

NCSC January Minutes

January 10, 2024

Called to Order: Nicole, 10:06

Members Present: Nicole Lockhart, Patti Agard, Penny Ezell, Jen Blik, Stephanie Spika-Hickey, Allie Iacovelli, Veronica Clarke, Ameer Kerr, Molly Culley, Tiff Gallo, Chastine Bobbitt, Dylan Scree, Ruth Quigley, Symphony Lefeaou

Members Not Present: Sarah Vanderleest, Mariah Blackbird-Perry

Meeting Adjourned: Nicole 11:40

President: Molly Culley

New Business:

1. Briefly address the board.
 1. *Here is an overview of what has happened: We had a board member resign at the December meeting. At Veronica's request the Exec Board had a meeting after the December luncheon. After that meeting, and with soul searching, we have had people choose to step down. We currently have a smaller board, with open space on the Exec Board*
 2. *At our holiday party we had so much fun and it sets the mood for the spring semester. If you have friends, or if you are interested in serving please let us know*
 3. *We are thankful for you and the work you do, and will continue to do*
 4. *Most important thing: this isn't a negative thing.. We can get fresh blood, and begin talking to people who may be interested in the board for next year. We hate to see people leave, and wish all of them the best. We can move forward we can get new people and have great momentum moving forward*
 5. *Executive Board will be voted on by the general membership. Current applications and nominations on the floor will happen at the January Social*
 6. *Appointed board applications goes to Nicole, then Molly, then a conversation with Molly prior to being appointed*
2. I will send an email, but if you could please send me your board email passwords, and please add ncscpres@gmail.com as a recovery email to all your accounts.
 1. *Resend all passwords, even if you have sent them before, add the president as a recovery email*
3. By the end of January, the revised SOP's for OTBP and ODYD will be completed.
 1. *Working with Tiff and Dylan and Sarah*

Old Business: I'm committed to and looking forward to working with everyone for anything you may need. I appreciate all the work, both solo and collaboratively, that everyone is doing to make this club successful.

Vote Needed: N/A

Income: None

Expenses: None

Volunteer hours:

1st Vice President: *Open Position*

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

2nd Vice President: Penny Ezell

New Business:

January Social: RSVP is open for our January social. It is an evening event. 18:00-20:00. Oates Lodge at Remington Park

If you can go to Facebook, please reshare Winter Olympics, we only have 13 RSVP's so far. Please get your tickets if you are coming!

We have a fun night planned to beat these cold, dark North Country nights. The theme is Winter Olympics. We will be playing Curling, Snowboarding, Ski Jumping, and Speed Skating so bring a friend and join the fun! This event is catered by Panera Bread Company: Soup, Salad and Cookie Bar!

RSVP deadline is January 12th at midnight. Please share the post on social media and bring a friend!

If you need to be on the agenda to speak for club business that night, please let me know.

Right now I have the following:

Nicole (or Molly if Nicole has swim): Elections for Executive Board positions and Amendments

Will also discuss the Amendments that will be voted on in the Feb. Social

Ruth: Save the Date for the Spring Fundraiser

Guest Speaker from The House of the Good Shepherd (This month's community outreach)

Jen: needs to speak for Opportunity Prizes

Allie: 50% off Membership

Mariah: Scholarship committee needs ONE General Member

If you would like to help with set up that day, we will be setting up at Noon on the 18th. Please let me know if you would like to help set up! Thanks!

February Social: Just a reminder the February social has been moved to February 9th, same time 11:30-13:30. The theme will be Palentine's. We will be playing trivia in teams. Trivia will be based on fun films and shows like: Gilmore Girls, Friends, Golden Girls, etc. We also will have someone there to do permanent jewelry, if members would like to get some permanent jewelry. Command Financial Services will also be speaking.

Old Business:

December Social: Thank you all so much for coming and supporting the December Brunch at Lu's home. It was an excellent turnout and a really beautiful event thanks to The Art of Gathering. Everyone seemed to really enjoy themselves and have an opportunity to mingle and enjoy the merriment!

Thanks to Patti for helping me with set up the night before and for those that helped throughout the event. As always, I really appreciate how so many board members stay and help with clean up! It is greatly appreciated!

Follow up from last month: Americu Credit Union never got back to me about wanting to speak to the board or about sponsoring a social.

This is why we have a cost associated currently with the January social

Votes Needed:

Income:

Expenses: January Social \$87.03 (so far) in budget- Need to get drinks, napkins, plates and bowls possibly (checking with Panera about what is included)

Volunteer Hours: Added in VMIS

Recording Secretary: Patti Agard

New Business: Meeting location has been changed to Lu Anderson's house, we are also attempting a virtual option this time.

Website Updates:

I reviewed the entire website, checked all of our active links to make sure they are live. Updated some pictures to include events from this year. Please review the entire website, if you see any edits that are needed let me know. I have completed the following edits:

- [Board](#) - added the open positions, I will update with headshots of our new board members as those pictures are taken
- [Meeting Minutes](#) - these will get added each month after we have voted to approve the minutes for the previous month
- [What's Happening](#) - now shows our public Facebook Feed so it doesn't have to be as "maintained"
- [Socials](#) - updated with Cheddar Up Group Page (see Reservations)
- [Fundraisers](#) - added Thank You for attending Tree & Wreath, and Save the Date for the Spring Fundraiser
- [Membership](#) - updated the membership pricing for half off

Old Business: None

Votes Needed: December Meeting Minutes, sent to board for review on December 12, 2023

Penny makes a motion to vote, Jen Seconds, passed with 9 votes yes

Income: None

Expenses: \$166.93 (Cheddar Up Teams Account)

Volunteer Hours: December - 33 Hours

Corresponding Secretary: *Open Position*

New Business:

Old Business:

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Treasurer: *Open Position*

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Parliamentarian: Nicole Lockhart

New Business: Two proposals have been made to our constitution. This will require a vote from the general membership once the governing board votes on it.

Old Business: Headshot: New board members that need headshots. I typically do them in my garage (on post) using the light outside.

Binders: If you didn't get the constitution and by laws from me, please do and add them to your binder. Use the SOP that I sent you to determine if you are missing anything. In April I will have to take inventory of all binders. Work on your AAR now so that you don't forget any important info for the handover.

Kelly, Allie, Sarah all need headshots

Votes Needed:

Amendment: Article 3, Section 5

No NCSC *Executive or* Governing Board Member, or their *immediate* family member, is eligible to monetarily profit from any NCSC action or activity which involves payment from NCSC.

This policy does not apply to scholarships and/or community grants

This is similar to the OTBP SOP for us to add to ours.

Edits:

“immediate family member or household family member”

Sentence that says “this policy does not apply to scholarships and/or community grants

Can we add it to Article 3, and make it Section 5

Can we clarify this as “Executive”

Penny makes a motion to vote on this amendment, Stephanie seconds

10 votes yes, this passes

Amendment: Article 4 , Section 5

Membership Conduct Amendment

Any member, board member, or prospective board member, engaging in bullying (physical/verbal/cyber) or aggressive behavior, disturbing other members’ or the club’s well-being, acting without integrity, or any behavior the board deems inappropriate and destructive to the club’s environment, shall be subject to immediate removal from the club. This process requires written documentation of the issues provided to the president and/or the advisor to establish a pattern of behavior. The removal process requires a *majority* vote of the executive board and the approval of the advisor and honorary president(s). Members engaging in such behavior *could face consequences up to* not being allowed to join the board in the future and are subject to the possibility of not being allowed to rejoin the club as a member in future years *per the determination of the executive board, advisor and president*

The *American Psychological Association* defines bullying as: A form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle action. Cyberbullying is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.

It should be difficult to remove someone from the club, so we need a pattern of behavior and a paper trail. A personal conflict is not necessarily bullying.

This has been in the works since August/September of this year at the Executive level
Questions?

Does this include general members? Yes, any member, board member or prospective board member. If this is happening, they need to email the President.

If there is enough of a paper trail, can someone just rejoin later or the next year? No, there is an opportunity, it may not be allowed. It is important that this is related to be club activities vs. not club activities. Important that this is connected to the club. President will let the governing board know if someone has been removed. Details of the actions will be included, but will keep all sensitive details private to protect all parties involved. We don't want to discredit people outside of the spouses club, the more people that know it can be worse long term, because of a trickle down effect. Especially with the minutes being published, we can keep the people anonymous in the language.

Edits:

Majority vs two thirds vote, define what APA is, and president(s)

"per the determination of the executive board, advisor and president"

Consequences can include up to

Patti makes a motion to move it to vote with the additional edits, Allie seconds - Votes 11 yes, passed

Will provide these amendments to general membership (minimum 15 max 31 days ahead of time) 2/3 of the voting people present determine if this passes.

Feb 9th Social will be the voting, information will be out at the January social, and email will go out to all members, included in reservations. Must be present at the luncheon.

Income:

Expenses:

Volunteer Hours: 40 hours

Community Outreach: Chastine Bobbitt

New Business: Community Outreach for the month of January is supporting the House of the Good Shepard. Donation Items needed: toys, board games, blankets, pillows, clothing. The House of the Good Shepherd provides treatment, education, and support services to foster children and families in their community.

Looking ahead- the community outreach for February will be the Citizens Advocates Behavioral, Health office in Watertown, NY. Donation information will be determined very soon.

Will call to solidify February, March, April events. Will get those finished up soon. If you have an idea, email Chastine so it can go in her AAR if we don't hit them up this year.

I will also start editing the community grants application this month to be posted on the website and the Facebook page in February.

Community Grant Application Proposed Timeline- according to last year

Grant application opens: February 5, 2024

Application Deadline: April 8, 2024

Committee meets: April 15-19

Checks cut by: April 29 or May 3rd?

Old Business: Thank you to everyone for your food donations to the Fort Drum Thrift Store back in December.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 4

Fundraising: Ruth Quigley

New Business:

Spring Fundraiser: March 22, 2024 6:00-9:-00

Save the Date is already out, please reshare and comment if you can

Proposed Location: Zero Dock Street. Cost \$500,

We have access to the entire upstairs, easily holds 185 people. Our goal is 120. This includes two bartenders. Set up time is flexible. We have to use their caterer, pricing is estimated around \$18 per person (before tax and gratuity, approximately \$23 after)

Ticket Pricing - we need to decide and vote today

For context, Tree and Wreath was E1-E5 \$25, E6 and up \$35

Tickets will go on sale on February 9th

Proposed: E1-E5 \$20, E6+ \$30

Gives us a budget to cover \$500 for the space and \$500 for extra costs

Additional Information:

Do any board members have: Fest Tables, Carnival Skills, Possible Decor Items? If needed, we will make the request of General Members.

If you have a great idea, please let the Ruth know ahead of time so the fundraising committee can address them and be prepared. Concerns were raised the week before the event, we want to avoid that for this event.

How will we raise money:

SnowShoe Races – this is sponsored by the board

\$100, a team of six people. You get a snow shoe to decorate, there is a dice you roll to decide how to move forward.

Superlative vs. “Raffle”

Ruth and Veronica will chat offline and have a detailed plan and vision for the February Fundraising Committee meeting.

+ Snowshoe Race “Raffle”

Opportunity prize, you can select which team you would like to win. Those tickets move on further if that team wins. Final winning team has all prizes

Carnival Games - hosted by Sub Clubs

Need to create a one-page for Stephanie to bring to the Sub-Club leaders so they can work within guidelines to get this done

Small Live Auction

WestPoint themed weekend

Periwinkles Auction Item

Ezell Dinner

Reverse 50/50 Raffle - tickets sold ahead of time

Future Fundraising Committee Meetings:

Feb 7 9:30 - Name will be confirmed at this meeting

Feb 26 9:30

March 8 9:30

March 13 - after board meeting

March 22 - spring fundraiser!!

If you would like to attend and 9:30 does not work, please let Ruth know. If she doesn't get any feedback it will stay 9:30

Still need a Name, idea is Twilight Carnival

Tickets last year were \$25 for everyone,

The Peak is now open on Friday's, if it is open we don't have to pay the rental fee. If we do everything online for ticket sales, then we can use the space for free.

Is National Guard Armory out of the questions – AAR from previous fundraisers said it was not worth looking into

Balls are happening on 11 April, and 18 April

Old Business: All Thank You cards for Tree and Wreath have gone out

Votes Needed: Location for Spring Fundraiser as Zero Dock Street

We can do an electronic vote next week if that is needed after exploring a few more options

Ticket Price for Spring Fundraiser E1-E5 \$20, E6+ \$30

Penny motions to vote on the ticket prices, Patti seconds 9 yes

Income: None

Expenses: None

Volunteer Hours:

Historian: Symphony Lefeaou – attended virtually, read by Nicole

New Business: None at the moment! I look forward to snapping images at the next social. If there are any suggestions for this event on photo ideas that you'd like specifically, please let me know!

Old Business: Getting access to Instagram. I have been posting on Instagram through the club's Facebook that way.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: N/A

Hospitality: Jen Blik

New Business: Know of Any Small Businesses interested in February or April socials?!

Old Business: None

Votes Needed: None

Income: \$42.50

Expenses: \$57.48 for February Opportunity Prizes

Volunteer Hours: 2

We are secured for Small businesses in February, but we need April, May or June. Someone asked if they are required to be a post-approved business, the answer is no because we are not selling any of these items, they are simply prizes.

Allie will support in April

Chastine has a potential person, she can reach out to

Membership: Allie Iacovelli

New Business: I created an account on jotform and Liz and I got the membership registration form switched over to me and I set it up for the half price amount for the new year. Continuing to work on understanding how jotform operates! Reached out to Symphony about posting about the half price for the rest of the year. Patti and I spoke about doing a low key "bring a pal to sub clubs" push for February (piggybacking off the pal-entines vibe) while the price is half off - if that is something Stephanie thinks is a good idea/doable, we can make some posts about it and reach out to sub club members to encourage them to bring a pal (a new one if they've already brought someone once) in hopes they'll join!

Promoting February sub-club events to bring a friend or pal, because it is 50% off. After the holidays, people are more inclined to leave the house. Make a graphic and put it out to sub-clubs (Stephanie gave a thumbs up to this)

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 1

ODYD: Tiff Gallo

New Business: I've decided to do a full on-line inventory, instead of just the Homecoming-esque dresses mentioned at previous meetings. The full inventory is scheduled to go live on our Facebook page next week!

Not many people in December, schedule changed a little in December. Just planning on online inventory for short Homecoming dresses, it would be nice to have a running online inventory so everyone can see what we have. People may be more likely to come in, if they have an idea what we have beforehand. Still be able to have full online inventory go live at the end of next week.

Saint Barbs Ball is coming up, people are looking for red dresses. Promote the red dresses first for this ball

Old Business: ODYD deployed 2 dresses and received 32 dress donations for the month of December.

There are more than 32 dresses that have been received, but the 32 have been inventoried. Receiving a lot of messages about coming to get dresses, the word is getting out. A lot of Word of Mouth.

Votes Needed:

Income: None

Expenses:

Volunteer Hours:

Off The Beatin' Path Gift Shop: Dylan Screen: left early, read out by Parliamentarian

New Business:

-Spoken expressions has been bringing in a ton of new polos and sweatshirts and Ralph is currently working on mugs and other items.

-There also was a restock of hats, beanies, stickers and decals.

-The shop is pretty well stocked with consignor items, we are just waiting on a few vendor items!

-Also working on restocking certain lapel pins but that will be done over the course of a few months (we will be going over that further within the Gift shop board)

Old Business:

December was a slow month with no new inventory from the vendors.

Blankets-we finally got an email back that the company is working on our order. (yay!)

Mugs- waiting on shipping confirmation

Votes Needed: No votes needed

Income: \$4,295.98 **Store:** \$1,779.69 **Consignor:** \$2,516.29

Expenses: Staples: \$24.83

Volunteer Hours: 7.5 hours

Property Manager: Ameer Kerr

New Business: None

Old Business: None

Votes Needed: None

Income: \$15.00 Tables were used in December for an event

Expenses: None

Volunteer Hours: 1

Continuing to work on the information

Publicity: Symphony Lefao - Interim *Open Position* attended virtually, read out by

Parliamentarian

New Business: Currently working on the newsletter. If anyone has any important information related to their sub club or committee meeting, etc. please let me know before January 13th. I plan to have the newsletter completed and sent off for review.

Old Business: Not sure if there is any. I am getting graphics together with Nicole for some events currently.

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: N/A

Reservations: Patti Agard - Interim *Open Position*

New Business: Related to Reservations: We have officially moved over to Cheddar Up Teams. This allows accounts to be set up to view and/or edit additional events. Accounts have been set up for the President, 2nd VP, Fundraiser, and Reservations. Moving to Cheddar Up Teams also allows us to have access to a "[Group Page](#)" this page will be the same link for every event the entire year! We can re-use QR Codes and have it always be up to date.

Old Business:

From December Social:

RSVP Ticket Sales: \$1,050, Net \$925

- 43 Tickets Issued

- One ticket was paid via check the day of, a guest of Lu

- Codes Used: 5 (\$125)

Total Attendees: 41

- 2 people did not show
- 1 person paid the day of

Opportunity Ticket Sales:

- Total Revenue \$205
- 1 purchase on day of the event
- Total tickets sold: 278
- Birthday Tickets: 6

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: N/A

Retiree Rep: Kelly Bice

No report received

New Business:

Old Business:

Votes Needed:

Income:

Expenses:

Volunteer Hours:

Scholarships: Mariah Blackbird-Perry - did not attend, read out by Parliamentarian

Inspirational past scholarship recipient message:

The NCSC scholarship enabled me to pursue my educational goals after high school and made a difference by allowing me to focus more on my studies and not having to worry about working more hours in order to pay for my tuition. It is also nice to know that I have a partner in this journey that believes in me, which is how I see NCSC at Fort Drum.

New Business:

- Upcoming February meeting: Let's try to get something on the books for anytime in February with the Scholarship committee and whoever else wants to attend to discuss the upcoming awards ceremony event (logistics, what is needed, etc).
 - Location: Mariah's house
 - Date & Time: TBA

Old Business:

- Scholarship committee:
 - Scholarship committee 2023-24
 - Molly Culley (Madam President)

- Tiff Gallo (Board member rep)
- Darien Fredrick (General member rep)
- _____ (General member rep)
 - *Will add this to January Social Agenda*
- Mariah Black Bird-Perry (Scholarship chair)
 - Note: Jacquesia is PCSing and I have spoken with her.

- Secret committee:
 - 1 general member needed.
- Scholarship applications are open!
 - Can the mail person watch for incoming applications? Let me know if any come in and I will make arrangements to pick it up from you. Please and thank you.
 - No applications received via email, yet! I will advertise and reach out to the schools on Monday Jan 8. to send it!
 - Reviewing committee is eager to get started

Votes Needed: 0

Income: 0

Expenses: 0

Volunteer Hours: 0 for December (I think - I will need to confirm this).

Social: Stephanie Spika Hickey

New Business:

All sub-clubs have been meeting approximately once a month, with no major issues. Leads have been asked to check with Stephanie before scheduling future dates to ensure we don't double-book activities.

Future dates scheduled for sub-club activities include:

January

- 11 - "Book" Club 7 PM
- 11 - Toddler Club 9:30 AM
- 13 - Beer, Wine & Spirits + Game Club 3 PM
- 22 - Crafting Club 6 PM
- 25 - Toddler Club 10 AM
- 26 - Lunch Bunch 12 PM
- 27 - Beer/Wine (evening)

February

- 2 - "Book" Club 11 AM
- 8 - Toddler Club 10 AM

9 - Crafting Club 6 PM
24 - Beer/Wine (evening)

March

7 - "Book" Club
7 - Toddler Club 10 AM
9 - Beer/Wine (evening)
28 - Toddler Club 10 AM

April

5 - "Book" Club
11 - Toddler Club 10 AM
13 - Beer/Wine (daytime)

May

2 - "Book" Club
9 - Toddler Club 10 AM
11 - Beer/Wine (daytime)

Everything is going well, all clubs are meetings well. Beer, Wine & Spirits + Game Club is doing a big event this Saturday, with the goal to get more people involved with Game Club.

Old Business: None

Votes Needed: None

Income: None

Expenses: None

Volunteer Hours: 3

Volunteer Coordinator: Sarah Vanderleest - did not attend, read out by Parliamentarian

New Business: The New Years party was so enjoyable - thank you for having me!

Old Business: I will approve all December hours when I put in those listed in the board reports!

Votes Needed: N/A

Income: N/A

Expenses: N/A

Volunteer Hours:

Honorary President: Lu Anderson

Advisor: Veronica Clarke

When we are sharing availability for open positions, include that no experience is needed and that all ranks are welcome

Meeting adjourned at 11:40