

## **DMOSC GOVERNING BOARD AGENDA - April 9, 2020**

- **Call Meeting to order** at 9:33 -attendance: April Goden, Gayle Allred, Jackie Green, Amy Marsh, Jody Fisher, Jane Herron, Kassia Finkler, Susan Oakley, Martha Chinnock, Vicki Croft, Leigh Ann Hogan, Patricia Lyda, and Kristin Periera
- **Welcome to all Advisors/Board Members**
  - **Senior Advisor** – Vicki Croft
  - **Advisor** - Leigh Ann Hogan
- **Executive Board Reports**
  - **President**- April Golden - as written
  - **Vice President**- Gayle Allred - as written
  - **Parliamentarian**- Jackie Green - as written
  - **Secretary**- Amy Marsh - as written
  - **Treasurer**- Jody Fisher - as written
- **Board of Governors**
  - **Marketing & Administration**: Martha Chinnock - as written
  - **Retired Spouses**- Jane Herron - as written
  - **Membership**- Kassia Finkler - as written
  - **Scholarships**- Susan Oakley -as written
  - **Programs**- Beth Bortree - as written
  - **Thrift Shop**- Jane Herron -as written
  - **Reservations**- Open -
  - **Committees**
  - **Charitable**: Jennifer Fisher -as written
- **Old Business**
  - 
  -
- **New Business**
  - Vote on March board minutes: Gayle motions we pass March minutes, Amy Passes. No discussion. Passes unanimously.
  - Vote on Constitution and By-Laws. Updated to fit with combining of the clubs. Mainly changed wording (officers → all spouses) Senior advisor changed to officer advisor and enlisted advisor. Third line for 12th AF spouse. Addition of membership due payscale. Gayle motions to pass constitution/bylaws w/updates. Martha seconds. No discussion. Passes unanimously.
  - Charitable Request (see board report)
    - Table National Military Family Association b/c the camp held in June is postponed. They can resubmit later.
    - Tragedy Assistance Program for Survivors. National Military Survivor Helpline. Requesting any amount. Recommend \$1000 for TAPS. Amy motions to give \$1k to TAPS, Martha seconds. No discussion. Passes unanimously.
  - Proposed budget: Amy will send out budget notes for more info.

- Social budget: Dues fees have changed, so we needed to pick our \$\$\$'s differently. Anything unspent from this year (obviously bigger now because of COVID) will be held down to the penny. Rollover from cash balance, currently have \$1800 in that reserve (does not include dissolution fund from social budget or the \$500 we include for a fresh start for new board). Publicity and website was bumped up for both budgets. Membership increased \$100 for new guest nametags/gifts with DMSC initials. Gayle motions we pass the social budget as written, Jane seconds. No discussion. Passes unanimously.
- Charitable budget: Giftwrap is doubled from \$250 to \$500 (we almost made \$1k this year, next year we anticipate more members). Thrift shop disbursement is also a bit lower. Our bylaws used to have \$3k charitable fundraiser reserve for auction. Now that we don't do that, we changed it to \$1k. General donations and scholarships are both adjusted with the possibility of having less charitable income. Jane moves we accept the budget, Martha seconds. No discussion. Passes unanimously.
- We might need to set up a Google form to submit directly to Jackie for voting on the new bylaw/constitution with entire membership.
- Thrift Shop currently closed due to Covid19 - Closed through the end of May at least. Not even accepting donations because they don't have enough people. We can suggest they move their donations to their favorite charity. Holding donations until June/July for now. Put on the website something like: stay tuned.
- **Advisor's Comments -**
  - What is the plan for the new board, elections, etc? Martha just created the advertisement for board positions, Jackie put up a synopsis of each position
- **Announcements**
  - Next meeting May 14th Executive board @ 9:00am Governing board @ 9:30am to be held at Dove Chapel if we can otherwise will be held via Zoom
  - Next social TBD
  - April, Gayle, and Jody will stay on the board. The only position that NEEDS to be filled by May is the President's position. ESA is in charge of giftwrapping now, is this something they will want the SC to take over? Next month, we will discuss Spouses Club absorbing gift wrapping again. We can do Zoom meetings for approvals before the next board meeting if we need to. We still have \$3k to give out before the end of the year.
- Adjourn at 10:16 am

## **APRIL 2020 DMOSC BOARD REPORTS**

### **President Board Report April 2020**

Activities accomplished:

Attended the DMOSC Executive Board meeting  
Attended the DMOSC Board meeting  
Attended the DMOSC Constitution and By-laws rewrite on Monday, March 2<sup>nd</sup> to transition into the DMSC starting in June  
Attended the Budget review meeting for the next board year on ZOOM.  
Attended Right Start in March  
Helped coordinate DMAFB Right Start representative from the DMOSC.  
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  
Support DMOSC Executive Board Members, General Board Members and all other members

Future activities:

Support DMOSC Executive Board Members, General Board Members and all other members  
Attend the DMOSC Executive and BoG Board Meeting Thursday, April 9<sup>th</sup> on ZOOM  
Working on the transition timeline for the DMOSC to become the DMSC starting in June.  
Meet with the Ventana Canyon BoG to speak about the DMOSC in April.  
Location and date are still being determined...  
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 April:**

Activities since last board meeting:

- Answered various emails
- Cancelled March Social
- Handed off recipients to Scholarship Chair for notifications
- Checked mail at PO Box

- Meeting about Constitution and By-Laws update for all ranks club

Upcoming Activities

- Continue to support various chair positions as needed

**Respectfully submitted by:**

**Gayle Allred**

## **Parliamentarian Board Report**

**April 9, 2020**

Activities Since Last Board Meeting:

1. Attended both executive and regular board meetings in March.
2. Attended Retired Spouse luncheon on March 5.
3. Worked as Thrift Shop Manager on all open days of the shop plus additional days; arranged for temporary closure of shop.
4. Attended Zoom Budget meeting on March 30.
5. Continued work updating the Constitution and ByLaws.
6. Worked on finding new board members; asked Marketing & Admin. to post a notice on website and social media.

Upcoming Activities:

1. Will continue as Thrift Shop Manager.
2. Will post governing documents to website and social media for membership perusal.
3. Will conduct membership email vote of governing documents.
4. Once documents approved by membership, will turn in to Private Org.
5. Will plan new board member election or vote of acclamation in May.
6. Will update all job descriptions to correlate with updates in Constitution/Bylaws and send out to board.
7. Will request all board members to do an End of Year Report.
8. Will remind all board members to organize binders and google docs for end of year handover.

Expenses: None

**Respectfully Submitted,**

**Jackie Green**

## **Secretary Board Report April 2020:**

Activities since last board meeting:

1. Received Board Reports from President, VP, Parliamentarian, Secretary, Treasurer, Marketing and Administration, Scholarships, Membership, ROSC, Programs, and Thrift Shop
2. Included board reports in agenda for March board meeting.
3. Sent out email to all BOG members with financials and March minutes
4. Updated previous month's meeting minutes and printed two copies.

Upcoming Activities:

1. Update board meeting minutes
2. Manage mail accordingly

Expenses:

None

Respectfully submitted by:

**Amy Marsh**

**Treasurer Board Report April:**

**Activities since last board meeting:**

- Received and processed vouchers for Programs
- Received and processed March passed general donation requests
- Discussed Thrift Shop income for February-April with Thrift Shop manager; awaiting word on any further deposits for the year.
- Prepared breakdowns for awarded scholarships per redacted point sheet supplied by scholarship chair
- Held 20-21 Budget meeting via zoom and prepared documents/notes for board meeting
- Prepared March Financials for board meeting
- Volunteered at the Thrift Shop until shutdown

Upcoming Activities:

- Collect deposits
- Prepare to deposit cash box pending no further 19-20 socials
- Research name change and timeline with Vantage West
- Research name change and timeline with IRS
- Contact auditor for anticipated time needed with books
- Stop payment on 18-19 donation checks

Social Cash Balance: \$1,884.82

Charitable Cash Balance: \$23,151.82

Expenses: None

**Respectfully submitted by:**  
**Jody Fisher**

## **CHARITABLE CHAIR BOARD REPORT: April 6 th , 2020**

Charitable Requests:

The National Military Family Association

Request for Any Amount

If granted, the funds would be used to support our Operation Purple Camp in Oracle, AZ to be held during the week of June 14-19, 2020. At Operation Purple Camp over 1600 military kids per year will connect with peers who have dealt with many of the same things, like frequent moves, a deployed parent and sometimes a parent's injury. At camp, kids enjoy kayaking, zip lining, horseback riding and service activities where they give back to the community. With a waitlist of more than 2000 kids each year, OPC continues to be a sought-after summer experience. Military kids serve too!

Total cost of project: \$62,000

Number of Individuals impacted: 100

Number of Military effected: 100%

Charity Navigator: 87.23% Overall & 100% transparency & accountability

Recommendation: I recommend we table until May to The National Military Family Association due to current pandemic restrictions and unknown future restrictions. Waiting on return of phone call from Event Director.

Tragedy Assistance Program for Survivors

Requesting Any available emergency funding

Despite the restraints imposed on our country by the COVID-19 pandemic, TAPS continues to remain open for business 24 hours a day, 7 days a week, and 365 days a year. Through our National Military Survivor Helpline, military survivors can get help with emotional support, resources in their community, casework assistance, and much more. Our new virtual platform has given us the ability to provide daily programming and stay connected with our loved ones until the quarantines and self-isolation mandates are lifted.

\*More than 8,000 TAPS children under 18 grieve the death of a parent who served in the military

\*Grieving military survivors are living with grief and at increased risk of depression,

anxiety, and suicide as a result of self-quarantine.

\*We've launched TAPS Talks (Virtual video gatherings hosted by experts in grief, stress management and other relevant topics). Virtual events, increased support for TAPS

helpline, significant increase in financial assistance. Immediate emergency financial assistance to families after all other options have been exhausted. These are to name just a few of the many changes we've made during this pandemic.

Total Cost of Project: Any Emergency Funds

Number of Individuals impacted: Taps serves over 90,000 survivors

% of Military/ Military Family Members Impacted: 100%

Other resources: TAPS accepts no federal funding. Some of TAPS donors include: USAA, United Concordia Dental, Giant Food, Disabled American Veterans, many smaller business and individuals.

Charity Navigator: 94.63% Overall & 100% Accountability and Transparency

Recommendation: I recommend \$1,500.00 to Tragedy Assistant Program for Survivors.

Other Charitable Chair Activities:

Other DMOSC Activities:

DMOSC Volunteer Hours for the previous Month:

Other non-DMOSC Volunteer Hours for the previous Month NA

Expenses:

**Respectfully Submitted,  
Jennifer Fisher April 6 th 2020,**

### **Marketing & Administration Board Report for April:**

Activities since last board meeting:

1. Updated website and facebook pages.
2. Created images and posts for ROSC, Thrift Shop, and Nominations.
3. Scheduled recurring posts for notifications on our facebook page.
4. Attended March meeting.
5. Recommended new website address.

Upcoming Activities:

1. Continue to update the website, instagram and facebook.
2. Establish guidelines for all further collateral.
3. Assist with Name Change administration.
4. Gather photos and history for the website.
5. Assist with other marketing materials.

Expenses:

N/A

**Respectfully submitted by:  
MARTHA CHINNOCK**

### **DMOSC Board Report Scholarships- April 2020**

Scored essays

Created spreadsheet to track data

Submitted final scores to Treasurer for Award amount

Updated all mailing materials for winners

Updated Acceptance of Award paperwork

Create template for Award Certificate

Create slideshow template

Request photos/college plans from winners

Upcoming Activities

Create Awards Slideshow to announce winners. Could be shared via website, social media, and by winners to family members. Will potentially include statements from base leadership, thank you slides to the thrift shop, Ventana Canyon, etc.

Reach out to Leadership about creating a statement for "Awards Slideshow"

Would like to include commanders, Ventana Canyon rep., OSC President

Discussion Points-

Would you like the certificates placed in a certificate holder before mailing?

Any other ideas about how to make the virtual banquet special?

**Respectfully Submitted,  
Susan Oakley**



## **Membership Board Report April**

Activities since last board meeting:

Replied to emails.

Updated Membership roster.

Upcoming Activities:

Respond to emails as needed.

Update membership roster as new members join.

Expenses:

none

**Respectfully submitted by:**

**Kassia Finkler**

## **Programs Board Report March**

Activities since last board meeting:

Cancelled reservation for the April Social

Upcoming Activities:

? waiting to see if we can do a May social

Expenses March: \$0

Expenses:

\$1508.92 to date.

**Respectfully submitted by:**

**Beth Bortree**

## **THRIFT SHOP:**

The Davis Monthan Thrift Shop made the decision to close about March 10 th due to the virus that has swept the world. Plans are to remain closed for at least the next two months. All consignment contract dates

will be extended once we are able to reopen. Please let me, or Jackie Green, manager, know if you have any questions.

**Respectfully submitted,  
Jane Herron**

### **RETIRED SPOUSES CLUB**

Our group chose to cancel our luncheons for March, April and May due to the virus. We do not meet during the summer so plans for restarting in September are on hold

**Respectfully submitted,  
Jane Herron**

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**MARTHA CHINNOCK**

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Susan Oakley**

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Kassia Finkler**

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**Jane Herron**