

# NCSC August Meeting Agenda/Minutes

*Governing Board Meeting  
Wednesday, August 21, 2024*

Meeting called to order: 9:30 a.m.

## **Guest Speaker: Dani Reed from VMIS Program Manager**

I looked at the NCSC hours and data and I feel like you all have not put in all your hours with the work you do. You're out there and involved and it's awesome, just remember please put in your hours! It is so very important to log your hours. Regulations states that all employees must register and log your hours.

- A good reason to log your hours is for your own personal collection of the data that you do.
  - It shows your hard work and what all you are doing for the installation.
  - It shows and it proves to the department of the army how much work our volunteers are putting in.
  - It opens up your chances to be recognized for awards.
  - It's great for performance evaluations.
    - We have 156 organizations on VMIS for Fort Drum.
    - 17,000 registered volunteers.
    - It's for resource allocations.

Everytime you update, every month it gets sent up and you can see what all is going on at Fort Drum and across the army. Your hours follow you. It's always open and you can log your hours. Which is great for resumes for jobs. I always encourage spouses to log those hours to prove, yes, I have been working and volunteering while my spouses have been serving. Garrison is so very supportive and I think it's great what you all are doing and showing the hard work the club is doing and we really appreciate all you and NCSC does! Thank you. If you need a user guide for VMIS, there is one on the website.

## President: Penny Ezell (Present)

**New Business: Guest Speaker to the Board Meeting:** Dani Reed from the Army Volunteer Corps to talk about VMIS and how tracking our hours can help Fort Drum.

### **Volunteer Opportunities for Spouses on Fort Drum:**

- Patient and Family Partnership Council: Next meeting 12 August, 1400, Guthrie Clinic. Must complete Patient Privacy training and enroll as Red Cross volunteer.  
Contact: Deb Woods [deborah.a.woods24.civ@health.mil](mailto:deborah.a.woods24.civ@health.mil)
- CYS Parent Advisory Board: Next meeting 19 September, 1145, Youth Center. Must have a child enrolled in CYS to participate.  
Contact: Parent Central Services, 315-772-8675
- Volunteer Advisory Council: Next meeting: 3 September, 1000, USO.  
Contact: Dani Reed [daniel.j.reed3.civ@army.mil](mailto:daniel.j.reed3.civ@army.mil)

**Board Party:** Thank you all for coming out to the board party. It was so fun to start the year off with such a fun time. We have such a great team and I cannot wait to see what this year has in store!! Thank you for volunteering your time and energy!! We missed Alyssa, Brianna, Sarah V. and Kelly!

-Really enjoyed going to Spouses' Connections this month and meeting so many new spouses!

-Thanks to Tiff for joining me and promoting ODYD!

-HUGE SHOUT to Morgan Sims for leading the Membership Open House committee! What a wonderful event this team put together! Thank you ! Thank you! Thank you!! Cannot wait to see all the new and continuing members who join this year!

**Norms/Expectations and Goals for 2024-2025:** The executive board worked together to create norms and goals for our board year. Please take a look at the attachments. We would love the whole board to allow these to guide our work this year. If you have any feedback or questions, please share. We believe these norms will help guide our work to reach our goals working collaboratively together as a team!

**Old Business: Blue Star Family Update:** Nicole, Patti and I had a great meeting with Consuela after the Blue Star Family Coffee Connect. We discussed the Outpost possibility but that may take a little time because it is not an option at this time, but she thinks it can easily be a possibility with a conversation with our Senator.

-In the meantime, she believes we could easily begin some of the work by holding Coffee Connects for them in the Fort Drum area and holding events during the Blue Star Families' Welcome Week in September. These events would be open to anyone at Fort Drum, which would be a great way for us to make connections with others outside of NCSC and then also be able to discuss and invite them to be a part of NCSC. Blue Star Families would send us all the supplies and items we would need to participate in these events here at Fort Drum. We also discussed the Family Ball idea, and she was very interested in this event and helping support it. She believes she has a donor that would be very willing to support the event.

I now have an email into Consuela so Stephanie (1 st VP) and I can Zoom with her and Erica the Executive Director about our collaboration. If all goes well with this Zoom call, I will be adding a position to our board to help spearhead the Coffee Connects, Blue Star Welcome Week and

help Stephanie with the Family Ball. This person will be the liaison between Blue Star Families and NCSC. The role will be Blue Star Families Rep-Fort Drum.

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:** Entered into VMIS

*Added notes:*

- *Added notes from Blue Star Families. Follow up meeting on zoom on Sept. 3 and talk about the connection that we want to make. The goal would be to create a job description for a Blue Star Family Liaison for a board position. We would need to create a job description, change the bylaws to add that position. The position would include the Blue Star Families Coffee Connection, the welcome week of Blue Star Families (September 21-28). This person would grab all the supplies for those events. The event is at the hotel every Wednesday. The Family Ball - and working with Stephanie. If everything goes well we will send that out as an E-vote.*
- *Talking to Mrs. Meyers - she wants us to know about these advisory boards (look at list above) It's a great way to help the club be more involved, get more spouses involved and in the know with what is going on on post. Our reach in other places is important for us as a club. Use your roll. Get involved and get into other things in the community on post. Just wanted everyone to be aware of what is available.*
- *Thank you again to everyone who came to board party.*
- *Huge shout out to Morgan and Rayna and the committee for the Open House. We are 106 members.*
- *My biggest thing is the Norms and Goals for the year. The Ex board established these at our last meeting. Please keep these in mind throughout the year and remember the reason we are here and what our goals are. We are all in this together and we want to be a united front. It's about the health of the club.*
  - *Nicole Lockhart - read the mission statement of the club as a reminder.*
- *With our goals (community events) please keep in mind to pass along the information of the club at SFRG events. Our units are also our community.*

## **1st Vice President: Stephanie Spika Hickey (Present-zoom)**

**New Business:**

- Flock The Yard
  - Dates of Flockings: September 26-October 16 (picked up by October 18)
  - A webpage on our website has been created (thanks, Cait!). I'm working with Sarah V. to have a digital sign up for Flockers so I can start scheduling volunteers. I'm working with Rachel and Patti to have the order/payment form ready to go live on our website, as well as the payment form for people to find out who flocked them. I'd like all of this to go live the first week of September.
  - Does anyone have extra storage totes? We need four large storage totes to transport the flocks and I'd prefer to save money and not buy them if possible.

- Tree and Wreath Update
  - Saturday, November 23 at Lincoln Loft in Watertown
  - 4:00 – 5:30 P.M. set-up; 5:30 – 6:30 cocktail hour; 6:30 – 9:00 dinner and auction; 9:00 – 10:00 clean up
  - Fundraising Committee will start meeting in September
- 501(c)(3) Update
  - Will work on this to have accomplished for the next board year

**Old Business:** None

**Vote Needed:** N/A

**Income:** None

**Expenses:** \$33.47 for name tag blanks

**Volunteer hours:** May – 18 hours; June – 30 hours; July – 12 hours

*Added notes:*

- *Flock the yard is coming soon. Sept 26. I will send out the volunteer form soon. I am hoping as many board members will sign up to volunteer.*
  - *If anyone has any storage totes please reach out*
- *Tree and Wreath - more information to come along with a sign up sheet for volunteers who want to help.*

## 2nd Vice President: Allie Iacovelli (Present)

**New Business:** After some MWR back and forth, our 9/16 social has been moved to Le Ray mansion, and will be catered by Abby at the Peak. I am still waiting to hear back from Dr. Rush and her crew as to when we can get in to set up but I imagine it will be sometime around 9:30-10am. I'd love to get some hands/a small event setup and breakdown committee on this. I've emailed Sarah V. requesting that once membership starts rolling in she set up a sign up for this, but since it's our first social I think I'll have to rely heavily on board members for this one. Please let me know if you have any interest setting up for this!

The socials team has yet to be able to sit down and meet but I'm hopeful we can get that done in the next week or so. I also plan to take some time the next week to see if Patti's hot spot will work well enough at Le Ray to do opportunity ticket sales. I plan on doing opportunity prizes/tickets the same way as last year, with an email going out to members who have purchased tickets with the prizes and link to get your tickets ahead of time.

I have a very rough draft of an agenda for the social to share since our next general meeting isn't until after the social.

**12:00 - 12:15:** Welcome and ice breaker (thinking of doing "find your pair" but open to suggestions!)

**12:15 - 12:45:** Lunch and explaining the budget vote

**12:45 - 12:55:** Speaker from the SPCA

**12:55 - 1:00:** Budget vote

**1:00 - 1:10:** Opportunity prizes

**1:10 - 1:55:** Favorite things

**1:55 - 2:00:** Goodbyes and promoting our next social

- As was the case last year, please let me know if you'd like to speak at the luncheon and I can adjust the agenda! Also, this is a **\*VERY ROUGH DRAFT\*** since we are so far out but I wanted to get something together for everyone's eyes.
- Board question: how would we feel about having print outs on the tables with pictures of the animals up for adoption at the shelter on them? Too sad? They have something like that out at Garland City and I thought it had potential.

**Old Business:** None

**Vote Needed:** N/A

**Income:** None

**Expenses:** \$137.60 on tablecloths (\$114.28 funded by the club and completed funding form, \$23.32 paid by self and reimbursement form also completed)

**Volunteer hours:** July - 10 August - 37.5

*Added Notes:*

*We are all set and fully approved for our social on the 16th. I don't think anything will change (fingers crossed) Sandwiches, salads and cakes. I'm getting to LeRay at 9:00. I would love to have some help with setting up. Sarah V is coming up with a sign up sheet for me. Event info will be going out to membership on August 26. General question with the SPCA if everyone is on board with me having photos of animals that are up for adoption. (All on board) I am going to head to LeRay this week with Patti's hotspot to make sure the internet works.*

## **Corresponding Secretary: Brittany Ferguson (Present)**

**New Business:** None

**Old Business:** Open House, Boards with the Board party

**Vote Needed:** None

**Income:** None

**Expenses:** None

**Volunteer hours:** 20 Hours

## **Recording Secretary: Sarah Wright (Present)**

**New Business:** Thank you to everyone that turned in a board report.

**Old Business:** None

**Vote Needed:** Move to approve July board minutes

**Income:** None  
**Expenses:** None

**Volunteer hours:** 22 hours  
**Vote:** Moved by Patti Aguard  
**Seconded:** Allie Iacovelli  
**All in favor:** 15 votes (Passed)

## Parliamentarian: Nicole Lockhart (Present)

**New Business: E-Votes:** Most of our voting is done in our governing board meeting, but from time to time we have things that need a vote between meetings. In the state of NY, electronic voting for non-profits requires 100% participation for a vote to pass or fail. We will do our best to hold all votes at the board meetings, but if we are not a quorum or there is something that needs immediate attention it will require every member of the board's attention.

**Old Business: AARs (After Action Reports):** AARs should include what you did. How it went. Any suggestions for next time. These are important for future NCSC boards. I would suggest when you are submitting your board report to update your AAR at the same time.

**Vote Needed:** N/A

**Income:** None  
**Expenses:** None

**Volunteer hours:** 25 hours for July.

*Added notes:*

- *Please start working on your AARs now.*
- *E-voting - we have not been doing e voting correctly. It does req. 100% participation from the board. So moving forward, be on the lookout for future E-votes. If you have any problems, please email me.*
- *We did approve the marketing budget by E-vote, but hopefully it will be fine. It is in the budget so it should be fine.*

## Treasurer: Patti Aguard (Present)

**New Business:** Monthly Finance Report for [July](#) and OTBP Finance Reports for [June](#) and [July](#)  
2024-2025 Budget update:

- Budget committee meeting was held on August 9, with board members Sarah Wright, Allie Iacovelli, Penny Ezell, myself and non-board members Laura Biondi and Emma O'Bryan.
- [Here](#) is the budget for 2024-2025 as created by the Budget Committee
  - Edits that were made to the requested budgets:
    - There are no miscellaneous expenses per chair
    - Scholarship and Grant Ceremony expenses were combined, and decreased to \$150 (from \$200) as we share this event with the Thrift Shop.

- Increased Social Chair budget to \$450 (from \$200) to support Sub-Clubs
- Added \$1,000 to OTBP for re-opening. Without knowing what is expected this year with OTBP, we would like to have money set aside, to avoid bringing a secondary vote to general membership at a later date. If the store is not expected to reopen this year, it is important to highlight this for future budgets.
- Removed "Youth of the Year Savings Bond (\$50)" from Community Outreach
- Removed "Monthly Outreach (\$300)" from Community Outreach, as we cover the cost of guests' attendance at socials through sponsorship
- Decreased Recording Secretary Supplies to \$50 (from \$90)
- Increased Membership Dues income to \$6,000 (from \$5,700)
- Increased ticket sales for Welcomes and Farewells to \$2500 (from \$1500) to offset the cost of these events, as they should cover their own costs. We do not expect to host any Welcomes or Farewells this year, but would like to avoid bringing a secondary vote to general membership at a later date.

**Old Business: 2022-2023 Taxes:**

- Our Jarod Ormsby with Bowers did submit the letter to the IRS for the outstanding balance, we are still incurring interest but are assured that the agency will cover any penalty fees the IRS does not waive

**2023-2024 Taxes:**

- I have sent over our year end information to Blackwell Bookkeeping, they are going to start the tax preparation work for taxes due October 16.

**Vote Needed:** 2024-2025 Budget, to bring to our General Members at our September social

**Income:** None

**Expenses:** \$400 - Bonding

**Volunteer hours:** July - 31 hours

*Added Notes:*

- *Budget Committee Meeting. I did hand out the budget that was agreed upon and everything was passed.*
  - *In the budget we missed adding the Family Ball- we would like to have that money allocated in the budget for that event, so if it does happen, we are covered. If the event doesn't happen or BSF sponsors the event, the money will go to scholarships and grants. We would just like for that to be covered so we are set up for success. These numbers are for the spring event in case Blue Star doesn't sponsor it. Very baseline numbers plan for the event. We are hoping to have it bigger and better if Blue Star sponsors this event. This is not a fundraiser.*

- *Taxes:*
  - *2022-2023- We have filed and have been accepted by the IRS and are paid. We owe money in late fees that are due to the CPA filing it incorrectly.*
  - *2023-2024- We are all set and everything is up to date. All documentation is ready and in the hands of our new tax professional and will be ready to file prior to October 15, 2024.*

*Penny: I would like to increase Volunteer Appreciation gifts from \$200 to \$300.*

*Tiff Gallo: I move to approve the increase to \$300 and to approve the budget.*

*Seconded: Alyssa Faughnan*

*All in Favor: 15 (Passed)*

- *We are still operating out of two bank accounts for the shop and the club. We are operating out of the account from here on out.*

## **Community Outreach: Stefanie Brady (Present - zoom)**

### **New Business:**

- For September, we will have the Jefferson County SPCA as our community outreach partner.
- Items Needed: laundry soap, paper towels, trash bags, dish soap, bleach, small animal bedding, puzzle feeders, canned food for dogs and cats, cat litter.
- For October, we invited the Fort Drum Thrift Store, with our giving emphasis on their Blessing Box, a free resource to combat food insecurity on Fort Drum. We will be helping them to stock ahead of the holiday season:
- **\*\*TO BE UPDATED\*\*** Items such as canned cranberry sauce, stuffing mix, instant mashed

potatoes, canned vegetables, gravy, pie fillings, pre-made pie crusts, canned sweet potatoes, cornbread mix, hot cocoa mix, apple cider mix, dessert and cake mixes, “cream of” soups, canned ham, marshmallows, Mac n cheese, broth, etc.

**Old Business:** None

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:** 12 hours

*Added Notes:*

- *We have the SPCA for the September Social. I will work on the photos.*
- *October is the Thrift Store and the Blessing Box.*



- *I did receive an email from the Watertown Chamber of Commerce and connected with them and the Rotary Club. I am super excited to work with them. If anyone would like to come along. (Penny)*

### Donations Coordinator: Alyssa Faughnan (Present)

- Did not receive a board report

#### Added Notes:

- *I did meet with Stephanie and we created the solicitation letters for businesses and they will be ready for next week. I also did one for on Fort Drum. My goal is to get donations from Brigades. So keep that in mind that we will be starting this process soon and it will be all hands on deck.*
  - *There will be a list coming out so we can sign up for where you want to go. Note that the spreadsheet will not be open to edit.*
  - *Business wont be contacting you back, they will be contacting me back. You are just taking the form and giving the speal. If they don't give you a donation right then, I will be the point of contact.*
  - *Start telling your units now!*

### Historian: M.A Scott (Present)

**New Business:** None

**Old Business:** I took pictures at the National night out and the spouse connection.

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:** 10.5 hours

### Hospitality: Brittany Young

- Did not receive a board report.

### Membership: Morgan Sims (Present - Zoom)

**New Business:** The Open House was on Sunday and it was amazing! As of right now we have 65 new members and counting! The turnout was incredible. Thank you everyone for helping set up/take down and all of the hard work you put in! I will be sending out a text or email to the winners for our opportunity prizes this week.

**Old Business:** None

**Vote Needed:** N/A

**Income:** None

**Expenses:** \$200 on materials for the Open House!

**Volunteer hours:** 43 hours

*Added Notes:*

- *Open House was such a success. We are at 106!!!! Thank you to everyone that helped out. I am getting the opportunity prices out this week.*

### **ODYD: Tiff Gallo (Present)**

**New Business:** A big goal of mine is to have an SFRG private event before each ball this year. Does anyone know if there is a master list of SFRG leaders and their contact information, or who I should contact to get the conversations started?

**Old Business:** ODYD Deployed 6 dresses and received 92 donations in the month of July.

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:** 14 hours

*Added Notes:*

- *All 92 dresses are in inventory and ready to go.*
- *I would like to have more unit events before balls and dining outs. I want to start reaching out to the SFRG leaders to get the ball rolling on that.*
- *I am also talking a lot with Kelly and her Ball Basics and Beyond courses with ACS. I set up travel racks for those events. September 27. 2:30-4:00 at TSC building 1070 Lewis Ave.*

### **Off The Beatin' Path Representative:**

- Board position open.

### **Property Manager: Amee Kerr (Not Present)**

- Did not receive a board report.

### **Publicity: Caitlin Lesco (Present)**

**New Business:** Website Updates, Branding & Graphics

**Old Business:** New Logos/Branding were approved

**Vote Needed:** N/A

**Income:** None

**Expenses:** Outdoor Banner \$76.50, Tri-Fold Brochures \$126, Save the Date Magnets for Monthly Socials \$146, Logo Stickers \$151, 3 Step-in Signs \$36, Table Runner \$45.68

**Volunteer hours:** 39 hours

*Added Notes:*

- *Merch link is on the facebook page and website.*
- *Please contact me for anything you need for graphics and images.*
- *Merch table at the September Luncheon. And then a table for the Oct. to hand out.*

## **Reservations: Rachel Klahs (Present)**

**New Business:** None

**Old Business:** None

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:** 4 hours

*Added Notes: Creating the Cheddar Up page for Flock The Yard.*

## **Retiree Representative: Shelley Matthews (Present)**

**New Business:** None

**Old Business:** Sackets Harbor Marathon Water Station #9

- Myself, my husband Donnie, Patti Agard and Mona & Ryan Alfaro attended the water station meeting on 8/4.
- Currently we have 13 adults and about 10 children/teens volunteering for our team. Myself, husband Donnie, Nicole Lockhart +5, Patti Agard (the energy of 6), Allie Iacovelli, Amee ( +teens), Mona Alfaro, Tiff Gallo +4, M.A. +1, Robin Blanton (+?), Cara Arterburn (+ baby Harper)
- Water Station location is at Taylor Concrete Products Inc. 20475 Old Rome State Rd. Watertown, NY 13601
- Sunday September 1, 2024 PLEASE ARRIVE NTL 0700 and plan to stay until 1030.
- Marathon provides:

Garbage can, rake, trash bags, gloves, cups, Gatorade mix, water, water pump, pitcher (2), tables, Gatorade cooler

- Things to bring ourselves:
  - Pop up tent (Matthews will bring)
  - Bag chairs (everyone bring their own)
  - Posters : anything funny/motivating (Cara Arterburn and I will be working on a few)
  - Music/speakers (Matthews will bring)
  - Noise makers (Matthews has cowbells, clappers, megaphone , Nicole has cowbell)
  - Snacks (Matthews: breakfast fried rice, cupcakes, water)
  - Coolers: at least one cooler needed for ice for the runners (ice is provided by the marathon)
- Lastly, bring A LOT OF ENERGY!!!

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:**

*Added notes:*

- *Retiree App. Day on Saturday, Sept 21. 9:00-2:00. We can have a table either at Clarke Hall or at the PX. If we want to try to get more retirees as members. We are hoping to do two or three shifts to break it up. Is that a date that people are available. Morgan, Rayna, Allie, Nicole, MA, Penny and Alyssa. More information to come.*
- *We are pretty set for the marathon. Everything is covered.*

**Retiree Representative: Kelly Bice (Not Present)**

- Did not receive a board report.

**Scholarships: Brianna Van Matre (Not Present)**

- Did not receive a board report.
- *Meeting with the Thrift shop Sept. 19 to begin conversations for the year (from Penny)*

## Social: Rayna Gossett (Present)

**New Business:** Lots of work put in this month getting ready for the open house. Most sub clubs have given me their full year schedule. Here is the schedule for the next 3 months.

### SEPTEMBER

6th-Lunch Bunch 11:30am

10th- Book Club 11am

11th-Outdoor Pursuits AM

12th- Toddler Club 10am

14th-Beer Wine & Spirits 4pm

16th-SOCIAL 12-2

17th-Crafting Club 6pm

20th- Cooking Club PM

25th- Book Club 7pm

26th- Game Club 4pm

### OCTOBER

3rd- Toddler Club 10am

4th-Lunch Bunch 11:30

5th-Outdoor Pursuits AM

9th-Book Club 11am

12th-Beer wine & spirits

15th-Crafting Club

19th-SOCIAL 6-9

23rd- Game Club 6pm

24th- Toddler club 10am

27th- Book Club 7pm

### NOVEMBER

6th-Outdoor Pursuits AM

7th -Beer Wine and Spirits 11am

13th-Lunch Bunch 11:30am

14th-Book/Craft Club collab 7pm

15th- Toddler club 10am

16th- Game Club 4pm

19th-Crafting Club 6pm

23rd- Fundraiser PM

24th-Book Club Movie

25th- Book Club 7pm

**Old Business:** None

**Vote Needed:** N/A

**Income:** None

**Expenses:**\$18.99

**Volunteer hours:** 24 hours

*Added Notes:*

- *Sub Clubs killed it!*
  - *Still need a co lead for cooking club*
  - *We have a new sub club! Purple Pals Club. This club is for parents who have children with special needs or learning disabilities. The sub club lead is, Jessica Hamilton.*
- *Post again about more volunteers for events.*
- *When we launch the new club, Cait will make a post and it will be out there soon.*

## Volunteer Coordinator: Sarah Vanderleest (Present - Zoom)

**New Business:** Continued with volunteer appreciation - Tiff Gallo is July's volunteer of the month! I have everyone in VMIS in the correct positions. Hours are UTD as of 10 August. I created accounts for several people (hospitality, membership, publicity, reservations, both retiree reps, social chair) because they did not have VMIS accounts (at least that I could find). Hours can be logged by all positions now, except for Donations Coordinator, I need to create that role in VMIS as it wasn't set up prior to me accepting VC role. I will do that next month.

**Old Business:** If it's easier for everyone, just include your bulk hours in your board report and I'll get them entered into VMIS for you.

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:** N/A

*Added Notes:*

- *Tiff Gallo is our volunteer of the month! She is rocking ODYD. Thank you Tiff for all your hard work.*
- *Everyone's hours are up to date as of August 10. I'll double check and make sure everyone can access those accounts. If you didn't get an email, please email me and we will get you set up.*

Meeting end time: 11:11a.m.