

Yokota Officers' Spouses' Club Board Year 2008-2009

Governing Board Meeting September 23, 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 8:45am in the Samurai Lounge of the Yokota Officers' Club. The August minutes are approved as submitted.

Jill Piparo, President

#1

- 8/28- Attended first bazaar meeting in the Samurai Lounge at 9am. At the meeting everyone was introduced and positions on the committee were discussed. I will be the credit card and cashier coordinator with Anne Cournoyer.
- 8/30- Jason and I worked at the thrift shop from 9 to 1, during which we rearranged the shop and worked on getting the rest of the winter items out and priced.
- 9/4- attended bazaar meeting, then updated all cashier coordinator information on the memory stick and sent an email to all cashiers who had volunteered in previous bazaars. Then emailed Stripes Kanto regarding the bazaar.
- 9/8- Went to the thrift shop and worked with Addy to go through the donations from over the summer, made good progress getting through the pile.
- 9/10- discussed open positions with Abbie Finlayson, and she decided that she would like to be a part of the board.
- 9/11- attended a bazaar meeting
- 9/12- Reviewed the website and made a list of updates that needed to be done, then contacted Website Chair to proceed with these changes.
- 9/15- Attended Welfare meeting, Anne came with suggestions for Ways and Means donations, we decided that Anne will draft a calendar for ways and means and will distribute at the Governing board meeting, this calendar will be a guideline and if any family emergencies come up well will address those and handle accordingly.
- 9/15- Attended Executive board meeting discussed website email addresses and where they go to and the keys for the thrift shop.
- 9/18- Attended bazaar meeting and will follow up with Krista regarding the phone line.

Volunteer Hours: 80

Year to Date: 155

Sara Weak, 1st Vice President

#2

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Addy Lawler, 2nd Vice President

#3

- Worked at Thrift Shop on: 8-28, 9-2, 9-4, 9-8, 9-15
- Attended meetings for: Governing Board 8-26, Thrift Shop Advisory Board 9-2, Executive Board 9-15
- 9-15 Mailed scrapbooks to Kerri Wright, Past Honorary Advisor and Sherrie Stanley, Past President. Cost \$33.05

Volunteer Hours: 19

Year to Date: 60

Marcie Hermann, Operations Treasurer

#4

Beginning balance (as of Aug 26, 2008) \$ 33,319.50

Income:

NAF – Membership Dues	\$ 205.00
Membership dues	\$ 735.00
TOTAL INCOME:	\$ 940.00

Expenses:

Jack Knight – Coor Sec cards (07-08)	\$ 397.27
Pacific Stars and Stripes – Yokosan Aug	\$ 220.00
AFO-Yokota AB – phone bill July	\$ 73.15
Yokota Officers' Club – May Function	\$ 26.00
Emmy Harris – Coor Sec cards (08-09)	\$ 230.18
Pacific Stars and Stripes – Yokosan Sept	\$ 220.00
AFO-Yokota AB – phone bill Aug	\$ 73.15

TOTAL EXPENSES: \$ 1,239.75

Ending checkbook balance (Sept 23, 2008) \$ 33,019.75

Volunteer Hours: 10 Year to Date: 22

Alisha Conkling, Welfare Treasurer #5

Beginning Checkbook balance 8/22/08 \$27,312.87

Expenses:

Correction to Checkbook from previous years \$ 2,817.00

Check 1617-Air Force Ball Committee \$ 500.00

Total Expenses \$ 3,317.00

Ending Checkbook Balance 9/21/08 \$23,995.87

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

Jack Knight, Recording Secretary #6

Prepared August reports. Updated the Corresponding Secretary email with the new membership list. Entered the May volunteer hours. Sent the April, May and June Minutes to Bruce Green and Anne Sweet.

Emmy Harris again helped with the Corresponding duties she had this report: Birthday and Anniversary cards went out. Tammy Fuller will be at the next meeting as our new Corresponding Secretary. Please introduce yourself to her and make her feel welcome.

Thank you Tammy for stepping up! Welcome aboard! Emmy's hours 3.5.

Volunteer Hours: 25.25

Year to Date: 53.5

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 in November 2008.

Health Consumer's Advisory Council Meeting will be held on 8 October at 1300. If anyone has any comments or questions please let me know.

Red Cross Advisory Council had a meeting on 8 Sept 2008 at 1300.

Red Cross has a new volunteer coordinator (Angela Rainey). Red Cross is also hoping to move into their new building by the end of October

Next meeting will be help on 20 October at 1300. If anyone has any concerns or questions please either call or email me. Thanks.

Volunteer Hours: 10

Year to Date: 15

Addy Lawler Acting, Parliamentarian #9

I went to see Bruce Green, the Private Organization Coordinator on September 15, 2008 at as Parliamentarian to ask a couple of questions, here are the results:

1. Allied Telesis offered free phone service for the bazaar if we would post a sign advertising this freebie.

Bruce called Captain Gillises, don't think that's how you say it or spell it, at the wing legal office while I was there and confirmed that according to our SOP's we are not allowed to lend our name to sponsor any commercial advertising program.

2. I asked him how we should handle the Corresponding Secretary position with two people, i.e.: how to list them on our books if two people occupied the same position on the executive board.

We should list them as Primary Corresponding Secretary and Alternate Corresponding Secretary. We can have them both listed on the roster and on emails sent out. Our internal rules of voting will take place i.e.: one vote per position.

Both Corresponding Secretaries and new Parliamentarian, Karen Westoff, should attend the Private Organization briefing held every Wednesday at 0900 in Bldg. 316, 1st floor of the FSS conference room. The next one will be on September 24th.

- Researched Robert's Rules of Order and emailed official verbiage on making motions, amending motions, and voting procedures to the President, Welfare Chair, Recording Secretary, Welfare & Operating Budget Chairs.
- Met with the new Parliamentarian, Karen Westoff on 9-22-08 to hand over the binder, gavel & Robert's Rules of Order and to update her on this position.

Volunteer Hours: 4

Year to Date: 14

Judiann Carey, Cultural Activities #10

- Completed tasks: I attended two Japanese leadership meetings held on September 4th and the 11th. The following dates were finalized for this year's functions: October 9th for the opening ceremony (10:00 a.m. in the fussa civic center, third floor, rooms 4 & 5), December 4th for the xmas party, January 8th or the 15th for the new year's celebration and April 23rd for our closing ceremony.
- xmas and closing dates were then finalized with Akemi at the o'club.
- Last year's leader, Zina Scott, and I met so I could receive the remaining paperwork pertaining to the operation of the culture group. The yosc cultural group email account was handed over at this time with a change in password completed.

I purchased two gifts for the opening ceremony leaders. Both gifts were identical in nature: fall door hangers totaling \$9.99.

- Attempted contacts made again with each of the group's leaders requesting their attendance, if possible, at the orientation meeting to help provide an overview of the club to prospective members.
- Upcoming events: special activities' event to be held on sept. 23rd, and the orientation meeting on september 25th inside the o'club's lounge at nine o'clock a.m. All leaders have been invited to attend in order to help initiate new members. Following the orientation, a meeting will be held with the leaders only to discuss future planning for the cultural club.
- Ongoing tasks: completion of rosters compiling all members, leader designations, possible event entertainments and gift planning for the remainder of the year.
- Requests: I will need a small table to set up for the special activity exhibit and for prospective sign ups. I also will need a current roster of members who have paid yosc dues in order to ensure new culture group members have paid to date. I would also like to give culture group memos to the new membership chair to be placed inside of all new members' packets.

Volunteer Hours: 10

Year to Date: 20

Michelle Watt, Hail and Farewell

#11

Hails:

Jessica Bowen, Tammy Fuller, Margaret Gale, Marina Holden, Frankie Jones, Susie Lesaun, Debbie Tuper

Received 20 Obi tie books Received 18 paper cranes Put together 12 welcome packets

Farewell:

Farewell charms will be reordered at the fall bazaar we are planning on changing it from a abacus to a cherry blossom if cost effective

Volunteer Hours: 4

Year to Date: 4

Shelly Klein, Membership

#12

There are 134 YOSC members currently on the roster. 17 are new members and 8 of the new members have not been hailed. 13 of the Members have renewed/updated their membership forms.

Volunteer Hours: 6

Year to Date: 6

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

We had 60 people attend the Aug function. 8 new members, 22 guests, and 30 existing members. As of 19 Sept 08 we have 52 reservations for the Sept function. 3 new members, 3 guests, and 46 existing members.

Volunteer Hours: 7

Year to Date: 13

Brook Whisler, Tours

#16

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Teresa Negley, Travelog

#17

Story on Costco sent to Yokosan along with list of nearby GPS coordinates. Still need assistance with website.

Volunteer Hours: 3

Year to Date: 8

Addy Lawler, Acting Fall 2008 Bazaar Chair

#18

- First bazaar meeting was on August 28
- Bazaar committee chairs are as follows: Facilities – Krista Shelton & Emmy Harris, Vendor Liaison – Addy Lawler, Cashier/CC – Anne Cournoyer & Jill Piparo, Vendor Lounge – Shelly Klein & Ann Bowersox, Publicity – Michelle Watt, Transportation – Kathy Grimes, Advisor – Renee Newell, Security – Jack Knight, Volunteer Coordinator – Teresa Thomas & Shannon Martinez, Business Office – Sara Weak, Crystal Bargatze and Marcie Hermann, Food Booth/Vendor Support – Angelica Klebsch, Door Prizes – Anita Eppich, Committee Support – Diane Baker, Teresa Rice and Teresa Negley.
- Money allocated to Vendor Lounge - \$1,500
- Money spent so far – ¼ page ad for October Horizons - \$300, Liability Insurance for the weekend from George's Insurance 35,000 yen (\$357.00). Telephone for Cashier's for CC verification line - \$10.00, 13 t-shirts from the BX purchased for \$64.87, Took 13 t-shirts to the trophy shop (east side) for bazaar fan logo printing \$45.50.
- A \$20.00 non-cash redeemable coupon, good only to shop at the Fall 08 Bazaar will be sold to Ways & Means for the September function
- 43 vendors attending
- All planning going smoothly, no major problems.

Next bazaar tentatively being set for April 25 & 26, 2009. This date was chosen due to Misawa's date, March 28/29, Yokosuka, April 18/19, Spring break is April 3rd thru April 10th.

Volunteer hours: Individual committee member volunteer hours will be submitted on final board report for October 28, 2008 mtg

Volunteer Hours: None Submitted Current Month:

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

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Terry Verschoore, Scholarship

#20

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Angelica Klebsch, Thrift Shop Liaison

#21

The Thrift Shop reopened on Sept. 5th. In preparation for the re-opening, many new and returning volunteers took on the task of clearing the donation sorting area and hanging and pricing winter merchandise. The store now looks great and Eric is settling into his new position as Manager.

The shop will be making several purchases this month. We are in dire need of new tagging guns, as we only have two usable ones. After doing some comparison shopping online, guns cost between \$20-35. I estimate we will be spending about \$100 on guns and fasteners. We also need to order 67 lb. paper in different colors, which is used to make consignment tags. This paper costs between \$11-15, but I haven't found an online office supply store that will ship here. I can use ShipitAPO.com, but the shipping cost there will range between \$25-50, depending on the weight of the shipment. Altogether, I'm estimating around \$200 for all supplies and shipping.

Halloween items are out for sale. Come take a look or volunteer just one hour of your time Mon., Fri., and the 1st Sat. of the month from 9:00-13:00. Bag Sale is coming up on Mon. the 29th, and is when help is always needed most.

Volunteer Hours: 4

Year to Date: 7

Anne Cournoyer, Ways and Means

#22

A total of \$180 was donated from the Aug function to 225-RIDE. The prizes were a hibachi pot, sake set w/tray and a serving bowl from China Pete's. The total for the prizes was \$64.81.

The charity for the Sept function is the Friends of the AFRC. The prize items for Sept will be: BeautiControl Spa package - donated, plate - donated, and a \$20 gift certificate for the YOSC Fall bazaar. The total for prizes was \$20.00.

Volunteer Hours: 15

Year to Date: 15

Kathy Grimes, Welfare

#23

The Welfare Committee met Monday 15 October 2008 to discuss any Welfare requests received since the last board meeting. Two groups of people had inquired about welfare requests to Addy and Jill, but I had not received the requests prior to our meeting on Monday.

The requests were suppose to be from Mendel Elementary and the Varsity Men's Basketball team. We knew a little about the request from the Men's Varsity Basketball team so we discussed and voted to bring to the general board a recommendation for donation in the amount of \$250.00 to support the base Varsity Men's Basketball team. Since the meeting, I have received the actual request and I would like to discuss the possibility of raising the amount of our donation to \$500 based on the information in the request—there are several airmen on the team that are not able to afford to play in the away games because of the cost and our donation would enable them to do so.

I have also received requests from the Girl Scouts and the High School Volleyball team since our Welfare Committee meeting so these two donations have not been discussed by the Welfare Committee. We will need to discuss these two today during our board meeting.

We received a thank you email from the Air Force Ball committee thanking us for our donation of \$500.00.

Volunteer Hours: 6

Year to Date: 10

Mary Robinette, Yokosan

#24

Two hundred copies of the September Yokosan (20 pages) were printed at a cost of \$220.

The cost increase previously relayed by the publisher will be in effect with the October issue. Price quoted for 200 copies of a 16 page issue was \$265. Bonnie Crispino: 2 Gina Allen: 2

Volunteer Hours: 15

Year to Date: 30

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Karen Frisbee, Photographer

#25

Pictures were taken at the August 26, Casino Night, YOSC function. Pictures were edited and they were burned onto a CD. CD was submitted to Anne Sweet for use on YOSC web site. A picture of new members, taken at August 26, YOSC function, was submitted to Yokosan editor via email jpeg, along with list of new members names.

Volunteer Hours: 4

Year to Date: 4

Position Open, Historian/Scrapbooker

#26

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Anne Sweet, Website

#27

Updated the Events page with more information about our monthly functions and Brook's contact info for the Tours section. Updated our YOSC.org email accounts to forward to everyone's personal email as listed on the most recent roster. Reorganized the Minutes portion of the site for easier maintenance.

Volunteer Hours: 4

Year to Date: 4

Kim Kincaid, Special Activities

#28

I assumed the position in late August. Flyer was already posed to September, Yokosan. I met with Akemi, set the menu for a plated lunch, and selected white table clothes with blue and pink accent to go with the "Cherry Blossom" theme set by the table placards. New menu includes Tomato Bisque soup with your choice of chicken salad or ham croissant, or grilled veggie hoagie with veggie sticks, fruit cup, and the standard coffee, tea, and water service. Cheese cake with fruit topping will be served for dessert. Updated menu and flyer was forwarded on September to Reservations for general membership distribution.

We had 52 RSVP's as of Wednesday, September 17. We will be setting up eight rounders for 64 members/guests. RSVP's are significantly down from last year. I assume this is due to the cost of the event. Last year, this event offered a finger food buffet and was free for members. This philosophy may need to be visited before next year's event.

Door Prizes loosely support the "Special Activities" and include: Special prize donated by Crystal Brookover and the Tama Hills Golf Club, Four gift baskets donated at cost by Theresa Thomas, \$20 gift certificate to Tomodochi Lanes, "Chick Flicks" \$20 movie gift certificates in movie gift bag, mini-cookbooks, Air Force Scrapbook set, and several Japanese Culture and shopping club themed prizes. Expense Voucher will be submitted at the end of the meeting.

Thank you cards will be sent to Crystal Brookover and Theresa Thomas for their donations.

Activities being offered are: Get Healthy Club, Culture Club, Lunch Bunch, Tennis, Mahjong, Poker Club, Chick Flicks, Quilting, Bowling, Shopping Fun, Bunko, Golf, Book Club, Stamping, Cooking and Scrap Booking. I will have blank sign up sheets for anyone with a new idea **and** who are willing to be the POC.

I also contacted the Thrift Shop Liaison and the YOSC Culture group and both will have displays with their sign up sheets for volunteers and new members.

After the social, I would like to have a few volunteers who will help me go through the signup sheets to make sure that everyone is a member in good standing as set fourth by the By-Laws in order to participate in YOSC Special Activities.

Completed activity rosters will be sent to the POC's or an email will be sent to an entire group if a POC has not been secured. Once POC's are secured, activities are free to set their schedules according to their groups interests. Here's to a great year of fun-filled activities.

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

Total Reported Volunteer Hours for YOSC Governing Board from June to May: 525 hours

Gina Allen	Year to Date Hours: 4
Bonnie Crispino	Year to Date Hours: 4
Emmy Harris	Year to Date Hours: 11.5

New Business

President

Jill announced that the tours position is open again because Brooke Whisler resigned.

She also announced that Karen Westhoff will become the Parliamentarian and Hailley Felter will be the Corresponding Secretary with a co-chair of Tammy Fuller.

Cultural Activities

Judiann Carey brought a letter she would like to include in the newcomers package inviting them to join the Culture Club. It was agreed she could add it to the newcomers packages.

Reservations

Tate Hayes said she will be out of town during the next reservations period so we need to have a different mailbox to send the checks to for the next function.

Scholarship

Terry Verschoore informed us that she had just recently been contacted by Lauren Goodwyn who said she had been sick and forgot to notify us so she did not get to use her scholarship money. This was discussed and because of the length of time and the previous Scholarship Chair being unable to get in touch with the family the money had been put in the last Scholarship Fund and awarded to a new person. The Board voted 19 for and 1 against not paying the Scholarship again.

Thrift Shop

Angelica Klebsch brought up the need for 67lb paper and was told to check with the Yokosan Editor for a possible location to get the paper here instead of having to order it.

Ways and Means

Anne Cournoyer came up with a list from the Private Orgs of who to donate the Ways and Means money to. It is subject to change if an unseen need arises in the community.

Welfare

Kathy Grimes brought up a request for money by the Men's Varsity Basketball Team, there was a discussion and then Michelle Watt motioned to give them \$500.00 and Alisha Conkling seconded it. There was a vote of 9 against and 2 for. This was then voted on for the original amount of \$250.00 and passed with 18 for and 0 against.

Kathy Grimes then motioned for a \$250.00 amount to be given to the High School Volleyball Team to go to the Far East Tournament and Terry Verschoore seconded it. This passed with 14 for and 2 against.

Governing Board Voting

Addy Lawler motioned that the 2008-2009 Constitution be approved and Angelica Klebsch seconded it. This passed with 19 for and 0 against.

Addy Lawler motioned that the 2008-2009 Bylaws be approved and Angelica Klebsch seconded it. This passed with 20 for and 0 against.

Addy Lawler motioned that the 2008-2009 Welfare Budget be approved and Angelica Klebsch seconded it. This passed with 20 for and 0 against.

Addy Lawler motioned that the 2008-2009 Operations Budget be approved and Angelica Klebsch seconded it. This passed with 20 for and 0 against.

Membership Voting

Addy Lawler motioned that the 2008-2009 Constitution be approved and Diane Baker seconded it. This passed with a majority for.

Sara Weak motioned that the 2008-2009 Bylaws be approved and Michelle Watt seconded it. This passed with a majority for.

Angelica Klebsch motioned that the 2008-2009 SOP's be approved and Teresa Thomas seconded it. This passed with a majority for.

Addy Lawler motioned that the 2008-2009 Welfare Budget be approved and Anne Cournoyer seconded it. This passed with a majority for.

Sara Weak motioned that the 2008-2009 Operations Budget be approved and Sara Lefler seconded it. This passed with a majority for.

The meeting was adjourned at 10:10am. The next meeting will be held in the Samurai Lounge on Tuesday, October 28, 2008 at 9:00am. The October function will follow at 6:00pm.

///SIGNED///

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

///SIGNED///

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