

NCSC May Minutes

Wednesday May 8, 2024

Called to Order: Nicole 10:03 am

Members Present: Molly Culley, Penny Ezell, Patti Agard (virtual), Stephanie Spika Hickey (virtual), Chastine Bobbitt, Jen Blik, Nicole Lockhart, Tiff Gallo (virtual), Dylan Screen, Ameer Kerr (virtual), Rayna Gossett, Sarah Vanderleest, Veronica Clarke

Members Not Present: Ruth Quigley, Symphony Lefeao, Kelly Bice, Kara Browning, Mariah Black-bird Perry

President: Molly Culley

New Business: 1) 2024-25 Board members who need to be on the bank account: Penny Ezell (already added), Stephanie Hickey and Patti Agard.

Reviewed people that need to be added to the account.

Thank you to everyone, and excelling at your jobs this year. Everyone has gone above and beyond.

Old Business: None

Vote Needed: None

Income: None

Expenses: None

Volunteer hours:

1st Vice President: Open Position

2nd Vice President: Penny Ezell

New Business: Farewell: The Cinco De Mayo Division Farewell went well on Sunday! Everyone seemed to have a great time! Thank you to Mrs. Hauser, Mrs. Myer, Allie, Sarah V., Sarah W, Nicole, Patti, Stephanie, and Meredith Taylor for helping with set up and cleaning up! It was a true team effort!

Kentucky Derby: Tuesday, May 21st, 6:00-8:00 pm at LeRay Mansion

Invites went out on Thursday last week. RSVP deadline is Monday, May 13th! Spread the word and get your tickets today! It should be a super fun end-of-the year party!

Agenda for Derby: Dinner, *Community Outreach Speaker*, *Mary Ransom Awards* for Hats/Fascinators: Most Unique, Best Decorated, Largest, Club Business: Scholarships and Grants Announcements (Mariah/Chastine), Mountainfest June 20th (Penny), Appointed Board (Nicole), Pinning Ceremony (Molly) Does anyone have any other business I need to add??, Opportunity Prizes

Per Veronica we are good to go for LeRay

End of Year Google Survey to Membership: After Kentucky Derby, I will be sending out a survey through Google Forms to our general membership. This will include feedback on Socials,

Membership Open House, Fundraisers, and Subclubs. If there is anything you would like me to add to the survey, please let me know. We are hopeful to receive feedback that we can use going forward into our next board year.

Get information about other clubs and subclubs from other duty stations How did you find out about us? Have you participated in other clubs before? Goal is to be easy enough to do quickly, and enough questions/comments

Old Business: Mountainfest Sign Up is live, the committee is meeting at lunch today to finalize plans. Thank you to those who have volunteered. We would love to have other general members as well.

A couple of people have signed up who aren't members, Penny is reaching out to them to see if they would like to be members. Lunch meeting today to finalize details.

Votes Needed:

Income: \$1,650 for Farewell in Cheddar Up

Expenses: \$1,496.88 Catering for Farewell 24 Carrots, \$102.89 Remaining Farewell Gift costs (need reimbursement), \$30.00 Kentucky Derby Prizes (need reimbursement)

\$31.96 cupcakes for Farewell, \$100 President's Gift

We do not have confirmation on Welcome yet. Tammy was sent an email. Veronica is checking. Welcome should be within 2 weeks of 5/31.

Volunteer Hours: In VMIS

Recording Secretary: Patti Agard

New Business: Most of my work this month has been around the Treasurer role. I reviewed all of the books from the 23-24 year, found all receipts, reimbursement forms and provided them to Kelsey with Blackwell Bookkeeping for our audit for revalidation. I am hoping this will be done by the middle of May. As a reminder please turn a receipt in with every purchase, or reimbursement. Kelsey will also review the OTBP quarterly sales tax and get that filed.

During this meeting with Kelsey we discussed options for Blackwell Bookkeeping to be a bookkeeper for NCSC for 2024-2025 and wanted to explain some options here. Kelsey offered to be a monthly bookkeeper for NCSC for \$247/ month. This service includes the cost of our annual audit, filing quarterly sales tax for Off the Beaten' Path, and reviewing our books for both OTBP and NCSC monthly. If we have her do our bookkeeping, she has a tax provider that would file our taxes for approximately \$300, but would only accept us if we are Kelsey's client.

Cost for Bookkeeping: \$2,947

Cost for taxes: \$300

Total cost: \$3,247

NCSC's Current cost for tax filing: \$1,750

Kelsey's quote for audit \$75/hour (estimated to be \$750 for this year)

Additional quotes for audits: \$6,000 or \$10,000

Kelsey did offer to do quarterly review instead of monthly - I can review this pricing with her.

From my understanding around Audits:

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 can vote.

This decision/vote is for the 2024-2025 board after we get the audit return from Kelsey and the club is officially revalidated. I think this could be worth it as our annual taxes are already quite costly and we have missed quarterly sales taxes in the past.

Moving forward with Kelsey will be done at the July Board Meeting for bookkeeping 24-25 year. Audit and OTBP sales taxes will be handled in the 23-24 year.

We need to transfer \$12,000 from our Key Bank Account to our AmeriCu account to write the checks for scholarships + grants to be written out of. Penny has ordered these checks. My goal for the bank account would be after our 23/24 year to move as much of the funds from Key Bank to AmeriCu, less the monies needed for any outstanding checks.

There is one grant that will be paid out of the KeyBank account as it is needed to be cashed immediately - Lewis County Pride

Penny Ezell (24-25 President) Stephanie Spika Hickey (24-25 1st VP) and Patricia Agard (24-25 Treasurer) need to be added to all AmeriCu and Key Bank accounts

Nicole Stephanie Spika Hickery and Patricia Agard and Penny Ezell added to the bank accounts- both AmeriCu and Key Bank accounts.

I will be hosting an AAR work party at my house on May 17th at 10:00. It will be a come and go as you please while I work through my binder and AAR.

Old Business: None

Votes Needed: None - April meeting minutes were passed virtually on 4/23

Income: None

Expenses: None

Volunteer Hours: 55 hours

Corresponding Secretary: Stephanie Spika Hickey

New Business: Thank you notes for the Carnival have been written and sent. The mailbox renewal has been paid for the next year (I think – Molly and Patti can confirm). I am continuing to work on adding a 501(c)3 designation for the club, and I am currently waiting on a contact from Veronica to help guide us through this process. My AAR is done and my binder has been turned in to Nicole.

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 12

Treasurer: Open Position

New Business: See Recording Secretary for financial updates

Parliamentarian: Nicole Lockhart

New Business:

24/25 NCSC Executive Board Election

- The election was held on April 17th at our Polish Pottery Social
- Nicole Lockhart and Jen Blik were the non voting board members running the election.
- The floor was opened for nominations for all of the positions. No nominations were made. The vote ran as a slate. With 37 votes, the majority present voted approving the slate as follows:

President: Penny Ezell

1st Vice President: Stephanie Spika Hickey

2nd Vice President: Allie Iacovelli

Recording Secretary: Sarah Wright

Corresponding Secretary: *Molly Culley**

Treasurer: Patti Agard

Parliamentarian: Nicole Lockhart

**We are accepting openings for Corresponding Secretary starting today as the candidate has resigned effective 5/8/24.*

All appointed positions are still open until May 31st. After June 1st, all appointed applications will be reviewed, and applicable positions will be appointed by June 8th. Remaining opening positions will be promoted online at that time.

Constitution Revision

- With 37 votes, the majority present voted in favor of removing 210-17 from the constitution found in Article II, Section 2.
- Members were emailed the proposal revisions on April 2nd.
- Pages of the constitution with the revisions highlighted were provided on tables at the social prior to the vote.

Binders

- I still need to see several binders, but I've been in touch with almost everyone.
- Patti is planning to host an AAR party at her house on 5/17. Bring your laptops and binders. I'll be there the whole time to look at binders.
- Collecting binders. Set up a time for me to collect your binder. I know several positions are quite finished with their jobs.

Nicole will be at Patti's for AAR party so you can bring your binders until 2 or 3 pm

Gmail Accounts

- Please change the phone number for the 2 Step Verification to Penny's number as we begin the handover. Her number is 479-856-9095. Please get in touch with Penny before

you begin adding. It will send her phone a code that you will need to add her phone number for 2-Step Verification.

The steps to do that are below:

- When logged into you NCSC Gmail click on your avatar in the right hand corner
- Click “Manage your Google Account”
- Click “Security” on the left hand side
- Click “2-Step Verification” under “How you sign in to Google”
- Click “Phone Number”
- Then add Penny’s Number.
- It will send a code to Penny’s phone. She will text you the code to verify her phone.

**The steps above are how I added Penny. If you are having problems, I’m happy to help troubleshoot.

This is the most challenging part of the year end transition – please be sure to update this as we are looking to make the transition as seamless as possible. We don’t want to lose the historical documents and data in the drives.

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours: Added to VIMS

Community Outreach: Chastine Bobbitt

New Business: Community Outreach for the May Derby Dinner is the Spare Closet (located in the First Presbyterian Church, Watertown). Donations needed- personal items such as razors, shampoo, conditioner, soap, deodorant, new or clean/gently used clothing (baby to adult sizes), new small kitchen items, children’s toys, and diapers.

Share on your personal page for the Spare Closet.

Community Grant Recipients have been emailed with the Awards Ceremony Invite. I have not received any RSVPS yet, I will be following up again this week and then again.

Great committee meeting, the discussion was great and this is where we landed with these 8 organizations.

Old Business: Community Grants Committee met and decided up 8 organizations to award grants from the NCSC. The House of the Good Shepherd was very grateful for donations from our April luncheon- I am super happy to cultivate this relationship with them and the NCSC for the future.

Organizations receiving a 2024 Grant

NCSC Provided Funding to:

	Amount Requested	Amount Given	
Cub Scouts	\$1,087.36	\$600.00	For uniforms
Girl Scouts	\$2,000.00	\$600.00	For Patches/Pins for Uniforms of 18 Girl Scouts advancing to the next level
YMCA Blue Sharks	\$1,840.00	\$750.00	do what you will
Evans Mills Primary	\$2,000.00	\$1,000.00	for dog training
Victims Assistance of Center for Primary	\$5,000.00	\$1,500.00	
Lewis County Pride	\$1,000.00	\$250.00	
Scouts BSA Troop 26	\$1,500.00	\$1,000.00	
North Country Prenatal/Perinatal Council	\$2500	\$300	

Total Given= \$6,000

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 6

If you have ideas for next year, please let me know and I will add to the AAR.

Fundraising: Ruth Quigley - no report received, not present

Historian: Symphony Lefeaou - not present, reported out by Parliamentarian

New Business: Coordinate photo ops for the derby with the powers that be.

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 3 hours

Hospitality: Jen Blik

New Business: Year goal was to increase opportunity ticket sales by 30% which would equal \$1,000, and we have done that plus some... prior to our May social, we have sold \$1,324 in opportunity tickets!! Overall I have spent \$732.11 on opportunity prizes; which then leaves us with a profit of \$591.89!!!! Thank you all for such an incredible year! It has been super successful, fun, and supportive!

Old Business: None

Votes Needed: None

Income: \$266 April social ticket sales.... Will also have incoming income from May social opportunity tickets

Expenses: \$0.... All monies have been spent and reimbursed :)

Volunteer Hours: 5

Praise for Jen doing such a great job this year with prizes.

Thanks for all of your support.

Binder check is done and good to go.

Membership: Allie Iacovelli

New Business: 8, read it, 8 new members! We are at 182 members for the year! And maybe most exciting, we have our first boy member! Other than that just working on my AAR and plugging along.

Working to get our newest members to attend Kentucky Derby.

32 members since January.

Old Business: Farewell was great. I think we should definitely add Lyndsey at 24 Carrots Catering to our regular rotation, she was so communicative and a pleasure to work with.

The check has been delivered to the caterer, we had to pause this check as it was accidentally thrown away.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 15

ODYD: Tiff Gallo

New Business: We have started our weekly Wednesday evening hours again! The hours are 5PM-7PM. We have had two evenings open so far and the word is getting out. ODYD will have four racks of dresses present at the Military Spouse Appreciation Day event on 10 May.

*We have heard positive feedback for the evening hours. 4 racks of dresses on May 10th!
FRG events are going well!*

Old Business: ODYD deployed 22 dresses and received 42 dress donations. There was 1 SFRG event in April, 2BCT on 19 April, and it went very well. I'm still awaiting an update from ODYD - Ft. Leavenworth on their incoming donation.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours:

Off The Beatin' Path Gift Shop: Dylan Screen

New Business: The Traxia account has been put into a sleep mode for now until we are able to find a new space and set up shop! The monthly fee for this will be \$30 until we call reactivate it. We were also able to get in touch with Spectrum and were able to put that in a sleep mode as well! That will be \$9.99 a month until we can get back up and running!

Current store inventory was given to Molly, and handed over to Penny.

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Property Manager: Ameer Kerr, no report received

New Business: *Met with someone who would like to rent centerpieces from the ball. Need to reorganize the cage for the end of the year. Working on the binder and AAR.*

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Publicity: Kara Browning - no report received, not present

Reservations: Open Position, Patti Agard Interim

New Business:

Polish Pottery Bingo Wrap Up: Total sales, \$1,494

RSVP Ticket Sales: \$920, Net \$820

- 46 Tickets Issued

- Codes Used: 5 (\$100)

Opportunity Ticket Sales:

- Total Revenue \$266

- Total tickets sold: 369

- Birthday Tickets: 6

Bingo Ticket Sales:\$408

- 102 cards sold

Total in Cheddar Up:\$1,494 all money was transferred out

Farewell Sales Wrap Up:

RSVP Ticket Sales:\$1,590

- 55 tickets issues
- 2 refunds given

Gift Donation: \$60

Total in Cheddar Up: \$1,650 all money was transferred out

Kentucky Derby Social:

RSVP Ticket Sales:

- 7 tickets issued (*We are at 10 now*)
- RSVP's close on 5/13 at 5:00 pm
- [Please get your tickets!](#)

Opportunity Ticket Sales:

- Current Revenue: \$40
- Current Tickets: 58 tickets

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: -

Retiree Rep: Kelly Bice - no report received, not present

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Scholarships: Mariah Blackbird-Perry

New Business: Scholarship Recipients: **\$6,000 Total**

- Hunter Czajkowski \$2,000
- Cade Hertzendorf \$500
- Kirsten Davis \$500
- Mackenzie Cooper \$500
- Neil Tyler \$1,000
- Aaron Oslin \$1,000
- Emeory Staley \$500
- Vyolet Turner - Scholarship Committee choice for First Command Financial Services Recipient
 - Awaiting responses on who would be attending the ceremony with number of guests.
- Who and how many NCSC Board members are going to the ceremony if the evites have not already been sent out.

Nicole Lockhart, Molly Culley, Chastine Bobbitt, Penny Ezell, Patti Agard, Tiff Gallo, Allie Iacovelli, Mariah Blackbird-Perry

- Ceremony:
 - Location of the ceremony has been moved to the Crescent wood community center.
 - Sunday May 19th 1-3 PM
 - Sweets and drinks
- Recommended meeting: *this week?*
 - Laura, Molly, and Chastine to go over the last details of the ceremony.
This meeting will happen this week and will review all final run of show details.
- Things that need to be done:
 - Run of show
 - Checks
 - Programs

Old Business:

Votes Needed:

Income: 0

Expenses: 0 (upcoming - drinks)

Volunteer Hours: I need to log and add up hours.

Social: Rayna Gossett

New Business: Sub-clubs are booked and busy this month! Future dates scheduled for sub-club activities include:

May

7- "Book club" 11AM

9 - Toddler Club 10 AM

10-"Book" club 7PM

18- Beer wine spirits/ Hiking Club collab 12 PM 28- Craft Club 6PM

31- Lunch Bunch 11:30AM

Old Business: None

Votes Needed: None

Income:None

Expenses: None

Volunteer Hours: 3

We are booked up! Social Sub clubs have been so active and wonderful this year. Subclubs have driven the membership this year.

Volunteer Coordinator: Sarah Vanderleest

New Business: None

Old Business: Meeting with Nicole to give her my binder, hours in VMIS are UTD.

Votes Needed: None

Income:None

Expenses: \$37.97 on 4 gallons of water and 6 bouquets of flowers for the farewell

Volunteer Hours: N/A

Confirm that Allie Iacovelli is in VMIS

Continue to put in the hours, if you have time to update them please do so. Fort Drum and the Army in general track how much money we “spend” in volunteering, which comes back to MWR. Even our general club members should be tracking. When we track our hours it can make it easier to ask for things from the installation and get support.

Honorary President: Lu Anderson

Advisor: Veronica Clarke

Lu, Kandi and I were so happy with the farewell. Circle back with Sherri Nauman, CG spouse about upcoming Welcomes. Encouraging words related to transition and the next board year. Every year will look different.

Reminder: Board Party on 5/19 5:00, wear comfortable clothing and be prepared to craft.

Wigs and Wine on 5/23 at Garland City, invite everyone that you would like to have join, Use your resources, Laura Myer is a great resource. Keep the connections from this year.

Meeting Adjourned: Nicole 10:45 AM