

NCSC November Minutes

November 8, 2023

Called to Order: 10:07

Members Present: Molly Culley, Penny Ezell, Patti Agard, Mandie Staley, Liz Smith, Sarah Vanderleest, Trista Allen, Tiff Gallo, Mariah Blackbird-Perry, Allie Iacovelli, Dylan Screen, Jen Blik, Whitnee Childs, Nicole Lockhart, Ruth Quigley (16 board members) Veronica Clarke

Members Not Present: Chastine Bobbitt, Symphone Lefaeo, Ameer Kerr, Stephanie Spika-Hickey, Katrina Nicolette

Meeting Adjourned: 11:24

President: Molly Culley

New Business:

1. I represented NCSC at the monthly CIE, Spouse Connections and was invited to speak at the 10th Mountain Division Sustainment Brigade Steering Committee meeting. I'm enjoying making connections and am continuing to see interest in what we're doing here in the club.
 - a. *Fully recommend going to Spouses connection if you have not been, it is a great way to be connected.*
 - b. *Sustainment Brigade was excited to have new faces and people in their meeting*
2. Open Board Positions: NONE! As of Monday morning, we have a full board!
3. Gift Shop: Dropping in 1-2x per week to check in and use the printer. Sarah is doing a great job!
 - a. *Agendas were printed on the new printer – please use the printer for club printing*
4. Everyone is really engaged in their positions and it's great to see all the amazing work and collaboration! Thank you all SO MUCH!!!

Old Business: None

Vote Needed: None

Income: None

Expenses: None

Volunteer hours:

1st Vice President: Liz Smith

New Business:

- Working on Tree & Wreath donations
- VIP members received invites and I have spoken with a few. They are helping to spread the word as well.
- Mary Jo Morgia-Richards is seeing if Congresswoman Elise Stefanik can attend. I am assuming no based on the timing of the event but it is great that we are on her radar. I made sure that Mary Jo knows we would love for her to also attend (and any guests).

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours: - Logged myself

2nd Vice President: Penny Ezell

New Business: October Social was a huge success! Everyone seemed to have a really fun time celebrating the different decades. We had a lot of positive feedback on how much fun the scavenger hunt was for all of the different teams. It was a great way to meet new friends through this activity!

Scavenger hunt feedback was great, heard about a lot of fun being had taken pictures.
Thank you to Molly, Sarah, Patti, and Abbie for helping with set up. Thank you to Liz for helping with Opportunity Prizes during the event. Huge Shout Out to Katrina for helping with creating the event on Facebook. Thank you to Stephanie, Patti and Katrina for helping me with judging the scavenger hunt during the event. Another big shout out for all of you who helped with cleaning up: Molly, Sarah, Cathy, Symphony, Abbie, and Patti!! I pray I did not forget someone! If I did, please forgive me! Thank you all for helping make this event so successful!

Our next monthly social will be December 12th 10:00-noon
Holiday Brunch and Ornament Exchange at Lu Anderson's home

Tickets will go on sale on November 21st at 3:00pm and will end on December 4th at midnight.

Does anyone need to speak at the December Brunch? Please let me know so I can put you on the agenda.

Ruth – wrap up from Tree and Wreath

Lu will want to be on the agenda

Allie -Winter membership drive (Allie will plan this with Penny – discuss this tomorrow)

Does the Thrift Store want to talk about the Food Blessing Box?

Penny - need to check with Chastine – if they wanted to speak

I would just like to encourage all board members to purchase your tickets to Tree and Wreath and invite all of your friends, if you can! This is our biggest fundraiser of the year! It will be a great night for the board to show their support of the programs we hold near and dear to our hearts- scholarships and nonprofit grants!

Old Business:

Votes Needed: None

Income: \$620 from ticket sales for October Social (4 annual memberships were used which is \$80)

Expenses: \$86.00 for Prizes and Plates, Napkins, Plasticware, Drinks for October Social
\$675 to The Art of Gathering for Catering

Volunteer Hours: October- 38 hours

Recording Secretary: Patti Agard

New Business: Votes went through for the September Meeting minutes, I will have the meeting

minutes to vote on for each month during our meeting from here on out.
Please let me know if you aren't receiving the reminders for the board reports

Reminders for Board Reports – Nicole will post on FB earlier because they aren't giving a notification

Related to Reservations: Trista and I met, and she is up and running for Reservations for the December Social

Wrap up information From Through the Decades:

Total Money Collected: \$778

\$717 transferred 10/23, \$61 transferred 10/27

Link was Closed 10/27 11:00

- RSVP Ticket Sales: \$620
 - 36 Tickets Total
 - Codes Used: 5
 - Reimbursement from duplicate membership: 1
 - Annual Members: 4
- Total RSVPs: 36 (including guests)
 - Total Attendees: 35
 - 2 people could not attend
 - 1 No show
- Opportunity Tickets Sales:
 - Total Revenue Collected: \$178
 - 20 Sales prior to the event starting on 10/26
 - 4 Sales during the social
 - Total Tickets Sold: 241
 - Birthday Tickets: 4

2nd VP, Hospitality and Reservations decided to keep all RSVP tickets and Opportunity tickets sales on the same Cheddar Up link going forward. We had a 25% increase in people who attended purchasing tickets from September to October.

Old Business: None

Votes Needed: October Meeting Minutes

October meeting notes – Liz Motioned, Penny seconded 13 yes, meeting minutes passed

Income: None

Expenses: None

Volunteer Hours: July: 2 Hours, August: 11 Hours, September: 25 hours, October: 28 hours
(Sent to Sarah, I need help with VMIS)

Corresponding Secretary: Amanda Staley

New Business: Checked mail, and received boxes for Odyd, and for Tree and Wreath. I will bring all mail to the meeting.

Checking mail daily for incoming donations for Tree & Wreath

Old Business: None at this time

Votes Needed: None

Income: None

Expenses:

Volunteer Hours: 10

Treasurer: Whitnee Childs

New Business:

- IRS Tax deferment has been approved. Taxes will be submitted NLT 30 November 2023 for the 2022 Tax year.
- Quarterly Sales Taxes due by 20 November 2023.

General Board members don't need to do anything for this, Whitnee is working on this

Deductions from grants and scholarships have all cleared

Old Business:

- Bank debit cards received for President, Treasurer, and OTBP Manager.

Votes Needed:

Income:

Expenses:

Volunteer Hours: submitted in VMIS

Parliamentarian: Nicole Lockhart

New Business: I need to get headshots of the new board members.

It will take a few minutes, brush your hair, and you can wear sweatpants.

If we do an electronic vote – at least 2/3 of people have to vote for it to be

Old Business: The vote to approve the September Minutes were approved.

Votes Needed:

Income:

Expenses:

Volunteer Hours: 10

Community Outreach: Chastine Bobbitt – not in attendance, President presented messaging

New Business: There is no Community Outreach for the month of November since the Tree and Wreath Auction will take place. Community Outreach for the month of December is supporting the Fort Drum Thrift Stores Food donation box. Items to be collected at the December Luncheon. Donation Items Needed: Baby Products, Pasta Boxes, Cereals, Mac & Cheese, Non-perishable Holiday Dinner Items.

Old Business: We collected a lot of toys at the October Dinner event for the Mountain of Toys Toy Drive for the NCO Academy! This donation drive will serve military families here at Fort Drum in the month of December

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 4

Fundraising: Ruth Quigley

New Business: Donations for Tree and Wreath will be packed into baskets immediately following the board meeting. Tickets sold stands at 64 as of Sunday afternoon. Deadline to purchase tickets is Nov 10. An email will go out to membership reminding them to get tickets before the deadline. Sarah Wright has lead on decorations. Penny Ezell is coordinating the auction. I have a small setup and tear down crew but could use at least one more person for each. Thank you to those who helped so far.

- *76 ticket sales as of last night (11/7 10:44 PM) – we are looking for the triple digit number by Friday (Goal is 100-120, MAX is 150)*
- *Ticket sales close on Friday 11/10*
- *Huge thanks to Penny, Patti, Liz to everyone – getting donations and supporting*
 - o *Sarah Wright – coordinating decorations*
 - o *Penny – coordinating Auction*
- *Ruth – working on the program, will get final #'s for caterer*
- *Basket creation – after this meeting*
- *Print materials at the shop (individual items), shop just needs to know about paper for the agenda if needed*
- *\$200 Cash donated from the dance studio – who needs to get the money – Whitnee Childs*
 - o *Use this as a monetary donation for a Grant, if we continue to get cash we will give it straight to a grant*
- *Dylan – is working with Mimi Steiner to get a donation (truly the 14th is the deadline)*
- *Thank you cards will be worked on with Mandie after the event – some may be hand delivered with an ornament*
- *Last year used Square for auction items – because we want to minimize the amount of fees to be passed onto members or the club.*
 - o *We eat the fees*
 - o *Encourage cash and checks for pickup and payment*
 - o *Email: Cash, check are preferred, card will be accepted (Must be emailed out to everyone who RSVP'd*
 - *Square: Jotform is custom amount – put the auction Item # (maybe do this as a drop down so it is obvious what it is)*
 - *Scan a QR code to the Jotform*
 - *Jotform is customizable for this*
 - *Will need to have a handful of people available at the end to help cash out*
- *Need one more person for set up and one more person for take down*
 - o *Set up: 4:30 AM, event starts at 6, Goal: fully done at 5:30*
 - o *Can change clothes at Penny's house*
- *Ruth to Ask questions to Lincoln Loft*
 - o *Can we change and get ready there if needed*
 - o *How many tables are there for the auction items*
- *Need signup sheet for roles during the event*
 - o *Auction item supervision:*
 - *Question: is there a live auction, currently no but we could. The high ticket items aren't as high ticket would*
 - *Could do Unit Baskets by Live Auction and a few high ticket items*
 - *Need to get an Auctioneer – Ruth has the numbers for people*

- o Review Auction Items to make some of them larger
 - Sail Ontario – redo the sheet, add \$29 to make it a true sunset sail
- If we don't get an Auctioneer- we can have two members of the board do it (possibly Veronica or Molly)
- o Welcome + Coat Check:
 - Match coach check with auction paddle number
- o Check- in: Patti and Trista
- o Cash Out End of the Night: Open

Old Business: None

Votes Needed: None

Income: None

Expenses: \$212.85 (T&W)

Ornaments as favors – the logo for the board shirts is featured on the ornament (Thank you Katrina for the design!)

100 little tree air fresheners – could be used for coat check? Liz will look into this

Volunteer Hours:

Historian: Symphony Lefao - not in attendance, Parliamentarian presented messaging

New Business: I'd like to update the Instagram that we have with photos and reels. I also think using Instagram during luncheons and events would give more exposure to the group. If the other groups record videos or snap pictures at their sub clubs, I can share them on Instagram.

Old Business: I've posted some photos from the scavenger hunt. Also a reel.

Votes Needed: possibly?

Income: None

Expenses: None

Volunteer Hours:

Hospitality: Jennifer Blik

New Business: Any feedback? Types of opportunity prizes? Ideas?

Old Business:

- We will continue to post opportunity tickets with monthly social reservations as it seems to yield better ticket sales.
- Small Businesses interested in monthly spotlight – point them my way, set for Dec and Jan. Looking for Feb and April sponsorships

Votes Needed:

Income: \$178

Expenses: \$316.05 (December Opportunity, 2 January opportunity, 1 April opportunity)

Volunteer Hours: 6

Membership: Allie Iacovelli - **appointed this week**

New Business: *Is working on the Thousand Island Art Center to do a donation for a larger experience in the Clayton area*

Old Business:

Votes Needed:
Income:
Expenses:
Volunteer Hours:

ODYD: Tiff Gallo

New Business: ODYD received a donation of 250 dresses from USO National on November 1st
We are still going through the donations, am appreciative and positive regarding the donations. Many wonderful homecoming dresses

*Could we do a few posts about homecoming dresses and who qualifies for the dresses
Received a lot of dresses that are professional wear – with a lot of duplicates (can have them separated out as a “Sample” and I can search for it in a different way*

Can we make the “professional” dresses not count towards the ODYD count?

Employee Readiness, Resume Builders etc. could do a special event for them

Old Business: ODYD deployed 23 dresses and received 42 in donations for the month of October.

Votes Needed:
Income: None
Expenses:
Volunteer Hours:

Off The Beatin’ Path Gift Shop: Dylan Screen

New Business: Sarah has already started decorating for Christmas at the shop and has a few trees already setup with available ornaments for sale!

The plan is to have a Pando Commando themed tree and a 10th Mountain themed tree.

If anyone has any decorations they would like to donate please reach out to Sarah or myself!

We could always use more Christmas lights (plug in or battery operated) ribbon and garlands.

Sarah has also been reaching out to the consignors about donations for the shop’s contribution to Tree and Wreath. The goal is to have a Pando Commando themed wreath and a 10th Mountain themed wreath. (We might have enough donations to decorate a small tree as well.)

December Luncheon – there are a lot of ornaments! Get an opportunity ticket if you buy your ornament from the shop. Sarah will track this and get the sales to Jen for her to track

Disregard the Tree & Wreath donation solicitation – we will not be asking consignors for donations.

Old Business: We were having issues with PayPal this past month and were able to resolve those issues by switching to square for in store and website purchases. Paypal is still in use but just for receiving and sending invoices.

Issue has been totally resolved with the switch to Square.

Supplies upkeep for the printer going forward: ink- \$18.99 (plus tax) paper-\$8.50 (one pack)

\$27.50 (5 pack) card stock- \$22.00 (300 sheet pack)

We are still waiting on the final quote for the knitted blankets, hoping to have them by

December 1st but we are not sure if that is doable. (They are understaffed at the moment)

The mug order has been placed and we should have them in the shop by November 15th .

Votes Needed:

Income: \$ 3,621.51 Store: \$1,682.87 Consignor: \$1,938.54
Expenses: Printer: \$361.81 Square Terminal: \$366.10 Total: \$727.90
Volunteer Hours:

Property Manager: Ameer Kerr - not in attendance, Parliamentarian presented messaging

Board Report was not received

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Publicity: Katrina Nicolette - not in attendance, 1st VP presented messaging

New Business:

- Graphics Request Form
 - Please remember that I am not in your head: the verbiage for the graphics and posts is copied and pasted verbatim based on what you have written in the form.
 - I do my best to proof for errors and grammatically correct sentences however, if dates or times are wrong, they are copied and pasted as written on the form.
 - *Graphic and Posting form*
- Monthly Newsletter
 - Submissions are due to me NLT November 13th
- Lunch Bunch Tree and Wreath Donation
 - Historically provides a local restaurant gift card mini-tree
 - Difficult procuring donations: many restaurants have already been tapped for donations
 - *Expectation of cost is too high for our members - \$35 for a ticket, \$20 for a donation per each sub club you participate,*
 - *The expectation is that the Leader coordinate the basket – no expectation of cost from members*
 - *Were the members asked? (Yes)*
 - *Past years members were encouraged to only donate to one sub club, not all – not required*
 - *Conversation going forward: when we are looking at events – what is the expectation for sub clubs? How much should members be asked to donate?*
 - *Fundraising Chair and Social chair will create unified messaging*
 - *Idea for Future events - Sub-Club Leaders have the opportunity to procure a donation in whatever ways they need*
 - *Access to donation tracker?*

Old Business:

- Membership/Board Member Yard Signs
 - Did you want me to create a mock-up for a vote?
 - *YES! This was a brilliant idea*

Votes Needed:

Income:

Expenses:

Volunteer Hours: ** I need help finding myself on VMIS!**

June – 2hrs, July-3hrs, August-19hrs, September – 5hrs, October-4hrs

Reservations: Trista Allen **appointed this week**

New Business: *Patti and Trista will be working together through Dec to get everything situated Cheddar Up Account will be moving back to Treasurer email, passwords will be reset and sent out to Reservation, President, 1st VP and Treasurer*

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Scholarships: Mariah Blackbird-Perry

New Business: Mike Frimpong - scholarship issue resolved. Thank you to everyone who helped!

Fully resolved

Old Business:

- 1st Scholarship Committee Meeting is next week Wednesday Nov. 15th @ 6pm.
 - *Jacqueline, Molly, Tiff, Mariah. Could expand to include Symphony. Still looking for a general member to join*
- Positions needed:
 - Scholarship committee:
 - 1 more general member
 - Secret Committee:
 - *The people who submitted it have already, filled out the paperwork and are ready*
 - 1 general member
 - 2 more non-NCSC members
 - Outreach to JCC but if anyone knows former educators or persons interested please let Mariah know.
 - *Penny, Liz and Nicole all have people who may support – all contact information will be shared with Mariah*

Votes Needed: Budget proposed \$175 (if not already voted on).

This has been passed

If we need to use LeRay for the scholarship ceremony we can do that

Income: 0

4 Wreath donations received on behalf of Scholarship Chair's South Dakota family to support the Tree and Wreath auction in November.

Expenses: 0

Volunteer Hours: October hours: 6 hours

Social: Stephanie Spika Hickey - not in attendance, President presented messaging

New Business: We got rid of Community Service Club for this year due to lack of interest/lack of leaders. Game Club attempted to meet, but did not have enough RSVPs for bunco and overall lacked the interest the leader was hoping. The Game Club leader has decided to not host any more events until January, in the hopes of generating more interest in the new year. Some clubs have had issues double-booking, so we are working to ensure open communication and scheduling events in advance to avoid this issue in the future.

Sub-club events for the rest of 2024 include:

November

- 4 - Beer/Wine (evening)
- 6 - Lunch Bunch (daytime)
- 7 - Crafting (evening)
- 13 - Hiking (daytime)
- 16 - Toddler (daytime)

December

- 1 - Lunch Bunch (evening)
- 2 - Book (evening)
- 6 - Hiking (daytime)
- 9 - Beer/Wine (evening)
- 14 - Toddler (daytime)
- 15 - Book (daytime)

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 6

Volunteer Coordinator: Sarah Vanderleest – left meeting early due to prior conflict, 1st VP presented messaging

New Business: N/A

Old Business: Hi, I'm new! Thank you for your patience as I get up and running. I've certified all hours in VMIS that I received since last week, and entered hours emailed to me.

Working to flush out people from their old position and information,

Please make sure you create your account and you can be found. If you haven't updated your hours on the board report, please email her

Can we do a training during our December meeting? Yes

Liz – can send out the guide to create an account shortly

Votes Needed: N/A

Income:N/A

Expenses:N/A

Volunteer Hours:

Honorary President: Lu Anderson

Advisor: Veronica Clarke

General Reminders: President

Next meeting is December 6th at 10:00 – this is on the first Wednesday not the second meeting

Recording Secretary will email a reminder with the meeting minutes.

Update calendar invite on the calendar for everyone as well

Meeting Adjourned: 11:24