

# Yokota Officers' Spouses' Club Board Year 2008-2009

## Governing Board Meeting August 26, 2008

Jill Piparo  
Marcie Hermann  
 POSITION OPEN  
Judiann Carey  
 POSITION OPEN  
Brooke Whisler  
 POSITION OPEN  
Angelica Klebsch  
 Mary Robinette  
 POSITION OPEN  
Renee Newell

Sara Weak  
Alisha Conkling  
Diane Baker  
 Michelle Watt  
 POSITION OPEN  
Teresa Negley  
Teresa Thomas  
Anne Cournoyer  
Karen Frisbee  
Anne Sweet  
Teresa Rice

Addy Lawler  
Jack Knight  
 POSITION OPEN  
Shelly Klein  
Tate Hayes  
 POSITION OPEN  
Terry Verschoore  
Kathy Grimes  
 POSITION OPEN  
 Kim Kincaid

### Meeting Minutes

The meeting was called to order at 9:21am in the Samurai Lounge of the Yokota Officers' Club. The May Minutes are approved as submitted and the June Minutes are approved as amended.

#### Jill Piparo, President

#1

I have been very busy for the entire summer, so I am going to accomplish this by bullet form:

- May 6- I went with Sherrie to the bank to sign my name onto all the bank accounts.
- May 14<sup>th</sup>- I met with the Parliamentarian to go over procedures and job duties for the presidency, also made a detailed list of things that I needed to get accomplished over the summer.
- June 4<sup>th</sup>- I attended the private organization class with Bruce Green.
- July 7<sup>th</sup>- Attended budget meetings for the operational and welfare budgets at Marcie's house. We tried very hard to balance the operational budget, in years past we had budgeted a deficit. In order to accomplish this balance, we worked very hard to trim anything that we could while preserving some of the benefits for OSC members.
- August 8<sup>th</sup>- I met with Akemi to determine the menu for the August function, we decided on heavy hors d'oeuvres.
- August 11<sup>th</sup>- A constitution, bylaws, and SOP's review committee meeting was held at Addy's house. We will submit changes, the largest to include contractor's spouses for membership into the OSC.
- August 13<sup>th</sup>- Met with candidate for the bookkeeping position, and conducted an interview. Following the review of her resume and completion of the interview, we decided to hire her as the bookkeeper for the thrift shop. Also on this day we decided to hire a new manager, Eric Halperin. He comes to the shop with banking experience, and had fresh new ideas to get the shop in order.
- August 18<sup>th</sup>- We held an executive board meeting, where we discussed several items which will be brought to the Governing Board for discussion.
- August 20<sup>th</sup>- Volunteered at the thrift shop to begin the changeover to winter clothing, the change had begun but there is a lot of work to go. Volunteers are very important at this time.

Volunteer Hours: 75

Year to Date: 75

#### Sara Weak, 1<sup>st</sup> Vice President

#2

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

#### Addy Lawler, 2<sup>nd</sup> Vice President

#3

- May 29 – Attended Yokota High School scholarship award ceremony at the Taiyo – Presented YOSC scholarship awards to students – Stood in for departed President.
- June 3 – Attended 1<sup>st</sup> governing board meeting and a Thrift Shop Advisory board mtg.
- July 7 – Attended Operations Budget and Welfare Budget Mtg.
- July 12 – Designed and emailed Yokosan Editor & Reservations Chair the August function flyer for publication. Posted in the ladies restroom beginning of August
- July 30 – Posted signs on both glass doors at the Thrift Shop that we would not be opened until September 5<sup>th</sup>. After talking to Jill Piparo it was decided that these measures had to taken due to the fact that we had no Manager to operate the store.
- August 6 – Met & Interviewed Thrift Shop Manager applicant
- August 11 – Chaired Constitutions, By-Laws and Statement Of Policy Revision
- August 12 – Met with Akemi to plan the poker portion for the August function
- August 13 – Met with Frankie Jones, 2007/2008 Bookkeeper at the Thrift Shop so she could do the bookkeeping for May/June. After Frankie left Jill Piparo and I interviewed an applicant for the bookkeeper's position.
- August 14 – Designed and emailed Yokosan Editor & Reservations Chair the September function flyer for publication
- Week of August 18<sup>th</sup> – Thrift Shop Manager & Bookkeeper hired to begin September 5<sup>th</sup>.
- August 18 – Attended Executive Board Mtg.
- August 20 – Worked at Thrift Shop
- August 21 – Submitted work order for new locks & keys for the main door and consignment door at the thrift shop
- August 23 – Purchased door prizes and poker prizes for August function – Total cost 32,642 yen
- August 24 – Emailed the spouses hosting a monthly function of what month their group would be hosting with details on budget, etc.

- Recruiting, talking and emailing YOSC business has also taken up my time since July

Volunteer Hours: 41

Year to Date: 41

**Marcie Hermann, Operations Treasurer**

#4

Beginning balance (as of May 27, 2008) \$ 31,203.37

Income:

Bank reimbursement for lost check (from 2/25)	\$ 23.00
Membership dues	\$ 140.00
Monthly Functions lunch payment	\$ 30.00
NAF – Membership Dues	\$ 365.00
Tri-Svc lunch payment	\$ 46.00
Tri-Svc returned check fee reimbursement	\$ 20.00
YOSC Spring Bazaar Profits	\$ 18,008.71
NAF – Membership Dues	\$ 245.00
NAF – Membership Dues	\$ 235.00
Obi Book Sales	\$ 700.00
<b>TOTAL INCOME:</b>	<b>\$ 19,812.71</b>

Expenses:

Adelaide Lawler – Monthly functions & gifts	\$ 382.45
Zina Scott – CEG	\$ 351.33
Margie McClenny – Ways & Means	\$ 65.84
Renee Newell – Feb Function Door Prizes	\$ 388.93
Margie McClenny – Ways & Means flash drive	\$ 11.99
Ricoh copier – Apr through Sept	\$ 874.59
Yokota Officers' Club – May Function	\$ 152.50
Pacific Stars and Stripes – Yokosan May	\$ 220.00
AFO-Yokota AB – phone bill May	\$ 73.34
Terry Verschoore – Scholarship luncheon decorations	\$ 85.50
Sandy Shahady – Scholarship supplies	\$ 67.44
YOSC Bazaar Account – Board Appreciation gifts	\$ 1195.00
YOSC Welfare Account – 75% Spring Bazaar Profits	\$ 13,506.53
Teresa Thomas – Obi Book Sales invoice program	\$ 37.99
AFO-Yokota AB – phone bill June	\$ 73.15
Pacific Stars and Stripes – Yokosan June/July	\$ 210.00
<b>TOTAL EXPENSES:</b>	<b>\$ 17,696.58</b>

**Ending checkbook balance (Aug 26, 2008) \$ 33,319.50**

Volunteer Hours: 12

Year to Date: 12

**Alisha Conkling, Welfare Treasurer**

#5

**Beginning checkbook balance 7/7/08 \$17,806.34**

Income:

Void check 1596 to Hinojosas-account closed	\$317.00
Spring 08 Bazaar profits	\$13,506.53

**Total Income \$13,823.53**

Expenses:

Check 1615-Joseph Hinojosa	\$317.00
Check 1616-University of Tennessee For James Robert Plott	\$4,000.00

**Total Expenses \$4,317.00**

**Ending checkbook balance 8/22/08 \$27,312.87**

Volunteer Hours: 15

Year to Date: 15

### **Jack Knight, Recording Secretary**

#6

Recorded April volunteer hours. Ordered cards for the Corresponding Secretary position. Updated emails for the Recording and Corresponding Secretary positions. Checked the mail for the Corresponding Secretary position. Helped Addy with measuring Hangar 15 for new arrangement of vendors positions. Went to meeting to review the SOP's, Constitution and Bylaws. Researched total volunteer hours for a letter requested by Tiffany Jones. Attended HCAC meeting for Diane Baker.

Emmy Harris had 8 hours and helped with the corresponding duties with the following:

#### **May, August**

Sent out birthday and anniversary cards to members.

#### **June**

Sent out birthday and anniversary cards to members. Ordered new cards from Vista [Print.com](http://Print.com).

#### **July**

Sent out birthday and anniversary cards to members. Sent a baby card and gift card to Angelica Klebsch.

Volunteer Hours: 28.25

Year to Date: 28.25

### **Position Open, Corresponding Secretary**

#7

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

### **Diane Baker, Member at Large**

#8

O'Club Advisory Council Meeting will be held on 26 August at 1600. Will advise members of any news in the next board report.

Upcoming Events at the O'Club:

Lunch closed for PACAF Family day - 29 August  
Christmas Party Drawing - 2 September  
Officers' Call - 5 September  
End of Summer Family Carnival - 13 September  
Membership Appreciation Night - 19 September  
Club closed for Air Force Ball - 27 September  
Officers' Call - 3 October  
Jazz and Martini Night - 11 October  
Membership Appreciation Dinner - 22 October  
Family Night - 29 October  
Lunch is closed for Veteran's Day Holiday - 11 November  
Gourmet Night - 15 November  
Thanksgiving Day Buffet - 27 November

Red Cross Advisory Council Meeting: 13 August

Sophie Sale Update: Will be having a rug auction for the first time. Held on Saturday evening from 6-9pm at the Taiyo. Jewelry will also be auctioned.

Sophie Sale 13-14 September. Looking for leadership people to serve as cashiers for event. Shifts are Saturday Sept 13th 10am-2pm, 2pm-6pm, 6pm-9pm and Sunday the 14th from 11am-2pm and 2pm-5pm. Two leadership volunteers are needed for each shift.

Next Red Cross Advisory Council meeting will be 8 Sept at 1300.

Health Consumer's Advisory Council Meeting was held on 9 July with Jack Knight attending since I was out of town. Attached are the minutes, The next meeting will be 8 October at 1300.

Volunteer Hours: 5

Year to Date: 5

### **Addy Lawler (Acting), Parliamentarian**

#9

- Reviewed Roberts Rules of Order and went over timeline for this position.
- July 14 – Emailed Yokosan editor positions and job descriptions available on the governing board for the August publication
- August 11 – Chaired the Constitution, By-Laws and Statement of Policy committee meeting
- August 14 – Emailed Yokosan editor positions and job descriptions available on the governing board as well as the Constitution, By-Laws, SOP's message below:

The revisions of the Bylaws, Constitution, and Statement of Policy will be posted for review in the Women and Men's restrooms in the O'Club beginning 23 August 2008. A final vote on the documents will be taken Tuesday, September 23, 2008 at the Special Activities Function.

- August 23 – Made the changes and revisions of the Constitution, By-Laws and Statement of Policy, emailed to the committee for review.
- August 25 – Emailed the Constitution, By-Laws and Statement to the governing board
- A permanent Parliamentarian is in the works and we will know by the end of September

**Judiann Carey, Cultural Activities**

#10

during the course of the summer i familiarized myself with heading up the yosc cultural group through its former president, zina. i also completed reading through the affiliated notebook and went through its extensive email account and its associated myriad emails--all of which encompass and reference the last several years. during the course of this review, i also learned what the '08-'09 member expectations and inputs would be. i am currently working on what i can do to enhance and/or facilitate the ongoing club's organization.

completed tasks: two yosc ads written for culture club, after setting up a meeting to personally meet akemi, we discussed the pending dates for the opening ceremony, christmas party, and closing ceremony. several times i have established phone and email contact with my japanese counterpart, hiroko, concerning the upcoming year's events and the first japanese leadership meeting's date and agenda. the first meeting has been scheduled for sept. 2 from 9:40 until 11:00 at the fussa civic center. i will be in attendance. this year's new member orientation will be held in the samurai lounge at the o'club on september 25th at nine in the morning. zina and i met with a member who was experiencing some problems with other members within her own culture group. i believe the outcome was settled in a satisfactory manner. this particular meeting provided me with future talking points for all members, ie: getting along well with our japanese and american members, dress codes, good manners and responsible behaviour.

upcoming tasks: further organization of the email account for ease in navigating through documented events and to maintain prior records for upcoming new leadership's reference, confirmation of opening ceremony, christmas party and closing dates, making individual group contact for confirmation of new/old leaders and membership numbers, orientation meeting and the continuation of japanese language studies to facilitate communication with the japanese members.

Volunteer Hours: 10

Year to Date: 10

**Michelle Watt, Hail and Farewell**

#11

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Position Open, Membership**

#12

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Position Open, Monthly Functions**

#13

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Position Open, Publicity**

#14

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Tate Hayes, Reservations**

#15

The August 26, 2008 function has 58 reserved places, 4 are possible new members and 23 are guests.

Volunteer Hours: 6

Year to Date: 6

**Brook Whisler, Tours**

#16

Tentative schedule for tours.

September – sake brewery, Ome

October – DisneySea

November – Temple Sale , Kawagoe

January – Imperial palace

February – Onsen tour, Fussa

March – [Yasukuni Shrine](#), Shinjuku

April – Phuket , Thailand

May – Sumo Tournament, Tokyo

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Teresa Negley, Travelog**

#17

Wrote a couple of stories, Cafe du Jardin and Costco draft. Got GPS coordinates from Anne Cournoyer. Been overwhelmed with other things.

Volunteer Hours: 5

Year to Date: 5

**Addy Lawler, Acting Fall 2008 Bazaar Chair**

#18

- May 26 – Requested use of Hangar 15 for Fall Bazaar to be held on the 11<sup>th</sup> & 12<sup>th</sup> of October
- May 27 – Received permission from Colonel Frisbee to use the Hangar from October 9<sup>th</sup> & 10<sup>th</sup> for set up and 11<sup>th</sup> & 12<sup>th</sup> for the bazaar
- May 27 – Requested bazaar permit from Bruce Green the Private Organization Coordinator
- June 3 – Mailed 50 vendor notification packets
- July 14 – Emailed Yokosan editor Bazaar advertising flyer asking for volunteers for August issue
- July 28 – Picked up bazaar permit from Bruce Green
- August 4 – Reserved the Samurai Lounge for bazaar meetings and the after action report meeting/brunch.
- August 6 – Met Jack Knight at Hangar 15 to take new measurements for possible re-positioning of the vendors in the hangar floor plan
- August 12 – Emailed Yokosan editor bazaar advertising flyers asking for volunteers and one asking for food donations
- August 13 – Went to thrift shop and organized bins, organized and cleaned up the back area for bazaar supplies and looked for the bank night depository key without success
- August 14 – Emailed bazaar committee Fall 08 meeting schedule and committee member roster
- Working on the vendor contracts so I can pass the information to the security chair for OSI clearance & security forces passes
- Replying to all vendor inquiries via email
- August 24 – Reserved 25 single rooms and 2 double rooms at the S7S Moritown Hotel for the vendors requesting rooms

- The committee chairs are as follows: Advisor: Renee Newell, Chair: Addy Lawler, Facilities: Krista Shelton, Security: Jack Knight, Vendor Liaison: Addy Lawler, Volunteer Coordinator: Teresa Thomas, Cashier/Credit Coordinator: Anne Courmoyer, Business Office: Sara Weak & Marcie Hermann, Vendor Lounge: Emmy Harris & Brook Whisler, Food Booth/Vendor Support: Available, Publicity: Michelle Watt, Door Prizes: Anita Eppich, Transportation: Available, Committee Support: Diane Baker. We are looking for several co-chairs to help out especially during Saturday & Sunday.

Volunteer Hours: 47

Year to Date: 47

**Position Open, Fall 2008 Bazaar Advisor**

#18A

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Teresa Thomas, Obi Books**

#19

Sold 4 cases of books.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Terry Verschoore, Scholarship**

#20

On July 22, 2008 it was brought to my attention that James Plott did not receive a full Air Force Scholarship. What he received was an Air Force ROTC type 7 Scholarship. What that provides is a full annual tuition and other fees at the University of Tennessee. This does not include room and board. After calling the school and the Air Force ROTC they confirmed that room and board were not a part of his scholarship. I spoke to Addy about my findings and both of us in agreement went forward to getting the Scholarship check written out and sent to the school. Alisha and Marcey were very helpful in getting me the check within a few days. I am happy to report that I have confirmation on all checks written for the Scholarship winners and looking forward to starting the year off with old business taken care of. Thanks to all involved!

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Angelica Klebsch, Thrift Shop Liaison**

#21

A Thrift Shop Advisory Board meeting was held immediately after the June governing board meeting. At that time it was decided that the Clerk position created last year will not be filled upon the expiration of the 2007-2008 contract in order to cut back on expenses and make the Thrift Shop more profitable. For the same reasons, the salary of the incoming Bookkeeper will be reduced to \$200 from \$250. The Manager's salary will remain at \$750.

New staff will be coming onboard starting on Sept. 5, 2008. Eric Halperin has been hired as the Thrift Shop Manager, and Jennifer Gatchell will be our new Bookkeeper.

The Thrift Shop was closed for the summer starting on June 13, 2008. Opening day will be Sept. 5<sup>th</sup>, with the usual hours being 9:00-13:00. In preparation for the re-opening, help is desperately needed in the areas of donation sorting and seasonal clothing changeover. Please check your calendars and try to give just an hour of your time on any of the following days: Thurs., Aug. 28, 12:00-16:00; Sat., Aug. 30, 9:00-13:00; and Thurs., Sept. 4, 9:00-13:00.

The Thrift Shop is open Mon., Fri., and the 1<sup>st</sup> Sat. of the month from 9:00-13:00. Bag Sale is on the last open day of the month, and is when help is needed most. Bag Sale day for Sept. is Mon. the 29<sup>th</sup>.

Volunteer Hours: 3

Year to Date: 3

**Anne Cournoyer, Ways and Means**

#22

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Kathy Grimes, Welfare**

#23

We had requests for donations during June 2008 from the following organizations:

Curtis LeMay Foundation--we donated \$500.00

Air Force Village--we donated \$1000.00

Stingrays Swim Team--we donated \$500.00

Yokota Home Schooler's Group (c/o Jayne Vondracek)--we donated \$500.00

We had no requests for donations during July 2008.

We have one request for donations for the month of August 2008 from the 2008 AF Ball committee.

Volunteer Hours: 4

Year to Date: 4

**Mary Robinette, Yokosan**

#24

Two hundred copies of the August Yokosan (20 pages) were printed at a cost of \$220. The publisher has relayed that due to rising costs, the Yokosan may be looking at a twenty percent increase in the future. Bonnie Crispino: 2 Gina Allen: 2

Volunteer Hours: 15

Year to Date: 15

**Position Open, Photographer**

#25

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Position Open, Historian/Scrapbooker**

#26

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Anne Sweet, Website**

#27

Web site hosting account contact and billing information are up to date. Aggie Pabst renewed hosting fee in May and domain renewal was completed.

Please let me know if you want to use a YOSC email address, such as [tours@yosc.org](mailto:tours@yosc.org), or prefer to use an external account (Yahoo or Hotmail). The yosc accounts can be checked online or forwarded to your external account.

My goal for this year is to keep the website as informative and concise as possible. Suggestions are always welcome!

Volunteer Hours: None Submitted Current Month: Year to Date:

## Position Open, Special Activities

#28

No report submitted.

Volunteer Hours: None Submitted Current Month: Year to Date:

**Total Reported Volunteer Hours for YOSC Governing Board from June to May: 288.25 hours**

**Gina Allen**

**Year to Date Hours: 2**

**Bonnie Crispino**

**Year to Date Hours: 2**

**Emmy Harris**

**Year to Date Hours: 8**

## New Business

### Operations

The new Operations Budget was passed with 14 for votes and 1 abstention vote.

After adjusting the budget to more closely match our income several things have been decreased. Not everything has a line item anymore but just discuss with Marcie Hermann if you need something because there is some room in the Administration portion for some of the line items not listed.

### Welfare

The new Welfare Budget was passed with a unanimous 15 votes for.

The Welfare Budget was also trimmed to meet with our lower incomes. Also just because there is a line item for someone we don't have to give them that much if we don't have enough income to be able to.

### August Function

We decided to let people move to different tables (21 or Hold'em) and we will award the prizes to the top four chip winners.

### Parliamentarian

We will post the new Welfare and Operations Budgets as well as the revised SOP's, Bylaws and Constitution in the men's and women's restrooms for one month. We will vote on the revisions to the SOP's, Bylaws and Constitution at the next meeting.

### Hail and Farewell

Anne Cournoyer will fill in tonight for Michelle Watt since she is still in the states.

### Membership

We had 1 new member this summer and maybe 1 other joining tonight. Membership is at about 125 right now.

Anne Cournoyer wanted to know if we were supposed to be charging new members that join over the summer a prorated fee since our renewal for the year isn't until October. We decided not to do that for now and investigate why the new year starts in October instead of August.

Shelly Klein will be our new Membership Chair.

### Monthly Functions

Jill Piparo, Addy Lawler and Sara Weak will help people with the functions unless or until we get a Chairperson for this position.

The Yokosan needs the flyer for the function by the 12<sup>th</sup> of the month before. Also the flyer needs to be emailed early enough to get it posted in the O'club. The flyer should mention the YOSC and the group in charge of the function.

### Reservations

Tate will be gone for the October function so she will need some help for the night of the function. She can do some of the stuff online even though she won't be here.

Also if someone joins the YOSC the first function they attend is free.

Tate said that when people are planning a function if they are going to have guests they need to make sure and include them in their reservations so she has a proper count.

### Tours

Tentatively we should not have a big trip planned during the Bazaar months but we will table this for discussion later. Also the Thailand trip is during their New Year's Celebration so some people weren't sure if it was a good time to try and go there.

### Ways and Means

We have 3 gifts for tonight and by a unanimous vote of 16 the money will go to 225-Ride.

Renee Newell would like to see a list of all the people we have given to. Welfare is going to come up with a list and they will be deciding in their meetings who the future Ways and Means money will be going to.

### Photographer

Karen Frisbee has agreed to be the new photographer.

The meeting was adjourned at 11:22am. The next meeting will be held in the Samurai Lounge on Tuesday, September 23 at 8:30am. The September function will follow at 10:30am.

*///Signed///*  
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Jack Knight  
Yokota Officers' Spouses' Club  
Recording Secretary, 2008 – 2009

*///Signed///*  
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Jill Piparo  
Yokota Officers' Spouses' Club  
President, 2008 – 2009