

NCSC March Meeting Agenda

*Governing Board Meeting
Wednesday, March 19, 2025*

Meeting Called to Order: 9:35am

Advisor: Sherri Naumann (Not Present)

Advisor: Jamye Gore (Not Present)

President: Penny Ezell (Present)

New Business: **Snow Removal Signs Grant/ Project**: After a meeting with Laura Myer, the snow angel sign project is now off the ground. Thank you so much to M.A., Allie and Nicole for coming to this meeting and being a vital part of the conversation.

I will be writing a grant to get funding from the Thrift Shop's grant program to pay for the funding of 1,000 Snow Angel signs to be used next year. The idea is that we use the funds we get from the Thrift Store grant to pay for the printing of the signs. Around October of next year through Spouses' Connection/CIE, a campaign will begin to allow spouses of deployed soldiers, families with dependents who are disabled, etc. to receive a Snow Angel Needed Here sign that will allow neighbors to know that home needs help with snow removal. It is yet to be determined if Garrison or Units will be giving the signs out, Laura is waiting on legal. Huge thank you to Cait who has agreed to create the sign design for this project. This is a great way for us to give back to the Fort Drum Community with the help of the Thrift Shop too!! Here are the links to the grant application: [Page 1](#), [Page 2](#), [Letter](#)

Volunteer of the Year: I have nominated Shelly Matthews for Volunteer of the Year. Here is her write up if you would like to read it. I could have gone on and on about our dear Shelly!

[Shelly Volunteer of the Year Nomination Form](#)

They have moved the Volunteer of the Year Ceremony from April 25th in the evening to May 9th from 2:00-3:00 pm . If your schedule allows, please join us in celebrating Shelly!

Volunteer of the Month- February: Margaret Ann Scott

May 9th will be a very busy day for our organization. If you can help, please do!

May 9th Military Spouse Appreciation Day Table from 9:00-10:30 at Family Resource Center

I will also be doing a story time from 9:30-10:00 because the library cannot come that day. So, who else would like to help at our table? Please let me know. So far I have Nicole, Penny and Alyssa

Kentucky Derby is from 11:00-1:00 at LeRay, Allie will need help with set up from 9:00-11:00, who would like to help with that?

Volunteer of the Year Ceremony 2:00-3:00pm at the Peak (I should have more information on this soon)

Last Volunteer of the Quarter nomination is due on April 1- I will have this turned in by this date. That Volunteer of the Quarter ceremony was scheduled for May 9th but now that Volunteer of the Year has been moved to this date and time, I am waiting to hear the new date. I will keep you posted.

Scholarship Committee Update: The Scholarship Committee Met on February 20th at Noon. We discussed the timeline of the rest of the scholarship process. The application deadline is March 24th. We currently only have two applicants, please spread the word. We are working on redactions as they come in. Thank you Patti for your help with this. Lindsey and I will be working to get packets together March 29-30 to get to judges. Judges will have April 1-7th to review applications. Our committee will meet on April 11th to designate scholarship winners based on the judges' scores.

Amy Schardt from Thrift Shop and I met last week to look at the room we will be using for the ceremony at the Main Post Chapel. The Award Ceremony will be May 3rd from 1-3pm. We will need help setting up at 11:00 am, if you would like to help set up, please let me know.

Old Business: **End of the Year Board Party, May 21st 6:00 PM at Shelly's home**

What would you guys like to do? Shelly and I discussed doing teams again and doing different boards like we did to start the year or we can do low key and order pizzas from Good Fellows in Sackets and have drinks. What would you like to do?

Passwords: Please text me your current password for your NCSC email account. I want to make sure we have the correct password for each NCSC email account. I know a few of you have changed them this year, which is great, I just want to make sure my list is current. Thank you!!

Vote Needed:

Income: None

Expenses: Executive Board End of Year Gifts \$61.21

Volunteer Recognition Gifts for Remainder of the Year (Months, Year and Quarter) \$130.00

Scholarship Judges Gifts \$80.00

Volunteer hours: Added into VMIS

Added Notes:

- *Volunteer of the year moved to May 9th 2-3pm*
- *Volunteer of the quarter ceremony TBA*
- *Goodfellows for end of the year board party, low key*

- *Make sure Penny's email and phone number is the recovery email and number on your email accounts*

1st Vice President: Stephanie Spika Hickey (Not Present)

New Business:

- Chipotle Fundraiser - May 6 from 4-8 p.m. We get 25% of our supporters' sales. We have to have \$150 in sales in order to get a check. Supporters have to mention us when they order, or use our promo code (**B7KCWRL**) when they order online through the Chipotle app or website. (Code only works on 5/6 from 4-8 p.m.). I will work with Cait to ensure we publicize on our website and that we (me) email our members to let them know. We all also need to help spread the word when the time is closer.
- Flock the Yard – once the snow melts, I'll touch base with everyone to see if we have the energy and manpower to do a spring round of Flock.

Old Business:

Vote Needed:

Income: None

Expenses: None

Volunteer hours: Feb 6 hours

Added Notes:

- *Allie Iacovelli could be drop zone for Flock the Yard, Nicole Lockhart can be a backup*
- *Everyone agrees that we have enough man power and interest to do flock the yard this Spring (suggest late Spring) May need to create a committee because Stephanie Hickey is leaving in June and may not have the capacity to do so with the move*

2nd Vice President: Allie Iacovelli (Present)

New Business: Looking ahead to April social - plant bingo! I originally had The Peak as the caterer on our paperwork, but with Abby leaving I reached back out to them and they said they don't currently have anything on that day. I'm planning to reach out to Vito's and see if they are available to cater in place of the Peak since they aren't currently tracking us even though I had given Abby the date back in June, and if they aren't I'll reach out to Brittany at the Peak and go from there. I plan on going next week and seeing if home depot will do some plant donations, and go from there. I've got no green thumb so any help or input is appreciated! Let me know if you'd like to help set up or break down, but I'll get the volunteer genius out later this month as well. As always let me know who/if you need to speak! Personal note - we don't have any real information yet but Nick was told at the end of last week that his timeline has moved to the left and it looks like we'll be moving in the October-December time frame :(

Soft agenda for April is as follows -

12PM - welcome and mingle

12:20 - Grab food and start eating!

12:45 - Club business and guest speaker, reminder to drop opportunity tickets

1 - Bingo!

1:45 - opportunity prize drawing

2 - bye!

Old Business: Thanks for all your help with the march social! Having the bowling alley be so full was crazy but I think everyone had a lot of fun!!! I hope it garnered good board interest. It was great to see everyone just kicking back having a good time.

Vote Needed: None

Income: \$690 in Cheddar up sales (including opportunity prize ticket sales)

Expenses: \$624 for venue and food

Volunteer hours (only if you did not enter them into Vmis yourself): 16

Added Notes:

- *Molly Culley suggests asking Martins for plant donations to and is willing to help care for the plants until the social*
- *Non live plant options for plant bingo (fake, lego)*

Corresponding Secretary: Brittany Ferguson (Present)

- No new news

Recording Secretary: Raynalyn Gossett (Present)

New Business:

Old Business:

Vote Needed: February Meeting Minutes

Income: None

Expenses: \$69.40 (Cooking Club & Small Business Opportunity shipping)

Volunteer hours: 8

Vote: Approve February Minutes

Moved by: Stefanie Brady

Second: Patti Agard

All in favor: 12

Parliamentarian: Nicole Lockhart (Present)

New Business: **Constitution and By-Laws Revision Vote:** On February 20th, general membership was emailed the proposed revisions to the Constitution and By-laws. All changes were highlighted to easily identify changes. The email also informed them that we would be voting on these changes as a club at the March social on March 7th.

At the social, Patti moved to approve the changes, and M.A. Scott second the motion. The vote passed unanimously of the voting members present per our constitution.

Election: General membership was emailed on March 10th announcing that applications for the 2025/2026 governing board are now open.

Executive board applications close on April 4th to prepare the slate. The slate will be emailed to everyone on April 8th, and the election will be held at the social on April 15th. There will be a proxy vote option per our by-laws.

Appointed Committee Chairs will be appointed by the President-elect. I will provide the president-elect with the applications to review.

Binders: Beginning next month I need to review binders. I have emailed the board the new Constitution and By-laws that need to replace the old ones. I will print everyone's new job descriptions as many of those have had some updates. Please work on your AAR's. I do have a sample if you would like to see it.

NCSC Event Go Box: In collaboration with other board members, I created a Go Box for our events. It's a tool box with basic things we need at most events. Patti has already reimbursed me for what I purchased. I did fill it with many things I found in the cage. If everyone put in you AAR to check the cage for materials like tape, pens, markers, etc before purchasing because we might have it!

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:

Income:

Expenses: "Go Box": Tool box, tape, screwdriver, small first aid kit, tylenol, advil, tape measure, pads of paper totaling \$78.72.

Volunteer hours: 35 hours

Added Notes:

- *Make sure to put in AAR to utilize the cages items before spending money because there are lots of items we could use in there*

Treasurer: Patti Aguard (Present)

New Business: [NCSC February Finance Statement](#) and [OTBP February Finance Statement](#)

Updating Bank Accounts: I am going to close the two Keybank accounts on 3/19 at noon and transfer that money to AmeriCu. After we know who our bonded members will be for 2025-2026 we will need to add them to the accounts and remove signers for this year. This will take place between 5/21-6/1. We need to add all the signers' names to the April meeting minutes, have the minutes be approved by the board at the May meeting, and then make an appointment with AmeriCu.

If we have a transition of treasurer, there will need to be an audit completed. I will work with my successor to make that happen as needed with the Blackwell Bookkeeping team.

Scholarships and Grants: Discuss the amount to give to Scholarships and Grants. [Here](#) is my full breakdown of money as is. I will bring a few printed copies to the meeting as well.

This is the quick summary:

Current total balance: \$28,004.18

What we budgeted to still spend in 24-25: \$6,079.93 *note: this number is probably inflated and we should review what is going to get spent*

What we budgeted to still bring in 24-25: \$2,380.84 *note: this number seems high based on our past few socials*

How much we have fundraised in 24-25: \$17,465.85

What I would recommend holding over to support a successful 2025-2026 year: \$8,400

To get to our final donation number we can:

1. Decrease the amount we expect to spend the remainder of this year
2. Change the amount we would like to hold over to support the club next year
3. Consider adding another fundraising opportunities

The safe number to donate would be \$16,100. This meets our current hold over, and all planned expenses as is.

Old Business: None

Vote: None

Income: None

Expenses: Insurance \$263.13, NCSC Marquee Letters and Photo Backdrop Stand \$198.67, NCSC Checks

Volunteer hours: February - 20 hours

Added Notes:

- *Could OTBP reopen? Considering for budgeting and for grant donations for scholarships, building ready 9/1*
- *Penny Ezell and Nicole Lockhart thinks we can give away 17k if we end up doing Flock the Yard*
- *If we do 17k and don't touch current budgeted \$ we will still hold over 7k for next year*

- *All in agreeance that 17k can be given away, vote needed*
- *Important to set up the next board year for success*

Vote: 17k for the club to donate for scholarships and grants

Moved by: Allie Iacovelli

Second: MA Scott

All in favor: 12

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

New Business: May Coffee Connect date TBD.

Old Business: March Coffee Connect: 2 attendees from RSVP; we shared info and activities with 3 people who saw our table at the PX.

Vote Needed: None

Income: None

Expenses: None

Volunteer hours: entered in Vims

Added Notes:

- *Making a bin of supplies from Blue Star and want to keep in the cage*

Community Outreach: Stefanie Brady (Present)

New Business: For April, we will finally share a social with the volunteer representative from Samaritan Hospital - she had a conflict with the last date.

We have received 10 grant applications so far. The committee will meet on 7 April to review applications.

Old Business: In March, we sponsored the Watertown Urban Mission.

Vote Needed: None

Income: None

Expenses: None

Volunteer hours: 8

Added notes:

- *Will still collect items even if rep cannot make the social and deliver to them*

Donations Coordinator: Alyssa Faughnan (Not Present)

- Board Report not received

Historian: M.A Scott (Present)

New Business: Will take pictures at the Plant Bingo, and will be working on the scrapbook.

Old Business: I took pictures at the toddler club and the Pin Pal Social.

Vote Needed:

Income: None

Expenses:

Volunteer hours: 8 1/2

Hospitality: Brittany Young (Present)

Added Notes:

- *Britney needs stationary to send thank you cards to monthly social donators*

Membership: Morgan Sims (Not Present)

New Business: We are up to 220 members!! Wow!

Old Business:

Vote Needed:

Income: None

Expenses:

Volunteer hours: 6

Added Notes:

- *223 members now!*

ODYD: Tiff Gallo (Present)

New Business: ODYD will be presenting at this month's Mindfulness Series event on Friday, Mar 21st from 10AM-12PM. We'll be discussing our mission and volunteer opportunities.

Attendees will also be able to browse some racks of our dresses to hopefully take one home!

Old Business: ODYD Deployed 12 dresses and received 19 donations in the month of February. Training new volunteers is going well!

Vote Needed: None

Income: None
Expenses: None
Volunteer hours: 30

Added Notes:

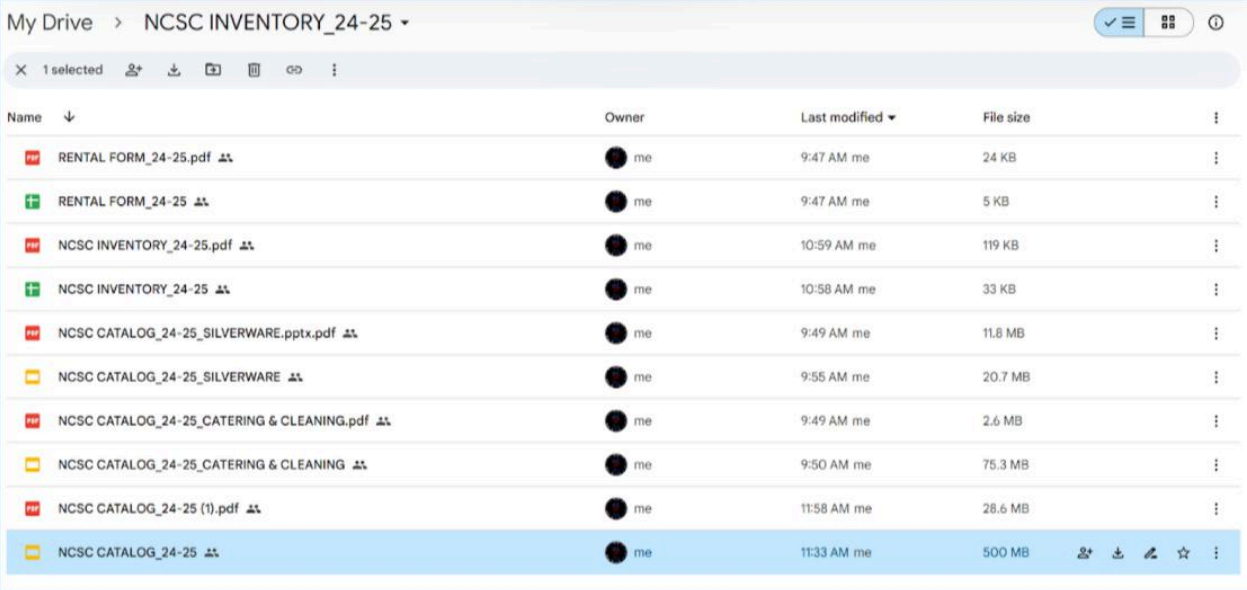
- *Tiff has a few people in mind that she thinks can take over next year and will work with them through the summer*
- *Mindfulness Series will be at ACS*

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

Property Manager: Cara Arterburn (Not Present)

New Business:

1. I have updated the inventory and these are the files you will find in the Google Drive under the shared folder “NCSC INVENTORY_24-25.”

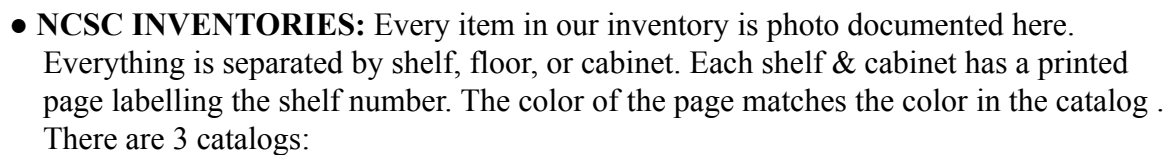


The screenshot shows a Google Drive interface with a folder named "NCSC INVENTORY_24-25". The folder contains the following items:

Name	Owner	Last modified	File size
RENTAL FORM_24-25.pdf	me	9:47 AM	24 KB
RENTAL FORM_24-25	me	9:47 AM	5 KB
NCSC INVENTORY_24-25.pdf	me	10:59 AM	119 KB
NCSC INVENTORY_24-25	me	10:58 AM	33 KB
NCSC CATALOG_24-25_SILVERWARE.pptx.pdf	me	9:49 AM	11.8 MB
NCSC CATALOG_24-25_SILVERWARE	me	9:55 AM	20.7 MB
NCSC CATALOG_24-25_CATERING & CLEANING.pdf	me	9:49 AM	2.6 MB
NCSC CATALOG_24-25_CATERING & CLEANING	me	9:50 AM	75.3 MB
NCSC CATALOG_24-25 (1).pdf	me	11:58 AM	28.6 MB
NCSC CATALOG_24-25	me	11:33 AM	500 MB

- **RENTAL FORM_24-25:** Fill out every time you take stock out and every time you return it

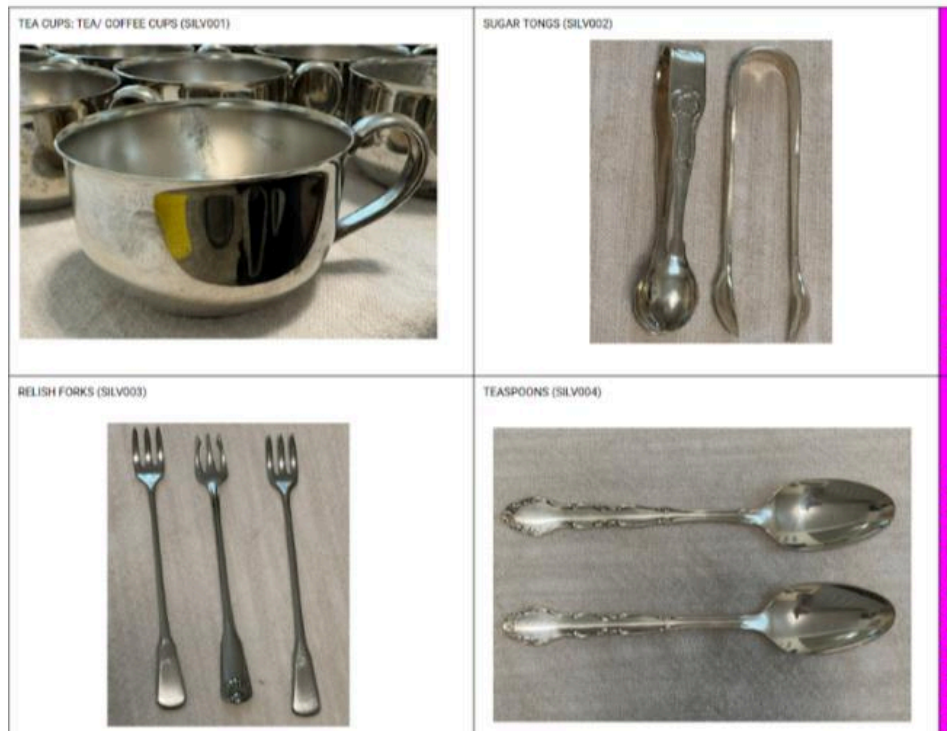
- **NCSC INVENTORY_24-25:** Every item in our inventory is listed here, separated by shelf, floor, or cabinet. Shelves & cabinets have a printed page with the shelf number.



NCSC CATALOG_24-25: lists everything we have for our events. Themed items are grouped by boxes/ totes.

NCSC CATALOG_24-25_SILVERWARE: lists all the silverware that was previously at Le Ray Mansion. They are stored in 3 totes on the floor.

NCSC CATALOG_24-25_CATERING & CLEANING: lists everything on shelves 8-10 and are disposable or used for cleaning.



2. Going forward...

- I have converted every file into a pdf version so that you can use the search function in a pdf program to look for any items with keywords. If you can't find what you are looking for, please message me - I will most likely be able to tell you where it is. There will be a printed copy of everything kept in the cage once I can update and print the most recent items we've bought.
- Please keep the table in the cage clear - this space is for going through themed boxes to find items, brainstorm, etc. Any new items that need to be added to inventory and labelled can be left here after it's been discussed with the property manager/ president. Please do not leave anything else on this table. If you take anything out of the cage it needs to be noted on the rental form which shelf and box/row it came from so that you can return it to the correct place. I know I sound like Miss Trunchball right now, but the only way the cage is going to stay clean and functional is if we all "follow the rules."

Old Business:

1. If I get the photos of the Go Box and First Aid Box before I send this report then Everything is up to date: Catalog, Inventory, and Labels... EVERYTHING printed and ready for you.

2. I am really sorry about postponing the labeling party - we have to make a trip down to put our stuff in storage. We'll be back Saturday and I will start planning for that. I am prepping the packs with the labels, catalog and inventory for each shelf, cabinet, and floor so that if I can't be here it will be pretty straight forward to match and label everything.

Vote Needed:

Income: None

Expenses: 11.62 Labels

Volunteer Hours: 24.5

Added Notes:

- *Don't leave it on the table (in the cage) if its not intended to be added to inventory*
- *When taking things out use the form above and there is also a paper form in cage*
- *Fill out form when taking and returning*

Publicity: Caitlin Lesco (Not Present)

New Business: Monthly Newsletter, Advertising Monthly Social & Events, Website Updates for Board Elections

Old Business: None

Vote Needed: N/A

Income: None

Expenses: N/A

Volunteer hours: 29

Reservations: Rachel Klahs (Present)

New Business: Ready to work on the next collection! As soon as I have the details for the event I will have it up and running.

Old Business: Closed collections for February and March socials.

Stats for February social:

RSVP Ticket sales: \$616

34 Tickets Total

6 Codes Used

0 Guest Tickets

Opportunity Ticket sales: \$226

Stats for March social:

RSVP Ticket sales: \$572

32 Tickets Total

8 Codes Used

2 Guest Tickets
Opportunity Ticket sales: \$140

Vote Needed: None
Income: None
Expenses: None
Volunteer hours: 18

Retiree Representative: Shelly Matthews & Kelly Bice (Shelly Present, Kelly Not Present)

New Business: Sackets Harbor Marathon water station team
Sunday, September 7th, 2025. We hydrate the runners, cheer and inspire them using costumes, props, anything loud and fun!! BONUS: this is also a contest \$100 participation/consolation prize with two teams eligible to win \$500. We will once again be stationed at the FULL MARATHON halfway turnaround point. Shelly will provide more details to our team in the next two months as we transition over to a new board and will stay on to lead the team (I did apply for next year's board!) Volunteers so far: Shelly, Donnie, Patti, Mona, Ryan, Morgan, M.A & Jamye.

2025 Can-Am Festival in Sackets Harbor July 19-20. Every year, my (Shelly) husband coordinates with Fort Drum/10th CAB for participation in the parade and providing a military flyover/fly by and then setting up a static display where the crowd can sit in the vehicles and helicopters and ask the pilots and Soldiers questions. Possible opportunity for an information table for NCSC (to get the word out about our club and membership) placed on the Battlefield next to military static display (either next to the tactical vehicles or helicopters or both depending on who is available to volunteer in the summer). Lunch is provided for volunteers, pilots & Soldiers by the Matthews family.

Old Business:
Income: None
Expenses:
Volunteer hours: 5 (Shelly)

Added Notes:

- *A few board members volunteered for the Can-Am Festival*

Scholarships: Please see Penny Ezell's (President) Board Report

Social: Angel Hogan (Present)

New Business: Sub club events are still going well. We have a new sub-club this month, hoping to have a meetup in the near future or starting next year! Working on the AAR for next for next month.

Old Business:

Vote Needed: N/A

Income: None

Expenses:

Volunteer hours: 4

Volunteer Coordinator: Sarah Vanderleest (Not Present)

Added Notes:

Working on March write up for volunteer of the month

Meeting End Time: 10:49