

DMOSC BOARD OF GOVERNORS AGENDA -September 12, 2019

- **Call Meeting to order** at 10:04 am. Present for meeting: Leigh Ann Hogan, April Golden, Jackie Green, Amy Marsh, Jody Fisher, Jennifer Fisher, Jane Herron, and Kassia Finkler
- **Welcome to all Advisors/Board Members**
 - **Senior Advisor** – Vicki Croft
 - **Advisor** - Leigh Ann Hogan - nothing
- **Executive Board Reports**
 - **President**- April Golden - as written
 - **Vice President**- Gayle Allred -not present
 - **Parliamentarian**- Jackie Green - bylaws and constitution, job description is done. Gayle helped with formatting. Posted publicly. We will vote on it at the function
 - **Secretary**- Amy Marsh - as written
 - **Treasurer**- Jody Fisher - as written
- **Committees**
 - **Charitable**: Jennifer Fisher - as written
 - **Marketing & Administration**: Martha Chinnock - not present
 - **Retired Spouses**- Jane Herron - as written
 - **Membership**- Kassia Finkler - as written
 - **Scholarships**- Susan Oakley -not present
 - **Programs**- Amy Waring -not present
 - **Thrift Shop**- Jane Herron -- as written
 - **Reservations**- Open
- **Old Business**
 - Storage Unit- We have a storage unit at located at U-Haul on Golf Links Rd. Unit 59 building A. The Vice President is the primary and the Treasure is the secondary. We have paid the rent for this board year thru July 3, 2020. Each year the incoming and outgoing Vice President will need to go and change the primary as well as the incoming Treasurer. This is written in their job descriptions. We paid up through the month of June, which allows this year to be paid. That gives the new board time to get signatures on the account. They will pay July-next June.
 - Bylaws are done, just need to be turned in once we get membership to approve.
- **New Business**
 - Square: Jody did research, binders... Tried to find password but found nothing. April will look through president's records. Jody will try password reset with the new email. Goal is to be able to pay dues online or fees at socials. Went through auction binders and found we have 5 square readers. Suggested keeping a couple and selling the rest. Normally orgs already on Square that refer another org to get on square, you receive \$ for processing. It would not matter much for us, but it would save some money. Jody knows another organization who can help out with this. Kassia used paypal and they had a great deal for non-profit.

Jody researched it last year. We would have to have a business account which would be over 2.9%, but Square is 2.2%.

- Family support fund at AFRC, for Heartlink spouse orientation, quarterly event for spouses new to DM or AF. Request \$423.29 for cooler bags with their logo. Will impact 100 people. April said it is only for quarterly basis, request for the entire year, it is for a raffle. Quantity is 20 for the entire year. Unit price \$18.59. Extra \$ is shipping, etc.
 - Jennifer motions, Jane seconds. Discussion is open: Jody said that e-board meeting, April pointed out that the bags are not all given out at once, but given as raffles over the year. They are getting \$400 from AFA for food cost.
 - Voting: All in favor, passes unanimously.
- **Advisor's Comments**
 - No comments, Leigh Ann Hogan thanks everyone.
- **Announcements**
 - Next meeting: Oct 10th, time will be. 9:00 for Executive Board, 9:30 for Board of Governors.
 - Oct 3, Soaring Heights National Night out, still need volunteers.
 - Next social: October 19th, Bunko at the community center. Gayle is doing Evites for that, Martha is helping. Jody wants to make sure dues are included. Add link to membership form to that as well. You have to be a member to get prizes.
- **Adjourn** at 10:21 am

President Board Report September 2019

Activities accomplished:

- Attended the DMOSC Executive Board meeting
- Attended the DMOSC Board meeting
- Assisted with the updating of the DMOSC President Job Description
- revision
- Assisted with the updating of the Constitution and By-laws revision
- Attended DMAFB Right Start to represent the DMOSC with the DMOSC
- Vice President.
- Talked to various DMOSC board members pertaining to their position
- Solicited for a Reservation and Ways & Means Chair
- Attended various meetings for the DMOSC
- Answered various emails, texts and phone calls related to DMOSC

Future activities:

- Support DMOSC Executive Board Members, General Board Members and
- all other members

- Attend the DMOSC Executive and BoG Board Meeting Thursday, October
- 10th
- Attend DMOSC September Program Bunco
- Attend the Ventana Canyon Golf Tournament Luncheon
- Look into volunteering at the DM Thrift Shop
- Answer various emails, texts and phone calls related to DMOSC

Volunteer hours: 25

Respectfully submitted by:

April Golden

Vice President Board Report September:

Activities since last board meeting:

- Answered various emails
- Finalized formatting of By-Laws
- Secured storage unit at U-Haul for DMOSC
- Setup shelf in storage unit
- Moved bins and binders to storage unit
- Attended August welcome social
- Attended Right Start to advertise for the DMOSC

Upcoming Activities

- Continue to support various chair positions as needed
- Move DMOSC items from Community Center warehouse to storage unit
- Inventory storage unit and create sign in sheet

Expenses:

- Shelf for storage unit \$126.18
 - Lock for storage unit \$ 22.38
- \$148.56

Respectfully submitted by:

Gayle Allred

Parliamentarian Board Report September 2019

Activities Since Last Board Meeting:

1. Attended both executive and regular board meetings in August.
2. Continued working on updating the DMOSC By-Laws and DMOSC Constitution; added revisions discussed during August board meeting.
3. Worked on updating all board job descriptions, and added them to appendix of the By-Laws.
4. Sent updated Constitution and By-Laws to Marketing & Admin chair for posting on the website.
5. Attended the Social on August 29.
6. Worked as a volunteer at the Thrift Shop weekly.

Upcoming Activities:

1. After posting of Constitution and By-Laws on website, will submit documents, along with request for insurance waiver, to private org and legal for approval.
2. Will check on renewing/updating our bond insurance with Travelers Insurance.
3. Will attend September Social on the 19th.
4. Will begin organizing sub club Lunch Bunch this month.
5. Will continue volunteering at Thrift Shop weekly.

Expenses: None

Respectfully Submitted,

Jackie Green

Secretary Board Report August 2019:

Activities since last board meeting:

1. Received Board Reports from President, VP, Parliamentarian, Secretary, Treasurer, Marketing & Administration, Programs, ROSC, Membership, and Thrift Shop
2. Updated previous month's meeting minutes
3. Picked up and distributed mail accordingly
 - a. 08/12/19 - Received thrift shop check for \$3,295.15, as well as statement of profit/loss. Gave to Jody to give to Cathy. Received PO Box Service Fee bill. Received Domain Listings Bill, gave to Martha. Received USPS delivery form to thrift shop from IRS and State of Arizona. Gave to Jody to give to Cathy.
 - b. 08/13/19 - Scholarship check #0142 mailed for Emma Kennison.
 - c. 8/18/19 - Mailed out charitable approval check #1044 (\$300) for Boys and Girls Club of Tucson and non-approval letter to charitable request of Rancho Del Lago HOA.
 - d. 8/20/19 - Received two letters from Vantage West. First - DMOSC check #27620 posted in error, \$70 has been credited to the account. Second- Thrift Shop

received similar letter to the first. Gave to Jody, she will give Thrift Shop to TS Manager

- e. 8/20/19 - Mailed Scholarship checks (#1047 for Charity Hurst) (#1046 for Sienna Mack)
 - f. 8/27/19 - Enlisted Spouses Club Association, from DMTS, returned to because ESA moved. Received mail from COX for DMTS. PO Box Service Fee notice. Given to Jody, she gave to Thrift Shop.
4. Paid PO Box Renewal Fee of \$194.00 for the year.

Upcoming Activities:

1. Pick up mail and distribute
2. Update board meeting minutes
3. Attend September Social

Expenses:

1. PO Box Renewal Fee of \$194.00

Respectfully submitted by:

Amy Marsh

Treasurer Board Report September 2019:

Activities since last board meeting:

- Revamped Job Description, adding a step to include Uhaul rental, for Parliamentarian
- Reviewed Charitable Chair job description for Parliamentarian
- Met with Vice President to collect Thrift Shop checks and deposited
- Received 2018-2019 scholarship packets from Scholarship Chair, prepared checks, and delivered to Secretary for mailing.
- Attended first social and collected membership dues. Deposited dues.
- Met with Vice President to rent storage space for the remainder of '19-'20 year
- Prepared August Financials for board meeting
- Volunteered at the Thrift Shop
- Researched Treasurer binders ('14-present), Treasurer's thumbdrive, and
- Treasurer's google drive looking for the DM-OSC Square log in without success.
- Attended Ventana Canyon golf tournament luncheon

Upcoming Activities:

- Will collect dues and deposit
- Will work with Parliamentarian to purchase dishonesty bond insurance for the year
- Will attend the September social

Expenses:

None

Respectfully submitted by:

Jody Fisher

DMOSC CHARITABLE CHAIR BOARD REPORT September 2019

I happily decided to join the board during the August Executive Board meeting. I met with Jody and Gayle on August 12th and they handed over documents/ binder/ etc.

CHARITABLE REQUEST

Request recommended for APPROVAL by board.

Non budgeted Donation Request Received:

- AFRC

Non Budgeted Donations:

- Boys and Girls Club of Tucson

Other Charitable Chair Activities:

- Replied to email of potential organization for next month's board meeting to see approval of request.

Respectfully,

Jennifer Fisher

Publicity/Marketing and Administration Board Report September 2019:

Activities since last board meeting:

1. Established the Non-Profit G-Suite Account.
2. Began transferring all emails to new @dmosc.
3. Launched new site.
4. Made images and promoted August and September socials.
5. Updated Facebook branding.

Upcoming Activities:

1. Continue to update website.
2. Try and takeover established instagram account.
3. Finish marketing materials, and establish guidelines for all further collateral.
4. Volunteer at the thrift shop.
5. Attend September Social.

Expenses:

- SSL - \$15
- Popcorn and Photos for Marketing Materials - \$21.04

Respectfully submitted by:

Martha Chinnock

Programs Board Report: September 2019

Activities since last board meeting:

- Purchased door prizes for "Welcome" social
- Met with bowling alley manager to order food for "Welcome" social
- Reserved "Community Center" for Septembers Bunko Social
- Forwarded info for social flier to VP and Webmaster
- Filled out expense voucher for reimbursement of door prizes for "Welcome" social

Upcoming Activities:

- Purchase prizes for Bunko

Expenses:

- \$336.29 to date.

Respectfully submitted by:

Amy Waring

ROSC BOARD REPORT SEPTEMBER 2019

Activities since last Board Meeting:

- September luncheon was held at the Community Center

- Cactus Quilt was the program

Upcoming Events:

- October luncheon will be held at the Community Center 10/3/19

Expenses:

- None

Respectfully submitted:

Jane Herron

Membership Board Report September 2019

Activities since last board meeting:

- Updated Membership Application.
- Created 2019-20 Membership Roster/Directory.
- Attended August Social.

Upcoming Activities:

- Update membership roster as needed.
- Welcome New members from Aug. social @ Sept. social.
- Attend Aug. social.

Expenses:

\$0.00 to date.

Respectfully submitted by:

Kassia Finkler

DMOSC Membership Chair 2019-20

Scholarships Board Report September

Activities since last board meeting:

Continuous monitoring of scholarships email

Update job description

Prepared multiple scholarships packages to be submitted to the treasurer and secretary

Emailed remaining scholarship recipients weekly to submit paperwork- deadline October 1
2 outstanding scholarships as of this report- Abigail Hubbard-\$1,500- waiting on verification of enrollment, and Mya Galvan-\$1,000- waiting on acceptance of award paperwork

Edited to add- All scholarship paperwork has been received and submitted to the treasurer!

Upcoming Activities:

Attend September OSC Social

Recruit members to scholarship committee- including advisor

Update applications

Prepare scholarship packages as submitted

Expenses:

none

Respectfully submitted by:

Susan Oakley

THRIFT SHOP BOARD REPORT SEPTEMBER 2019

Activities since last Board Meeting:

- Volunteered all days Shop was open

Upcoming Events:

- Halloween merchandise available 9/10/19
- Continue volunteering
- Check was sent to treasurer

Expenses:

- None

Respectfully submitted:

Jane Herron

Respectfully submitted,
DMOSC Recording Secretary

Amy Marsh

DMOSC President

April Golden