

NCSC November Meeting Agenda/Minutes

*Governing Board Meeting
Wednesday, November 20, 2024*

Meeting Called To Order: 9:33 a.m.

Advisor: Sherri Naumann: (Not Present)

Advisor: Jamye Gore: (Not Present)

President: Penny Ezell (Present)

New Business:

Important Dates:

November 21, 2024, Collaboration Event AFTB, NCSC, and ODYD, Holiday Etiquette and Craft Class with Kelly Bice, RSVP to Kelly Bice, LeRay Mansion, 10:00-2:00, Kids welcome, Max Size 30

November 23, 2024, THE BIGGEST EVENT OF THE YEAR, Tree and Wreath 5:30-9:00, Lincoln Loft, Watertown (PLEASE CHECK SIGN UP GENIUS AND SIGN UP TO HELP STEPHANIE AND HER TEAM)

December 4, 2024 Spouses Connection/CIE

December 11, 2024 NCSC Social, Christmas Movie Trivia and Ugly Sweater 11:00-1:00, Sportsman's Lodge

December 13, 2024 Executive Board Meeting 9:30-11:00

December 18, 2024 General Board Meeting

December 19, 2024 Board Christmas Party (PM)

Members Only Events for the Year:

January 10th: RiverYoga Clayton and Hops Spot: Morning Yoga Class and Lunch in Clayton Yoga 10:30-11:30 and Lunch After (20 Max)

March 25th: Solitary Consignment and Holy Smokes: Shop and Eat Holy Smokes 5-6pm and Shop from 6-8pm

May 3rd: Scholarship and Grants Ceremony, Main Post Chapel 2:00pm

Scholarships and Grants Committee Meeting:

Thanks to Stefanie and Brianna for a great first meeting this month with our Scholarships and

Grants committees. They will be sharing more about what they need! It has been a great time collaborating with each of you as we begin this process with the committees. Thank you for all you are doing in your roles!

Fundraising/Christmas Minis:

Thank you to Nicole for all of her amazing work to make this a success! Thank you Cait for volunteering your time to make the event run seamlessly! We had some very happy families that will have beautiful photos for years to come!

Fundraising/Tree and Wreath:

- Thank you to Stephanie for all the time she has put in to make sure Tree and Wreath is such an incredible event. Her attention to detail and planning is unmatched. It is sure to be an incredible evening because of you!
- Thank you to Alyssa for your organization of the auction items and working alongside all the members who helped with soliciting donations. This is no easy task! We have some amazing items because of you all! Thanks to the team that came together to put auction items together! That was an incredible morning of collaboration!
- Thank you to Cait for an incredible marketing campaign that helped us sell out!
- Thank you to Rachel for all your hard work with reservations and all the behind-the-scenes things that make this work!
- Thank you, Sarah Vanderleest, for creating the volunteer sign up for this event! This will be SO helpful for Stephanie!
- Thank you again Stephanie for leading the most important event of the year!

Old Business: None

Vote Needed: N/A

Income: None

Expenses: \$10.00 Volunteer of the Month GC

Volunteer hours: Submitted into VMIS

Added Notes:

- *Recognised Shelly Matthews for Volunteer of the Month. Thank you Shelly for all of your hard work.*
- *Board Christmas Party: December 19th, 6:00 p.m at Jamye Gore's house. Pajama party, breakfast for dinner and Secret Santa (ish). Everyone will draw a name and that is the person you buy for (\$15-20) and check in throughout the holidays.*

1st Vice President: Stephanie Spika Hickey (Present)

New Business:

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

- WE SOLD OUT TICKETS!!! 150 TICKETS SOLD!!!
- Please sign up for a volunteer spot; we need the extra hands we can get!
- The rest of my report will be given verbally during our meeting, because a lot will change between now and then. :)

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: October – 40 hours

Added Notes:

- *Tree and Wreath*
 - *Went over everyone's job for set up, check in and check out*
 - *The only people that will be handling the cash box are Penny, Stephanie, Sarah W. (check in) and Alyssa Faughnan (check in through ticket sales closing at 8:00). Penny and Stephanie will handle the money at check out.*
 - *Patti will go through everything the next day and will announce final numbers next week.*

2nd Vice President: Allie Iacovelli (Present)

- Did not receive a board report

Corresponding Secretary: Brittany Ferguson (Present)

New Business:

- I would like to possibly have Cait create new stationery with the new logo, and if possible, make Christmas themed stationery for Tree and Wreath thank you notes.
- Would anyone be interested in a thank you note writing get together? Keep in low-key, just come to my house and drink wine and divide up the thank you notes between a few friends? I'll supply some nice pens and all the stationery.

Old Business:

- Checked PO Box
- Delivered dresses to ODYD
- Procured donation for Tree and Wreath from Syracuse City Ballet

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 15 hours

Added Notes:

- *Cait asked for cost and information for the stationery*

- *Brittany will plan a Thank You Note Party at her house after Thanksgiving*

Recording Secretary: Sarah Wright (Present)

New Business: None

Old Business: None

Vote Needed: October Meeting Minutes

Income: None

Expenses: None

Volunteer hours: 12 hours

Vote to Pass October Meeting Minutes:

Move: Sarah Wright

Second: Stephanie Spika-Hickey

All In Favor: 15 (passed)

Parliamentarian: Nicole Lockhart

New Business:

Wrapped up Christmas minis on Sunday. Thank you Penny, Cait, and Tatiana for your help with the event. Thanks to Cara, MA, and Cait for being models to promote the event. Once I give the families a chance to purchase their pictures, I'll know how much the club raised.

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.

Constitution and Bylaws Revision: This is a year for the revision. I am working with Penny to have a plan of action and determine when in our calendar that committee should form. More to come.

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: Submitted into VMIS

Added Notes: Profit from the Christmas Mini Fundraiser is at \$1,100 (could be more in the coming days if families add prints to their orders) Will give a final number soon.

Treasurer: Patti Aguard (Present via Zoom)

New Business:

NCSC October Report and OTBP October Report (attached with agenda)

Check writing and monthly close outs have gone smoothly thanks to the check process while I am away - Thank you everyone.

Meeting scheduled with Kelsey from Blackwell Bookkeeping on 11/18 at 2 PM - will provide any updates during the board meeting

Tree and Wreath - created a plan with Stephanie to make sure she and Penny have everything they need for Tree & Wreath to close out and follow our by-laws, constitution and AR 210-22 processes for proper collection of payments and cash on site, and deposit afterwards.

If you are set to volunteer as a "Check Out" person, please get with me prior to the end of day 11/21 to log into Square on your mobile device you will use for checkout. I will not be available 11/22, and may be sporadically available on 11/23 - my apologies.

If you have an outstanding check, please deposit those as quickly as possible

Old Business:

2022-2023 Taxes: - Fees Decreased

- Still waiting on the IRS for approval to waive the \$602 in late fees
 - Dropped the fees to \$54.48, Paid 11/15

2024 State Tax: Fees Decreased

- February 2024 we underpaid on the quarterly tax by \$21.24, and owe \$121.24 in fees. Blackwell Bookkeeping filed paperwork to get the fee dismissed.
 - These fees have been dropped to \$18.04, Paid 11/15

2023 State Taxes - New Fee

- Corporation fees were due 5/31/23 at \$423, with an interest and late fees we owe \$614.32
 - This is the first time we were notified of this exact fee. Blackwell Bookkeeping recommends we pay it in full and get a reimbursement from Bowers. Paid 11/15

Total taxes to be paid: \$686.84 total, (with the goal of being reimbursed the \$614.32) We budgeted \$1,000 in taxes for this year, and this is within that budget.

Vote Needed: N/A

Income: None

Expenses: \$686.84 for 2023 taxes

Volunteer hours: October - 22 hours

Blue Star Family Liaisons: Molly Culley and Sarah Staib (Molly Culley Present)

New Business:

Our first Coffee Connect is tentatively scheduled for December 2nd at the Starbucks in the PX. Additionally, Consuela with Blue Star Families mentioned Mountain West Starbucks partners wanted to support deployed soldiers from Fort Drum with coffee care packages. We've supplied addresses, and we know that the soldiers will greatly appreciate this gesture.

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

Added Notes:

- *First Coffee Connect:*
 - 9:00-10:00
 - 12 people max
 - Free coffee and a craft

Community Outreach: Stefanie Brady (Present)

New Business:

- We are connecting with Samaritan Hospital to have them come to a meeting and share about their volunteer program, for both teens and adults.
- We held an informational meeting on 13 Nov for interest in Grants Committee and Scholarship Committee. We have 4 joined and room for a couple more on the Grants Committee.

Old Business:

- Sub clubs continue to gather toys for the NCO Mountain of Toys. The donation will be delivered in the first week of December.

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 16 hours

Added Notes: Will be collecting toys Dec. 2

Donations Coordinator: Alyssa Faughnan

New Business:

We are excited to report that we have 13 live auction donations, 37 silent auction donations, 4 opportunity prizes, and a Bingo prize that includes 8 donations combined into one large item. We had approximately 85 businesses and 9 FDNY units/orgs make donations. This is AMAZING! A HUGE thank you to those that solicited as well as the team of item organizers and basket makers.

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 15 hours

Added Notes:

- *Tree and Wreath: Update*
 - 41 Silent Auction Items
 - 14 Live Auction Items

- 9 On post organizations have donated! Which is wonderful!
- Backwards Bingo is valued at \$800.00
 - Any donations we receive from here on out will be used at socials.

Historian: M.A Scott (Not Present)

New Business: I will take pictures at Tree and Wreath.

Old Business: Took pictures at the Murder Mystery, the Toddler club, and Game club.

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 7 hours and 20 min

Hospitality: Brittany Young (Present)

New Business:

Ideas on what you guys would like me to get for opportunity prizes?

What are some ideas on what we can do to up our opportunity prizes tickets sales?

Old Business:

Still in the process of figuring out December's prizes, so far we have some cute Christmas candle sticks, a Christmas tree tiered stand and some bowls. I will be reaching out to people who offered to donate and see where we stand with those. Thank you to everyone that has donated or plans to donate. I love highlighting your businesses. Also we have a great donation from cooks jewelry for \$100 (thank you Penny)

Vote Needed:

Income: \$125 (Octobers opportunity tickets)

Expenses: \$109.86 (October prizes)

Profit: \$15.14 (October social)

Volunteer hours: 6 hours

Added Notes: We have a \$100.00 gift card from Cooks Jewelry (We cannot use it at Tree & Wreath because we already have a jeweler gift card from Perrywinkles valued at a higher item. So it will be saved for our December social.

Membership: Morgan Sims (Not Present)

New Business:

We currently have 174 members! We are so close to our goal so tell your spouses, friends, people on the street, whoever! GO TEAM!

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

ODYD: Tiff Gallo (Present)

New Business:

ODYD will have four racks of cocktail dresses present at the AFTB Holiday Etiquette Class on 21 November from 10AM to 2PM.

Old Business:

ODYD Deployed 34 dresses and received 15 donations in the month of October.

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 30 hours

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

Property Manager: Cara Arterburn (Present)

New Business:

1) Tree and Wreath wine rack. I've given it the best facelift I could (Thanks for the glue gone, Tiff. That saved me about 3 hours). I only have 6 bottles collected, including the ones I need to pick up from Kelly on Monday, so we're still short 20 if we're going to fill the whole rack. Please donate as many as you are able to.

2) I have found items with the old logo on (backdrop, canvas totes, etc). Are we ok to throw this out or do we need to keep it? I was thinking of doing a show and tell of the items and we can decide what to keep or not. Any suggestions?

Old Business:

1) New allocation of stock: I'm about 85% done with going through everything in the storage. I hope to have everything logged by the middle of December. Then I'll finish off the photo catalog and label everything.

2) Take out/Return tote. Thank you to those that are keeping me in the loop on what they're taking out or returning. It's helping me track everything. I promise to have a functioning OUT/IN system in place by the end of December.

Vote Needed: N/A

Income: None

Expenses: \$5.40

Volunteer hours: 54 hours

Publicity: Caitlin Lesco (Present)

New Business:

Monthly Newsletter, Social Media Posts, Website Updates, Tree & Wreath marketing, Christmas Minis marketing. This week I'll be working on programs and signage for Tree & Wreath

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 31 hours

Reservations: Rachel Klahs (Present)

New Business:

October's social was amazing! We ran into a few bumps that we have tried to sort out with collections going forward. Wording in social collections will now specify that these events are for members only and also provide the link to register for membership, as well as clarify that guests may attend one event without being a registered member. I created a Social Guest spreadsheet where we will keep track of guests who have attended socials and if they add a membership after attending. The Tree and Wreath Collection is closed for entry ticket sales! It remains open for opportunity ticket and bingo card purchases. I am working to cross reference ticket sales with who is a community member. I discussed with Penny about adding wording to our collections to clarify refunds and ticket transfers as it is outlined in our bylaws and what members agree to when paying for a membership, and I will include this wording going forward on all event collections. Below are stats for the October social:

- RSVP Ticket Sales October Social: \$1078
 - 54 tickets total
 - 7 codes used
 - 4 donated tickets
- Total RSVPs: 54 (including guests)
 - Total attendees: 48
 - 6 no shows
 - Guests (non-members) attended: 4
 - 2 added membership since the event
- Opportunity Ticket Sales:
 - Total Revenue: \$125
 - 10 sales
 - Total tickets sold: 180
 - Birthday tickets: 8

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 13 hours

Retiree Representative: Shelley Matthews (Present)

New Business: None

Old Business: Collected Tree and Wreath donations

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 8 hours

Retiree Representative: Kelly Bice (Not Present)

- Did not receive a board report

Scholarships: Brianna Van Matre (Present)

New Business:

Still need a volunteer to join the Scholarship Committee! Needs to be a member of NCSC, able to attend two meetings and the ceremony in May. However, if your child is considering applying for a scholarship this year we ask that you not volunteer due to it being a conflict of interest. Responsibilities include helping delegate scholarship awards to ranked applications (done collectively as a group in April) and assisting in preparations for the award ceremony. Please see me after if you have any questions!

Old Business:

Held joint Scholarship/Grant Meeting on November 13th to educate those interested in joining either committees. Thank you Nicole Lockhart and Micha Berna for volunteering! Some changes from previous years: graduates and undergraduates can apply for the scholarship; open to DOD civilian families, retirees and their families to apply; includes those that have ever been stationed at Fort Drum not just currently.

- Upcoming dates:
 - January 23rd Scholarship Meeting with President and Publicity
 - February 1st-March 24th Applications Open
 - February 20th Scholarship Committee meeting
 - March 24th Application Deadline
 - March 25-30th Redaction Week
 - April 1-7th Judges Review Applications

- April 11th Applications Scored and Ranked, Meeting to Designate Scholarship Winners
- April 16th Ceremony Preparations Meeting
- May 3rd Award Ceremony at Main Post Chapel 2pm

Vote Needed: Whether to allow applicants to use scholarship money towards trade schools or civil service certification/academies (i.e. police academy, EMS).

Income: None

Expenses: None

Volunteer hours:

Vote to allow scholarship money towards trade schools or civil service certification/academies:

Move: Cara Arterburn

Second: Molly Culley

All in Favor: 15 (passed)

Added Notes: Needs one more volunteer for Scholarships committee

Social: Rayna Gossett (Present)

New Business: Sub club events are still rocking and rolling. Here are upcoming dates.

NOVEMBER

23rd- Fundraiser PM

24th-Book Club Movie

25th- Book Club 7pm

29th- Purple Pals Club 12 pm

DECEMBER

3rd- Outdoor Pursuits AM

4th-Game Club 6pm

5th- Toddler Club 10am

6th-lunch hunch

9th-Book Club 11am

11th- Social 11-1

13th- Cooking club

14th-Beer Wine & Spirits 3pm

15th- Purple Pals Club

17th-Crafting Club 6pm

20th-Book Club 7pm

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: 10 hours

Volunteer Coordinator: Sarah Vanderleest (Not Present)

New Business:

Continued with volunteer appreciation - Shelly Matthews is our September volunteer of the month! Check out the Facebook page and the monthly newsletter to see her wonderful work within the club. All hours from the last board report have been entered into VMIS.

Please don't forget to include your hours volunteered in your board report! I will manually put them into VMIS for you if you'd like.

Old Business: None

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours: N/A

Meeting Ends: 10:55 a.m.