sup>th</sup> Space Wing review process.
  3. Operational Treasurer: Previous treasurer attempted to fix an error in checkbook register but made another one, resulting in a \$0.16 discrepancy. I will fix by the next board meeting. According to the bank our current balance should be \$4260.66. Rabobank signature card updated for new president, vice presidents, and treasurers.
    - i. Beginning Balance: \$5731.67
    - ii. Income: \$1180.00
    - iii. Expenses: \$2650.85
    - iv. Ending Balance: \$4260.82
  4. Charitable Treasurer: Paid out three scholarships this month. Paid out \$400 for sport fees scholarships to 5 families. Received an email about a scholarship recipient on the 31st, but have no information to write out check at the moment. Working to get information needed to pay this out as quickly as possible. Still looking for a sports fee coordinator; currently handled by Amber Laughton.
    - i. Beginning Balance: \$14,142.16
    - ii. Income: \$0
    - iii. Expenses: \$2381.32
    - iv. Ending Balance: \$11760.84
  5. Recording Secretary: Attended the August General Membership meeting to take minutes. Made new position placards. Bought printer paper for the copier.

6. Communications Chair:
  - 1) Created/edited email on start logic & updated website information for the board and several mini-club chairs. Picked up 1 easel from Missy E. .Purchased 3 more easels for \$ 22.47 and assembled.
  - 2) Ordered and picked up Posters Walgreens \$43.18.
  - 3) Purchased paper \$2.99 for copier from BX and made 30 copies of flyer.
  - 4) Email sent to membership from President.
  - 5) Updated Board Vacancy page of Website.
  - 6) Obtained mail and delivered to T. Highley.
  - 7) Notified programs of deadline for BBC advertising.
  - 8) Contacted Cheryl Sawyers 30th FSS on advertising i.e. FOG.
  - 9) Emailed Janene Scully Santa Maria Times for advertising info in base paper; it ran Aug.5-11.
  - 10) Contacted Debra Bazzi-Craig and sent information for base bulletin.
  - 11) Emailed event info to Duane Purser to disseminate to key spouses.
  - 12) Posted Color Copies of August Event Flyers to: Bowling Alley, Library, Post office inside and in hall, ITT, Youth Center, & Thrift Store.
  - 13) Placed multiple B&W copies in Chapel, Gym, AFRC, & Laundry mat.
  - 14) Distributed Poster Boards and easels to: PCC, Commissary, BX , Gym & Medical Clinic.
  - 15) Contacted Airman Steve Bauer Public Affairs and sent information on VSC to be placed in the club section of the Vandenberg Happenings.
  - 16) Produced a new Publicity information guide.
  - 17) Added Bunko events to calendar
  - 18) Obtained mail and distributed to Dave. Y, Laura S.,& Jennifer M.
  - 19) Updated VSC Board Roster.
  - 20) Receipts for advertising given to Operational Treasurer totaling \$68.64.
  - 21) September Flyer added to website and Facebook.
  - 22) Sent multiple notices of August event with flyer to VSC Facebook and 30th FSS Facebook pages.
  - 23) Will Advertise with 30th FSS i.e. FOG; John noted that the VSC cannot advertise until the form 400 is signed.
7. Member At Large: Attended VSC Board Off-Site meeting 1 Sept, 2011; Will attend PHP-IDS meeting 16 September, 2011. (People Helping People--Integrated Delivery System.)
8. 1<sup>st</sup> Vice President:
  - a. Signed and sent in a check for a Quarterly Contract for the copy machine. Sent enough payment to cover 12 months of baseline charges, will be charged for additional copies if we go over our quarterly allotment of 1500 copies.
  - b. Held a Mini-Club Leader Membership Drive Luau planning meeting in Aug. Gave each Leader a packet containing 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. We also talked about the Mini-Club budgeted funds and the process for setting up/running the Mini-Club sign-up tables at the Membership Drive in August.
  - c. Tutored Dawn German, our new Facebook Administrator, on Facebook.
  - d. Met with Cassie Ries, new Way and Means Chair to turn over Binder and update her on Fall Festival.
  - e. Attended Membership Luau and supported Mini-Club Leaders in setting up and signing up members.
  - f. Attended VSC Bank Account Signature Card signing at Rabbo Bank.

- g. Arranged a VSC Board Goal Setting Off-Site meeting with Mr. Lee Cox as our moderator. Updated the VSC Mission Statement, and identified two goals for the Board to focus our efforts on during the year. See detailed notes attached.
  - h. Will Send Thank You note to the Mini-Club Leaders. Will establish and communicate new Board Goals and attendance recording requirements as directed by the Board off-site to the Mini-Club Leaders.
  - i. Will send Thank you note to Mr. Lee Cox.
  - j. Will help with VSC Storage Inventory and contribute toward storage moving volunteer lunch.
  - k. Will assist Cassie Ries, the Ways and Means Chair, with Fall Fest planning and execution.
  - l. We have filled Operational Treasurer (Dave Yates), Member at Large (Dawn Kirtz), and Reservations (Lisa Trismen) positions.
8. Membership Chair: At the kickoff we had 55 new members join.
  9. Programs Chair: No report.
  10. Ways & Means: Received approved for 400 for Fall Festival. Proceeding with advertisement and recruiting of vendors. Spoke with BX supervisor re: dates for giftwrapping. Have secured Dec. 5-10; started the form 400 for this.
  12. 2<sup>nd</sup> Vice President: Attended off-site VSC meeting at John Treutel's house. Was informed by Missy Ewing that we have a new auction chair and scholarship chair. Will be checking in with them to discuss their thoughts, ideas, plans etc and hand over any applicable materials. Still need a youth sports scholarship chair. Collected and processed fall soccer applications, and sent necessary papers to the youth center. Crystal disseminated a check for \$400 to them. Asked the board to consider changing the VP titles to "VP of Charitable Affairs / Operational Affairs"; would like it to be considered to include for the next constitutional change.
13. Auction Chair: No report.
  14. Scholarship/Welfare: No report.
  15. Thrift Shop Liaison: Currently collecting items for the Fall Festival.
- E. Reports of Special Committees: None
  - F. Old Business: None
  - G. New Business:
    - Constance Z. discussed a request she received to assist with Operation Kids Christmas. Asked for volunteers.
    - Laurie S. noted that in the past the VSC has decorated the PCC for Christmas. After some discussion, it was suggested that a request be put on the website and FB for volunteers to do this.
  - H. Meeting Adjourned by Constance Zatorski at 8:26 pm.