

NCSC December Agenda

December 6, 2023

Called to Order: Nicole, 10:05 AM,

Called to Close: Nicole, 11:13 PM

Members Present: Molly Culley, Jen Blik, Patti Agard, Whittnee Childs, Katrina Nicolette, Allie Iacovelli, Dylan Screen, Penny Ezell, Nicole Lockhart, Stephanie Spika Hickey, Ruth Quigley, Chastine Bobbitt, Ameer Kerr

Members Not Present: Liz Smith, Mandie Staley, Symphony Lefeao, Tiff Gallo, Mariah Blackbird-Perry, Sarah Vanderleest, Kelly Bice, Trista Allen

President: Molly Culley

New Business: Reference binder for meetings, etc (Agendas, approved minutes, AR 210-22, OTBP SOP, ODYD SOP) -in process

Making a reference binder for us to have at our board meetings

Will be reviewing and revising both the OTBP and ODYD SOP docs with the respective parties

Volunteer Pool: Interested in forming a pool of volunteers to tap for any needs that come up.

Need to brainstorm how it's managed (Volunteer Coordinator? Group on FB?)

Is an idea, but is in the works to have before the end of the year

Old Business: N/A

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

1st Vice President: Liz Smith – not present, read by President

New Business:

I will not be present for the meeting. I was supposed to be traveling for work but cannot due to not having childcare, however, I will need to be attending all of my meetings from the trip virtually. Feel free to reach out if anyone needs anything from me!

- I am working with Allie for the discounted & gifted membership process. Meeting with her (& Penny) on the 15th to train them on Jotform. We'll be able to move the membership (and all of its data) Jotform to a new account owned by the membership Gmail.
- I am working on our establishment of a 501(c)(3) entity (so that donations can be tax deductible). This passed the membership vote, in January I anticipate us voting on the entity's name.
- Board New Year's party: Kelly Bice has graciously offered a space for the party. I am looking at the weekend of January 5th. I will poll in the Facebook group what time people prefer (Friday night, Saturday afternoon or night, or Sunday afternoon). If you don't have Facebook (or don't check it often) text (315-486-7206) or email me what you

prefer.

- *Reminder to check in with her regarding your vote for the party if you haven't*

Old Business:

- We finally got Whitnee's phone transitioned and attached to everything! (thank you for your patience) She & Molly have the info they need. Square still has the 3 of us on the account. This is probably ideal since it tends to ask you for codes at nearly every login. It proved very helpful that I could quickly access Square at Tree & Wreath.

Votes Needed:

Income: None

Expenses:

Volunteer Hours: Logged myself

2nd Vice President: Penny Ezell

New Business: December Social is Tuesday, December 12th, Lu Anderson's home 10:00- Noon
[Agenda for Brunch](#)

Please promote the monthly socials on your personal FB page, if possible. It is greatly appreciated!

Speaking for Reservations (Trista): 43 people are coming to the brunch, we do have two people who RSVP's who are not member.

We have an email we send if they are not a member, we know that people sometimes invites someone to join but Trista will send that email to Shannon.

DATE CHANGE FOR FEBRUARY SOCIAL - Friday, February 9th 11:30-13:30, I will be sending a jotform request for this change to go out on FB right after the December luncheon so people can tweak their calendars. I apologize for having to move this event.

Americu Credit Union would like to sponsor a monthly social. They donated a really nice auction item for Tree and Wreath and really support the club. We have discussed January's monthly social for them to possibly sponsor. They would also like to do a presentation. Could we do the presentation at the board meeting instead?

Will sponsor a luncheon. Americu CU be invited to our February Board meeting to speak, and will sponsor our January Social.

Command Financial Services is already scheduled to speak at our February social. So, I really don't want to have two financial institutions at two socials back to back. Command Financial Services provides one of our scholarships each year. April is Polish Pottery and May is Kentucky Derby/Scholarships so both of those are really busy socials. I would love to get everyone's thoughts.

Old Business:

Votes Needed: None

Income:

Expenses:

Volunteer Hours: Submitted in VMIS

Recording Secretary: Patti Agard

New Business: Please submit your board reports to me by 8:00 PM on the Sunday before the board report. I will send one reminder to everyone on Friday, and one on Sunday evening to anyone who I am missing a report from.

Completed agenda's will go out no later than Monday afternoon.

Old Business: None

Votes Needed: November Minutes, sent for review 11/9/2023

Patti Agard presented the minutes, Ruth Quigley motioned to approve the minutes, Dylan Screen seconded at 11 votes yes, + 1 virtual yes, Passed

Income: None

Expenses: None

Volunteer Hours: November - 25 hours

Corresponding Secretary: Amanda Staley –not present, read by President

New Business: Thank you cards, Ruth sent out an email, I have cards if you would like to write your own. I will continue to get them written and sent out.

Old Business: none

Votes Needed: none

Income: none

Expenses: none

Volunteer Hours: 30 hours

Treasurer: Whitnee Childs

New Business:

1. Annual Tax documents sent to Tax Preparer on 15 November 2023. Pending the total expense and filing of the previous years taxes. Tax due date with extension is 15 April 2024.
2. Quarterly Sales taxes for the OTBP are due NLT 20 December 2023

Old Business:

1. Tax Extension Form 8868 was approved 30 October 2023.

Votes Needed: N/A

Income: N/A

Expenses: N/A

Volunteer Hours: Submitted in VMIS

Parliamentarian: Nicole Lockhart

New Business: An email was sent to everyone with a Binder SOP. Binders need to be reviewed in April, and turned in for the handover. We are looking ahead to ensure that each binder has all the info it needs for a smooth transition. Binders should be the place that has all the important information one would need to know how to do your position. We may need to tailor the Binder

SOP for each position, but the general SOP that was sent out is a starting point.

New constitution and bylaws have been passed out to those present, will continue to get to those who are not.

Parliamentarian will work with each role specifically to update the binders by April for official review.

Old Business: Headshots are still needed for new board members. Would December 11th work for those board members?

Allie will be out of town – she will speak with Nicole directly

Trista – not here currently

Votes Needed:

Income:

Expenses:

Volunteer Hours: 20 hours

Community Outreach: Chastine Bobbitt

New Business: Community Outreach for the month of December is supporting the Fort Drum Thrift Store's 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. Thrift Store Manager Jana will be speaking at the December luncheon.

Looking ahead- the community outreach for January will be the House of the Good Shepard and the months of February, April, and May have not been finalized yet. More info to come.

January House of Good would like to attend as guests.

Will be updating the grant application and will reaching out to people regarding Grants including people from last year.

Grant application will possibly open in February

Old Business: Thank you to everyone for your toy donations to the Mountain of Toys, toy drive here at Fort Drum.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 4

Fundraising: Ruth Quigley

New Business: Tree and Wreath 2023 was a success! Total raised is looking to be nearly \$13,000. AAR for the event went well. Thank you to those who attended the meeting and/or submitted their comments via the JotForm. I received a ton of feedback and am working on my AAR for the binder over the holidays. Thank you cards are going out this month.

Breakdown of income and expenses:

Expenses:

Lincoln Loft \$669

Embellished Catering \$3,207

Ornaments \$212

Programs \$75

Decorations ~\$75

Income:

Ticket sales \$3,855

Square \$6,754

Deposit \$6,514

Net raised: \$12,885

Congrats! This is amazing!!

We came within a couple hundred dollars of the tickets covering the venue, food, ornaments etc. Sales tax was the only thing that put us over

Planning for the spring fundraiser (**March 22**) is in the beginning stages. Deciding on theme, location, etc. Will begin efforts in earnest after the New Year. For now I'm planning an adult carnival. We will have different booths/games, potentially a handful of live auction items and will solicit for sponsors. If you or your sub club would like to run a booth please let me know! We are looking to have "snowshoe" races. Details to come, but it's going to be fun, maybe a little ridiculous and hopefully a big draw for the event. For the other booths I definitely want to do a wine/liquor pull. Looking into Left Right Center. Nerf gun poker was a huge hit and I think we should bring that back. Other ideas include: Face Painting, Photo Booth, Ring Toss. Dress code would be North Country Casual. By the end of March everyone is ready to get out of their house but maybe not in the mood to get dressed up especially during mud season!

Adult Carnival!

Will work to define games within NYS Gambling laws

Will have a small live auction

Aiming for sub-club participation with games to raise money

Will make a specific ask to sub clubs, with board support.

Game ideas:

Want to reuse games from last year – spinning wheel, plunko, nerf gun poker

Popcorn machine ,Wine and Liquor Pull, Left Right Center

As a board- we can start soliciting for Beer, Wine & Spirits to do the liquor and wine pull.

Fair food / carnival food

Tentative fundraising meeting dates:

Jan 4 9:30

Feb 7 9:30

Feb 26 9:30

March 8 9:30

March 13 - after board meeting

March 22 - spring fundraiser!!

All meetings will be at 9:30 am except March 13

Old Business:

Votes Needed: Motion to make the theme for spring fundraiser an adult carnival with name

TBD.

Penny Ezell motions to make the spring fundraiser an adult carnival, Stephanie Spika Hickey seconds: 10 votes yes + 1 virtual yes, Passed

Name idea: North Country Carnivale

Income: \$17,123

Expenses: \$2,617

Volunteer Hours:

This year the focus is on Tree & Wreath, Spring Event and Flock the Yard

Suggestion that apparel goes to Off the Beaten' Path to manage instead of held by fundraising.

Question - Could we do a pop up shop at events? Need to circle back to MWR

Historian: Symphony Lefeo - not present, read by Parliamentarian

New Business: If I'm able to get the Instagram password I'll start uploading recent content there. * I'm not sure if this was okay'd last meeting due to my absence.

Old Business: None.

Votes Needed: None.

Income: None.

Expenses: None.

Volunteer Hours: 4 hours for the Tree and Wreath and I haven't logged my other hours from the start of this year. 6 additional hours for the other events give or take.

Password for the Instagram should be in the Publicity binder- this shouldn't be a problem to share with Symphony

Hospitality: Jen Blik

New Business: None

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 4

Membership: Allie Iacovelli

New Business: Mini membership "drive" in December - give the gift of membership. These will be printed cards with a QR code that goes right to the membership application jotform that current members can purchase at the December luncheon (or throughout the month?) to give to friends to gift them a membership.

Liz will add a "gifted membership" option on the jotform the day of the luncheon. I spoke with Penny about ideas regarding price and we thought setting a set price of \$15 for a gifted membership, almost but not quite half off like it will be in January, would be good. This is the point that I am unsure about needing to vote on.

I will not be in town for the luncheon, so I'll write up a spiel for Penny to read about this in my stead. Lastly, I think I signed up for VMIS correctly but I'm not sure.

Mini-membrship drive will be in January

“Give the gift of membership and / or friendship” – a current member will pay \$15 give the card to a friend and , they can scan the QR code and it will bring them to the page to sign up for the remainder of the year

Temporary option for the charge to be \$0 because it is “gifted”

Still need: QR Code for members to purchase the gift. Allie will check with Liz. If not check with Patti (she has permission from the President to set something up)

Old Business: None

Votes Needed: *Ruth moves that we offer our half year membership price, as a gift option starting at the December luncheon for current members to purchase the “gift of membership” for friends. This membership will go active on January 1st.*

Patti Agard seconds

10 votes yes, Passed

Income: None

Expenses: None

Volunteer Hours: 4

Not sure if she signed up for VMIS correctly

ODYD: Tiff Gallo – not present, read by Parliamentarian

New Business: ODYD deployed 18 dresses and received 272 dress donations for the month of November. (The USO donation of 250 dresses arrived 1 Nov). There are three SFRG Spouse ODYD events in the works for upcoming Winter and Spring Balls. I’m in discussion with Yvonne (National) over creating a permanent Business Casual/ Interview Dress section.

Old Business: We’ve made a lot of progress in inventorying the USO donation of 250 dresses. All of the business casual dresses are currently hanging in the Main Room as I finish inventorying those. I’m also thinking of doing an online inventory, via our Facebook page, for the short Homecoming-esque dresses. Dependents would still need to come in and get the dress. This wouldn’t be an “order and ship” situation. This way they can stay stored and leave much needed space available for our cocktail dresses. Dance schools have not been interested so far. I’m still making calls in this area.

Votes Needed:

Income: None

Expenses:

Volunteer Hours:

Off The Beatin’ Path Gift Shop: Dylan Screen

New Business:

We are hoping to have a new consigner soon who will be making baby and toddler clothing items.

Remember there is still time to get your ornament for December's luncheon and get an extra opportunity ticket!

Old Business:

Still waiting for the final quote for the knitted blankets. Most likely we will not have them by Christmas. As for the pottery, we are still waiting for a shipping confirmation (we have not yet paid for the items yet)

The consigners have brought in some new items, more polish pottery coin racks and more Velcro patches are being made.

The square terminal is working without any problems!

Votes Needed: None

Income: \$ 2,951.89 **Store:** \$979.59 **Consignor:** \$1,972.30

Expenses: Paper: \$32.85 Tree and Wreath: \$130.00 Lapel Pin order: 285.00 Total: \$447.87

Volunteer Hours: 8.5 Hours

Property Manager: Amee Kerr

New Business: Working on organizing storage area

Inventorizing items and will have this done within the next two week

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 4

Publicity: Katrina Nicolette

New Business:

- Monthly Newsletter
 - Submissions are due to me NLT December 11th
- Social Media Postings
 - Highest traffic is in the morning- please bare that in mind: I will post to ensure the most amount of people are seeing our graphics
- Future publicity endeavors:

Katrina addressed the board regarding alleged disparaging remarks made by another North Country Spouses' Club member about Katrina. These statements were made in Katrina's place of work. Katrina said this behavior affected NCSC's reputation in the eyes of this business owner. Additionally, Katrina said that a previous board member treated multiple NCSC members poorly and the following action leadership took was not satisfactory to Katrina. She expressed concerns regarding NCSC club leadership and the environment of the organization. Katrina used this as her formal resignation and left the meeting immediately. The President requested that the Executive Board remain after the General Board meeting.

Old Business:

Votes Needed:

Income:

Expenses:

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

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

Reservations: Trista Allen - not present, see 2nd Vice President for updated information

New Business: As of Sunday morning we have 33 people who have purchased tickets for the luncheon this month. Tickets close tomorrow (12/4).

Old Business: Wrap up of Tree & Wreath went great!

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours:

Retiree Rep: Kelly Bice

Board Report not received

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Scholarships: Mariah Blackbird-Perry not present, read by Parliamentarian

New Business:

1. Sponsorships
 - o Sponsorship letters are ready to get delivered. I will be working on this in the next few weeks. The plan is to deliver as many sponsorship letters to surrounding businesses (if they allow solicitations).
2. Scholarship applications are launching on NCSC website and media **December 6th!**
Yay! Applications will close **March 27th.**
 - o Mail: Can you make sure to watch for any hardcopy/mailed in applications. Please and thank you!
3. Scholarship committee 2023-24
 - o Molly Culley (Madam President)
 - o Tiff Gallo (Board member rep)
 - o Jacquesia Nowlin (general member rep)
 - o _____ (general member rep) – *Adding this to speak at the December Social*
 - o Mariah Black Bird-Perry (Scholarship chair)
4. Scholarship timeline - at the 1st Scholarship committee meeting we decided to create a timeline for the scholarship process. Sharing for awareness (some things are flexible).
 - o Timeline

Event	Date	Notes
1st Scholarship Committee	Nov. 15, 2023	

Meeting		
Scholarship “Save the Date” Launch	Between Nov. 22nd - Nov. 29th	Publicity chair to launch Save the Date w/o QR code.
Sponsorship drop-off at businesses	Late November/Early December	Chair delivers.
Scholarship Launch	Dec. 6th	Publicity launches w/ QR codes and on NCSC website.
Scholarship timeline	Dec. 6, 2023 - March 27, 2024	*Launch to closing date.
2nd Scholarship Committee Meeting	February	Include event planning personnel to start planning scholarship awards ceremony.
Scholarship deadline	March 27, 2024	*emailed and postmarked.
3rd Scholarship Committee Meeting	Between March 28th - April 2nd (Tentative)	*HOLD for help on putting packets together.
Packet drop off	Between April 3rd - April 5th	
Packet pick up	Between April 24th - April 26th	
4th Scholarship Committee Meeting	Between April 29th - May 3rd	Identifying scholarship awardees and putting paperwork together for board meeting.
Board Meeting	May 8, 2024	
Scholarship Ceremony	May 21, 2024	

If you have any question about the timeline, please let either myself or one of the scholarship committee members know.

Old Business:

Positions needed:

- Scholarships committee
 - 1 general member needed
- Secret Scholarship committee
 - 1 general member needed
 - Things are moving along here :)

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 16 hours

Social: Stephanie Spika Hickey

New Business: All sub-clubs have been meeting approximately once a month, with no major issues. However, Game Club struggled to get a strong enough attendance at their first event to play bunco. Beer, Wine & Spirits will partner with Game Club in January with the hopes of recruiting new members for Game Club.

Leads have been asked to check with Stephanie before scheduling future dates to ensure we don't double-book activities.

Future dates scheduled for sub-club activities include:

December

- 6 - Hiking Club (daytime)
- 7 - Toddler Club (daytime)
- 8 - Crafting Club (evening)
- 9 - Beer, Wine & Spirits Club (afternoon/evening)
- 15 - "Book" Club (daytime)
- 20 - Lunch Bunch (lunch)

January

- 11 - "Book" Club
- 12 - Crafting Club (evening)
- 13 - Beer, Wine & Spirits + Game Club
- 27 - Beer, Wine & Spirits (evening)

February

- 7 - "Book" Club
- 9 - Crafting Club (evening)
- 24 - Beer, Wine & Spirits (evening)

March

- 7 - "Book" Club
- 9 - Beer, Wine & Spirits (evening)

April

- 5 - "Book" Club
- 13 - Beer, Wine & Spirits (daytime)

May

2 - "Book" Club
11 - Beer, Wine & Spirits (daytime)

Old Business: None
Votes Needed: None
Income: None
Expenses: None
Volunteer Hours: 4

Volunteer Coordinator: Sarah Vanderleest - not present, read by Recording Secretary

Board Report not received - *report was received as of 12/5 pm*

New Business: In December, I will ensure everyone's roles in VMIS are accurate and assign roles to those who haven't applied for one. I'll reach out 1:1 if I'm unable to find you in VMIS. Also, all submitted hours through November have been certified as of 12/3/23.

Old Business: N/A
Votes Needed: N/A
Income: N/A
Expenses: N/A
Volunteer Hours:

Honorary President: Lu Anderson

Advisor: Veronica Clarke