

NCSC July Meeting Agenda/Meeting Minutes

*Governing Board Meeting
Wednesday, July 17, 2024*

Called to order by: 9:32 by: Nicole Lockhart

President: Penny Ezell (Present)

New Business:

- **Garrison/FMWR Meeting**

Mrs. Naumann and I had a great meeting with Garrison and FMWR this past week. Our revalidation as a private organization on Fort Drum is complete! Garrison will be looking into other building options for us as an organization other than our building at the airfield. I will keep everyone posted as we find out what those options may be. We are hopeful that these building options will be more suitable to our needs and more easily accessible.

- **Board Member Profile Form**

Please fill out this Google Form by August 1 st . These questions will be used to create a Board Bio for you in a Facebook post and on the website as well. They may also be used for other purposes throughout the year. . [Board Member Profile Form](#)

- **Board Party 8/16 6-9 pm at Penny's House**, 224 Paddock Street, Watertown, NY 13601

Please let Penny know if you are unable to attend. The theme is Boards with the Board (different snack boards) Team Building with making of boards and other fun team building activities and personality tests results.

Chips and Dip board, Summer Fun Board, Pizza Lovers board, Taco Board, Cobb Salad board, Chocolate Fondue board

- **Meeting with Blue Star Families**

Blue Star Families will have an event at [Old McDonald's Farm](#) on August 2 nd You can register here to go.

August 3 rd Coffee Connect for Spouses at Starbucks in the PX from 1:00-2:30 [Register here](#).

After the coffee connect, a few of the executive board members are meeting with Consula Rodriguez, Program Manager, to see what we need to do to become an [Outpost for Blue Star Families](#) here at Fort Drum.

- **Volunteer of the Quarter (April. May June) Award Ceremony**

August 9, 2024 2:00-3:00 at the Peak, our volunteer that has been nominated is Mariah Blackbird-Perry, Scholarship Chair 2023-2024

Write up for Garrison- I am pleased to nominate Mariah Blackbird-Perry for the Fort Drum

Volunteer of the Quarter Award for 3rd quarter. Mariah was the North Country Spouses' Club Scholarship Chair this year. She worked diligently in her role while also working full time as a Policy-Partnerships Specialist with the Assistant Secretary for Indian Affairs Office at the Department of Interior. Mariah spent many hours streamlining our scholarship process. She worked with our Scholarship Committee and President to make sure we got the word out about our scholarship opportunities to many of our local schools and universities. She collaborated with board members to create a committee of not only NCSC members but also local community members to help read applications and essays to determine who our scholarship recipients would be. She joined forces with the Thrift Shop Chair to create an excellent joint scholarship/grants ceremony where we were able to present our awards together as two nonprofits organizations on Fort Drum. Mariah also wrote a wonderfully comprehensive AAR that will help set this year's Scholarship Chair up for success. Her collaborative spirit and dedication to our organization, Fort Drum and also her work with the Indian Affairs Office make her an excellent choice for the Fort Drum Volunteer of the Quarter.

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: logged into VMIS

- *Roberts law for rules and proc.*
- *Garrison: Revalidation is complete and good to go. And that is all set and ready to go. Working on our footprint and having more than just the building at the airfield. Please fill out your paperwork by Aug. 1 for bios, website and promotions.*
- *Board party: Gen. board members got an index card. You are each on a board team. Boards with the board. Each ex. Board has a team that you will be a part of. Each lead will be reaching out to you with the list of what you need to bring. There will be an RSVP post on facebook later today.*
 - *Sundae Board: Team Lead, Sarah Wright - Morgan Sims and Kelly Bice*
 - *Pizza Bard: Team Lead Brittany Martin Ferguson - Rayna Gossett and Alyssa Faughan*
 - *Taco Board: Team Lead, Patti Agard - Cait Elizabeth and Stefanie Brady*
 - *Chips and Dip Board: Team Lead, Stephanie Spika Hickey - Brittany Young and Ameer Kerr*
 - *Summer Fun Board: Team Lead, Nicole Lockhart - Shelly Matthews and Tiff Gallo*
 - *Chocolate Fondue Board: Team Lead, Allie Iacovelli - Rachel Klahs and Brianna Van Matre*
- *Blue Star Families: You do not have to go to these events, we just wanted to pass along the information.*
- *Vol. of the Q: Super thankful for Mariah's hard work last year. Please reach out if you want to go to that ceremony.*
- *Chamber of Commerce: We started going to Business After hours. There are a lot of benefits of being a part of this. Since we don't have a budget yet, I would like to make a*

motion for us to have a Chamber of Commerce membership.

- *Guidelines for a vote:*
 - *Anything that is not in the budget is under \$750. We need to vote on it. That is why when Patti asks for your budget it is important to think through your year based on your previous AAR.*
 - *If the topic/issue amends anything in the constitution and by-laws.*
 - *If the topic/issue will affect the club or board as a whole.*
 - *If you ever have any quest. About votes please come to N or P*
- *Move by Penny Ezell, that we add a Membership with Chamber of Commerce \$250 - free email blast and a social media piece. Annual - calendar year or physical year? Nicole will follow up*
- *Seconded by Alli Iacovelli*
- *All in favor: 10 (Passed)*

1st Vice President: Stephanie Spika Hickey (Present)

New Business:

- Flock the Yard Update
 - Please read attached document for overview
- 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
- 501(c)(3) Update

Old Business: None

Vote Needed:

- Tree and Wreath Venue/Cost = \$648 for 6 hours (venue + tax) at Lincoln Loft on Saturday, November 23

Income: None

Expenses: Nne

Volunteer hours: May – 18 hours; June – 30 hours

- *Flock the yard: please read the information sheet. This is a big fundraiser for the club. We will be asking all of you to volunteer and help with setting up and cleaning up. More information to come. Please reach out if you have questions.*
- *Tree and Wreath: Saturday, November 23. Would like to set that date now at Lincoln Loft and expending the timeline of the event. Just the venue (not the food) \$648 with tax.*
- *Still working on the 501(c)(3)*
 - *Stephanie Spika Hickey, move to approve the price (\$648) of Lincoln Loft for Tree and Wreath 2024 along with time and date.*
 - *Seconded by Alyssa Faughnan*
 - *All in favor: 10 (passed)*

2nd Vice President: Allie Iacovelli (Present)

New Business:

Social dates and themes for the year

- September
 - Favorite things
 - 9/16 Monday 12-2 - MAYBE CHANGING depending on venue?
 - Flocking table

Maybe DryHill or Reserve Center - Stephanie can ask. Will meet with Penny and Becky @ MWR this week to see Lloyds Landing

- October
 - Murder Mystery - LeRay
 - 10/19 - Saturday 6-9
- December
 - Christmas Movie Trivia, ugly sweater contest - Sportsman's Lodge
 - 12/11? Weds 11-1
- ***January
 - Beat the Blues Luau - Sportsman's Lodge. **** sponsor - will be reaching out to chamber of commerce for sponsorship
 - 1/21 Tues 6-8
 - half price membership, bring a pal
- February
 - "Slumber Party" - Sportsman's Lodge
 - 2/13 Thurs 6-8
- March
 - "Pin Pals" bowling - Pine Plains Bowling Alley - bowl with the board - Morgan is I think still planning to have a bites with the board type thing. The way we talked about it is that the bowling with the board is more a social and laid back, and then anyone who comes to the social and then actually wants more info, in a more formal setting, could then attend the bites with the board.
 - 3/7 Fri 12-2
- April
 - Plant Bingo - YMCA?? Childcare. PWOC/CWOC tables??
 - 4/15 Tuesday 12-2
- May
 - Kentucky Derby - LeRay
 - 5/7 Wednesday 11-1

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 10 hours

- *September location - hoping to hear from Loyd's Landing by Friday.*

- *Will need help with December's Trivia Night*
- *Kentucky Derby: Maybe change the date to Friday, May 2nd. (TBD)*

Corresponding Secretary: Brittany Ferguson (Present)

New Business: Please look at the board roster and add any information that needs to be updated or changed.

[2024-2025 Board Roster](#)

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 3 hours

Recording Secretary: Sarah Wright (Present)

New Business: Any questions or concerns with board reports?

Old Business: None

Vote Needed: None

Income: None

Expenses: None

Volunteer hours: 5 hours

Parliamentarian: Nicole Lockhart (Present)

New Business:

Binders: Everyone should have their binders. Throughout the year, please make sure these binders remain up to date with hard copies for documents important to your job. It is also good practice to make a digital folder in your drive with those things.

- The items handed out today for treasury protocol should be included in your supporting documents tab of your binder.
- Please print a hard copy of the board roster to add to your binder once the roster is complete.
- **AARs (After Action Reports):** Start them now! AARs should include what you did. How it went. Suggestions to improve if you have any. 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.

Board Shirts: I will be working with Publicity to design a couple of options. Once they are done we will create a poll to determine the board shirt for the year. We will be using a local business for the shirts and hope to keep the cost around \$25. I will send out a Google Form via email and

our Facebook page to collect size information. If you need financial help for your shirt, there will be an option for you to let me know with complete discretion.

Headshots: I will be available the next few weeks for headshots. I've provided dates and times. Please let me know when you would like to schedule yours. The headshots will only take a couple of minutes. And you only need to be presentable from the waist up.

July 23 1pm-3:30pm

July 26 1pm-3:30pm

July 30 1pm-7:00pm

Aug 16 10am-3:30pm

Aug 21 After the board meeting.

Old Business: None

Vote Needed: None

Income: None

Expenses: None

Volunteer hours:

- *National Night Out - Thrown by housing on post. August 6 5:30-7:30 at Adirondack Creek Community Center. (I will double check the time). We could have a table at this event. If so, I could use some help with manning the table.*

Treasurer: Patti Aguard (Not present)

New Business: I'm sorry I will not be at this meeting, I do have a lot of information to share, please email, call or text if you have any questions! I will send a few printed off documents to be shared with everyone, feel free to click the links throughout this report to review all the documents and information.

2022-2023: Taxes

- We had an extension for filing last year and due to an e-file and routing number mistake our taxes were not pulled correctly on time. They have now been paid.
- We received a notice from the IRS that we owe \$562.19 in penalty and late fees. These have been turned over to our current CPA (Bowers) to resolve and handle.
- Our CPA was out of the office and I should have an update after 7/15 - I will try to send this along with Penny to announce during the meeting if I have one.

2023-2024: end of year update, these are the final numbers for our 2023-2024 year. In summary we ended on 5/31/2024 with:

- \$8,028.51 in AmeriCu
- \$8,320.98 in KeyBank
- These finances are ready to go to an Accountant for tax prep for our filing date of October 16, 2024.

2024-2025: Online banking is live for KeyBank, currently working on AmeriCu access

- [June Monthly Finance Statement](#) - available for you to view, this will be provided every month to the board, then to MWR.

- Budgets - Due August 1

- Please submit your budget to me by August 1 using [this google form](#)
- The Budget Committee Meeting will be at my house on August 9th at 9:00 AM.

All board members are invited, but this is not required. I have invited at least one non-board member to participate per our By-laws + Constitution. More members may be in attendance

- The draft budget will be sent out to the entire board prior to our August meeting, for your review. This will be voted on by us at the August Board meeting. Then voted on by members at the September Social.

- I am available to review your budget, create one with you, or answer any/all questions if you need!

- Reimbursement/Funding for 2024-2025:

- As a member of the board, you will have access to funds to support items that are in the budget for this year. I have created a [Guidelines for Funding and Reimbursements](#) - for both check and debit card transactions, please review prior to making purchases + asking for funding

- [Reimbursement + Funding Form](#)- this is the updated form for this year! Please fill this out and turn it in with all receipts and/or invoices when needed

For finances this year, I propose we move all accounting, bookkeeping, tax prep, and auditing to Kelsey Blackwell with Blackwell Bookkeeping. The reasoning is:

1. Our current CPA has not been responsive in filing correctly or following up with us. They currently cost us \$1,750+ to only file our taxes.

a. This \$1,750+ is a 50% discount from their typical pricing that we were initially quoted in 2015

2. Per AR 210-22 we are required to do an audit at least every other year, or whenever we have a new treasurer. Per the Private Organization Handbook for Fort Drum we need to do an audit every other year. Auditors need to be either a CPA, PA (this is Blackwell Bookkeeping) or 3 club members who don't hold office.

a. Audit services were quoted between \$6,000-\$10,000 per audit from other agencies

3. Blackwell Bookkeeping would provide all the following services for a total of \$3,247 annually:

a. Annual Tax prep and filing for state and federal taxes

b. Paying quarterly sales tax for OTBP

c. Quarterly review of NCSC finances for the both the Club and OTBP

d. Annual year end audit to provide MWR, Garrison and any other agency that requires it. As well as when we have a treasurer hand over (if it should happen mid year)

My recommendation:

1. This is a total cost increase of \$1,497 to support our bookkeeping from last year to this year.

2. For \$1,497 we would gain an annual audit, quarterly review of all finances, and assistance with sales tax prep.
3. These services, and this pricing, I believe are worth it after having worked with Kelsey on the audit this spring. She understands our mission, vision and wants to see us succeed.

Old Business: None

Vote Needed: Approve Blackwell Bookkeeping as our 2024-2025 bookkeeper, auditor, and tax prep at an annual rate of \$3,247

Income: None

Expenses:

- \$32.00 - Dryden Mutual Insurance coverage change
- \$393.19 - Wix subscription renewal + domain renewal
- \$989.00 - 2022-2023 Taxes to the IRS
- \$13.93 - Envelopes + stamps for scholarship recipients + IRS tracking
- \$75.00 - Blackwell Bookkeeping Quarterly Sales tax assistance

Volunteer hours: June -38 Hours (finalizing year end finances, prepping 2024-2025 finances, Mountainfest prep + volunteering)

- *Added notes from Penny Ezell*
 - *The more you put in your budget the better.*
 - *Budget Committee Meeting - Everyone is welcome, but it is not mandatory.*
 - *Budget is a little off at the moment because not all of the scholarship checks have cashed yet.*
- *Vote on Kelsey Blackwell with Blackwell Bookkeeping. It is an increase, but that comes with an annual audit assistance, help with quarterly reviews, assistance with sales tax preparations. It would be a huge benefit to the club.*
 - *Penny Ezell move to approve \$3,247.*
 - *Seconded by Stephanie Spika Hickey*
 - *All in favor: 11 (Passed)*

Community Outreach: Stefanie Brady (Present)

New Business: None

Old Business: None

Vote Needed: N/A

Income: None

Expenses:None

Volunteer hours: 3 hours

Donations Coordinator: Alyssa Faughnan (Present)

New Business:

- We will be looking to solicit donations from units, Fort Drum private organizations, local (NY) businesses, and even regional and national businesses. More information regarding specific donation requests and suggestions will be given next month. This will be an all hands on deck project.

- I am creating a new donations tracker (Google doc spreadsheet) based on the previous two years' donations. It will only be editable by me and Stephanie. Everyone will be able to view and volunteer to solicit donations. Feel free to recommend more businesses/orgs should you not see them on the tracker. This will be published before the meeting next month.

- I have a rough draft of a solicitation letter that I will finalize after we confirm the details for the fundraiser and create/approve the donor recognition system. This letter will be ready at next month's meeting.

- I would like to create a tiered donor/sponsorship recognition system (ie: "Silver, Gold, Platinum") to incentivize and acknowledge donors. I would like this list to be published and updated on our website and highlighted periodically on our Facebook page (ie: "Donor Spotlight Day.") I would also like donors to be recognized in the program/banner at both the fundraiser and scholarship & grants ceremony.

Old Business: None

Vote Needed: I motion to create a tiered system to recognize our donors.

Income: None

Expenses: None

Volunteer hours: 2 hours

- *Still working on specifics with the tiered donor/sponsorship recognition system.*
- *For Tree and Wreath: Personal goal for on post. Get more people on post to donate (specific guidelines on what we would need/want).*
- *Donation Tracker: Will only be edited by Stephanie and myself to hopefully avoid any confusion or issues like last year.*
 - *Please start thinking about where you want to go to solicit donations for this event.*

Historian: (Board position open)

Hospitality: Brittany Young (Not Present) Did not receive a board report

Membership: Morgan Sims (Present)

New Business: Open House is coming up on August 18th from 2-4pm at the Family Resource Center, vote needed for membership dues

Old Business: None

Vote Needed: New member dues

- E5 and Below \$20

- E6 and Above \$30

Income: None

Expenses: Projected expenses for Open House as stated in my budget- \$200

Volunteer hours: 9 hours

- *July 30, 1:00 - Meeting with Kelly Bice at the FRC to go over the Open House.*
- *Working with Cait to get all the information out about the Open House. We may need to change some wording around on the flyer.*
- *Membership Meeting for Open House with Committee: Wednesday, August 7, 6:30 at Morgan Sim's house.*
- *Open House Committee: Rayna Gossett, Allie Iacovelli, Nicole Lockhart, Brittany Furguson and Sarah Wright.*
- *Sarah Vanderleest will make a sign up sheet for the Open House with set up and tear down volunteers.*
- *Vote on Membership Dues:*
 - *Morgan Sims moves to change membership dues. E5 and below \$20. E6 and above \$30. Season Pass \$190 (½ off in January)*
 - *Seconded by Alyssa Faughnan*
 - *All in favor: 12 (passed)*
- *Vote on Membership Projected Expenses for Open House as stated in budget*
 - *Morgan Sim's moves to change projected expenses for Open House*
 - *Seconded by Brittany Ferguson*
 - *All in favor: 10 (Passed)*

ODYD: Tiff Gallo (Present)

New Business: One of the Co-Chairs of the Ft. Johnson ODYD will be bringing a large box of dress donations up with her next week.

Old Business: ODYD Deployed 12 dresses and received 42 donations in the month of June. The spouse who contacted me back in April about bringing donations from Ft. Leavenworth ODYD was scheduled to receive her household goods shipment last week, but it has been delayed.

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

- *32 dresses from Fort Johnson.*
- *We will have a table at Back To School Night.*
- *We will also have a table at the Open House.*

Off The Beatin' Path Representative: (Board position open)

Property Manager: Amee Kerr (Present) Did not receive a board report

Publicity: Caitlin Lesco (Present)

New Business: New logo proposals, updated tri-fold brochure, website updates

Old Business: None

Vote Needed: Vote for logos

Income: None

Expenses: \$109.99 for the Tri-fold Brochures printed for Mountain Fest

Volunteer hours: 15 hours

- *Showed board new logos*
- *Vote on logos*
 - *Cait Lesco moves to change logos for the 2024-2025 board year*
 - *Seconded by Shelly Matthews*
 - *All in favor: 11 votes (Passed)*

Reservations: Rachel Klahs (Present)

New Business: None

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

Retiree Representative: Shelly Matthews (Present)

New Business: Volunteer opportunity in the upcoming Sackets Harbor Marathon 9/1, event of interest/military support Can-Am Festival in Sackets Harbor July 20-21

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

- *For the Sackets Harbor Marathon on September 1. What they need is another water station. We would need 12 volunteers to help from 7:30-11:30. We would automatically win \$100 for doing the water station and could possibly win \$500 for being the best water station (voted on by the runners).*

- *There is a mandatory meeting on August 4. Shelly will be at that meeting.*
- *I can have a table at the Open House for volunteer sign ups for the marathon.*
 - *Board members that are available to help: Amee, Tiff, Nicole and possibly Allie (will check schedule)*

Retiree Representative: Kelly Bice (Not Present) Did not receive a board report

Scholarships: Brianna Van Matre (Not Present) Did not receive a board report

Social: Rayna Gossett (Present)

New Business: I made a sub-club group chat last week and started communication about the membership open house and many clubs have started to schedule events, many gave a full year schedule. I asked clubs to have 2 dates scheduled by August 1st so we can promote them at the open house. I'm working with Morgan to make the sub-clubs pop at the membership drive.

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 3 hours

- *Working on a calendar to get on the website with all events and dates.*

Volunteer Coordinator: Sarah Vanderleest (Not Present)

New Business: Started volunteer appreciation. Nicole Lockhart was June's VOM. July's will be revealed soon :) 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.

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

Meeting End: 11:11 a.m.

These minutes were voted on by the NCSC Board on August 21st.