

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

## Governing Board Meeting October 28, 2008

Jill Piparo  
Marcie Hermann  
Hailley Felter  
Kim Kincaid  
Abbie Finlayson  
 Position Open  
 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  
 Karen Westhoff  
Shelly Klein  
 Tate Hayes  
 POSITION OPEN  
Terry Verschoore  
 Kathy Grimes  
 POSITION OPEN  
 POSITION OPEN  
Susie Lezuan

### Meeting Minutes

The meeting was called to order at 9:13am in the Samurai Lounge of the Yokota Officers' Club. The September minutes are approved as amended.

#### Jill Piparo, President

#1

- 9/25: attended bazaar meeting
- 10/2: attended bazaar meeting
- 10/3: had informal conversation with Addy and Jack regarding the thrift shop
- 10/11-10/12-bazaar
- 10/20: welfare and executive board meeting

Well this month for me, and probably for most of us, was dominated by the bazaar. I approached business with the thought in my head that this bazaar funds everything that we try to accomplish as a club. Most of the president business I did, was in regards to developments at the thrift shop. Eric Halprin gave his two week notice at the shop. We have put an advertisement in the Yokosan for October looking for any interested applicants. At our executive board meeting we discussed, filling the cultural activities chair and the monthly functions chair, as both have tendered their resignation. Both chairs at this point have been filled, Kim Kincaid will take over culture, and Abbie Finlayson will be our monthly functions person. Please join me in thanking them for efforts for the board.

Volunteer Hours: 94

Year to Date: 249

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

#2

No report submitted.

Volunteer Hours: 60

Year to Date:

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

#3

- Sep 22 – Thrift shop and met with Karen Westhoff, Parliamentarian to hand over binder, gavel and Robert's Rules
- Sep 23 – Attended governing board mtg
- Sep 29 – Worked Thrift shop
- Oct 20 – Attended welfare and executive board mtgs.
- Oct 20 – Went to thrift shop, Eric Halperin, manager, gave me his written resignation effective October 31<sup>st</sup>. I have approached an individual regarding this position and will receive an answer within a few days.
- Oct 20 – Received Thrift Shop audit from MSgt. Remmert for the period of 1 May 2004 – 30 April 2005. We will need to cut a donation check to MSgt. Remmert's private org in the amount of \$300 for this audit.

Volunteer Hours: 8

Year to Date: 68

#### Marcie Hermann, Operations Treasurer

#4

Beginning balance (as of Sept 23, 2008) \$ 33,019.75

#### Income:

NAF – Membership Dues	\$ 195.00
Membership dues	\$ 1,625.00
Checks written at function to YOSC	\$ 124.50
<b>TOTAL INCOME:</b>	<b>\$ 1,944.50</b>

#### Expenses:

American Express Addy Lawler – Door prz/admin	\$ 337.95
Yokota Officers' Club – Sept Function	\$ 173.50
Justin Co. – Hail & Farewell charms	\$ 245.00
Judiann Carey – CEG	\$ 47.36
AFO-Yokota AB – phone bill Sept	\$ 73.15
Kim Kincaid –Function Door prz	\$ 297.15
Shelly Klein – Yokosan address labels	\$ 17.50

TOTAL EXPENSES:

\$ 1,191.61

Ending checkbook balance (October 28, 2008)

\$ 33,772.64

Volunteer Hours: 35

Year to Date: 57

**Alisha Conkling, Welfare Treasurer**

#5

Beginning Checkbook balance 9/22/08

\$23,995.87

Expenses:

Check 1618-Yokota's Men's Varsity Basketball team	\$ 250.00
Check 1619 Yokota High School PTO For girls' volleyball team	\$ 250.00
Check 1620 Girl Scouts-Line item Budget year 07/08	\$ 3,000.00
Check 1621 225-Ride August Ways and Means	\$ 180.00
Check 1622 Friends of the AFRC September Ways and Means	\$ 243.00

**Total Expenses**

**\$ 3,923.00**

Income:

August Ways and Means	\$ 180.00
September Ways and Means	\$ 243.00

**Total Income**

**\$ 423.00**

**Ending Checkbook Balance**

**\$20,495.87**

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Jack Knight, Recording Secretary**

#6

Recorded August volunteer hours. Sent Bruce Green and Anne Sweet the August Minutes. Prepared the September Minutes and October Board Report. Set up the golf lessons and helped with the Bazaar and Thriftshop.

Volunteer Hours: 88.5

Year to Date: 142

**Hailley Felter, Corresponding Secretary**

#7

We sent out:

13 Birthday cards, 6 Anniversary cards, 1 Birthday and Anniversary card and 1 Condolence card

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Diane Baker, Member at Large**

#8

Dental: Back on track with more dentists  
 New ENT & OB/GYN providers; new surgeon  
 October: Breast Cancer Awareness Month  
 Optometry Flight: New OIC is in place - 100% manning restored  
 Pediatrics and Dermatology: All physician are in place  
 Allergy/Immunizations: Allergist is here; Flu shot supplies are coming.  
 Urgent Care: Available 24/7/365  
 Mental Health: Providers are staffed 50%

O' Club Advisory Council Meeting will be held November 25. If anyone has any concerns please let me know.

Next Red Cross Advisory Council Meeting will be in November.

Volunteer Hours: 30

Year to Date: 45

**Karen Westhoff, Parliamentarian**

#9

- I Attended the Governing Board Meeting on September 23.
- I emailed and presented marked and unmarked copies of Constitution, Bylaws and SOP to Bruce Green, Private Org. Coordinator after approval of said documents at the Board Meeting and Activities Luncheon. Bruce sent the documents onto legal for approval. Legal required changes, said changes, (with the help of my legal advisor), were completed on October 13. The documents are now again with legal for final review, as of October 16.
- Photo copied YOSC Board Job Descriptions. Please everyone start looking at your job descriptions for revisions. Many of the Job Descriptions haven't been revised for several years. I will send electronic copies to you next month with directions and deadline for revision.
- I Attended Executive Board Meeting on October 20.
- I will be back in the United States from October 23 to November 9. Addy Lawler will take over my duties until my return, i.e. October 28 Governing Board Meeting.

Volunteer Hours: 3

Year to Date: 3

**Kim Kincaid, Cultural Activities**

#10

Completed tasks: Compilation of new rosters on computer and information dispersed via email and telephone to all new and old members /3

Further Additions and steamlining of the cultural group's email folders finished. new members and their information, as well as deletions of resigning members and their information were ensured/ 1

Notification made to Japanese chair of new groups and members, organization of opening ceremony speech and its translation completed, as well as email transactions pertaining to such/3  
 Amendments to outdated hand-out materials completed. run off of new materials done for use in the Orientation and leadership meetings held on September 25<sup>th</sup> in the o'club lounge/2  
 Two flower arrangements (\$34.00), 2 gift bags (\$4.78) and two doorhangers ((\$7.98) totaling \$47.36 were presented during the ceremony to both of the Japanese chairwomen. The receipts were turned in to addy lawler.  
 Opening ceremony, including gift presentation and event luncheon for planning purposes, held successfully/2  
 Japanese hosted New year's party date finalized and to take place on January 15, 2009  
 Resignation of my role as chairperson done.  
 Emails dispersed inquiring if any individuals would be interested in accepting the role of being the American cultural chairperson.  
 The yosc culture chairperson's notebook turned in to addy lawler.  
Ongoing tasks: Computer disk of club's information available for newly identified chairperson.  
 Turning over of email account and password to new chairperson not completed at this time.  
 Current roster of all currently paid culture club members needed for new chairperson's reference.  
 Short term need: American hosted Christmas event needs to be planned.  
 Long term need: American hosted closing ceremony needs to be planned.  
 Notification to Japanese co-chairpersons of my resignation and the new chairperson's identity still pending.  
 \*note: the special activities event held on September 23<sup>rd</sup> did not yield sufficient new memberships for the culture exchange club.  
Membership is very low and currently totals 26 - with one group having only 1 member to date.  
 Report Submitted by Judiann Carey

Volunteer Hours: None Submitted Current Month: Year to Date: 20

**Michelle Watt, Hail and Farewell** #11

Purchased 35 abacus charms at \$7.00 a unit from Raymond Ko at the bazaar.  
 Purchased cranes from Teresa Thomas for \$40.00. She still needs to be paid.  
 I have not received any farewell notices except for Susan James who will leave in Nov.  
 She will be farewell at tonights function.  
 I will have Hail and Farewell packets at function.

Volunteer Hours: 92 Year to Date: 96

**Shelly Klein, Membership** #12

No report submitted. Volunteer Hours: 57 Year to Date:

**Susie Lezuan, Monthly Functions** #13

Contacted Medical Group regarding October function. They took care of the menu and decorations. They asked for assistance with the running of Bunco.  
 Contacted Maintenance Group regarding the November function. We met once to discuss options/ideas. We met with Akemi twice and finalized the menu and decorations.  
 Contacted the USFJ regarding December function. Sent Mrs. Rice theme suggestions for December function. A message was posted on their yahoo account asking for help with planning the event. I believe that the date that they met was October 27<sup>th</sup>.

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

No report submitted. Volunteer Hours: None Submitted Current Month: Year to Date:

**Position Open, Tours** #16

No report submitted. Volunteer Hours: None Submitted Current Month: Year to Date:

**Teresa Negley, Travelog** #17

No report submitted. Volunteer Hours: None Submitted Current Month: Year to Date:

**Addy Lawler, Acting Fall 2008 Bazaar Chair** #18

- Presided over bazaar mtgs. Held on Aug – 28, 30, Sept 4, 11, 18, 25, Oct 2.
- Volunteer Sign up at YCC on Sept 20, Sept 27, Oct 5
- Sept 3 – Met with security chair to assist in security forms
- Sept 8 – Met with Vendor Lounge Chairs at Thrift Shop to look over inventory and went to the hangar with them to show where vendor lounge and what to expect during the bazaar
- Sept 24 – P/U bazaar t-shirts at Trophy Shop
- Oct 1 – Designed and printed \$20.00 non-cash redeemable coupons as thank you gifts for the bazaar committee - \$380.00
- Oct 2 – Arranged sound system delivery & p/u with Tony Calla, Services.
- Oct 7 – Met with SSgt. John Flaherty at Hangar 15 to go over expectations, hangar door opening/closing schedule, business office needs, vendor lounge needs, hangar floor cleaned so we can tape, get a POC for the weekend, check which doors will be locked
- Oct - 9, 10, 11, 12 worked bazaar
- Oct 14 – Arranged w/Akemi menu for final meeting on 23rd
- Oct 23 – Had Bazaar Final After Action/Appreciation Brunch

Total Sales were \$228,676.40. Approx. expenses \$8,500. We do not have the exact figure of expenses, waiting for one more invoice from CE. This total sales figure is the lowest grossing bazaar we had. Many factors contribute to this, a popular vendor Eagle's (mink blankets, hip hop clothing), did not receive his merchandise in time to attend our bazaar due to a shipping strike in Korea, the present state of the economy, fuel prices and the declining popularity of furniture sales. Our big money used to come from furniture sales. About 2-3 years ago each furniture vendor would sell anywhere from \$30,000 to \$75,000 but at this bazaar and for about the last 3-4 bazaars the range has been \$16,000 to \$33,000. At the after action report/appreciation brunch meeting the committee voted to donate \$200 each to the Maintenance and CE private Orgs for their assistance during the bazaar. The next bazaar will be held on April 25<sup>th</sup> and 26<sup>th</sup>.

Volunteer Hours are as follows:

- Krista Shelton – 50
- Jack Knight – 71
- Teresa Thomas – 100
- Shannon Martinez – 50
- Ann Bowersox – 57
- Shelly Klein – 57
- Anita Eppich – 40
- Michelle Watt – 92
- Kathy Grimes – 45
- Sara Weak – 60
- Crystal Bargatze – 50
- Marcie Hermann – 28
- Jill Piparo – 47
- Anne Cournoyer - 54
- Addy Lawler – 213

Volunteer Hours: 213

Year to Date: 260

**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 2 cases to Misawa, Fall Bazaar sold 12 Obi books. Updated a New Invoice program Resubmitted AAFES Retail Agreement form, I sent first Forms through Express mail and AAFES said they did not receive it. Had to resend invoice to Dallas on these PO#'s 0005926363,0007954510,0008247695,0008510075

Volunteer Hours: 105

Year to Date: 105

**Terry Verschoore, Scholarship**

#20

On October 1, 2008 a registered letter was sent to Lauren Goodwin executing the decision made by the YOSC Governing Board. She was informed that we are governed by a Constitution, By-Laws and Statement of Policy. Her signature receipt was received on October 16, 2008. A copy of the letter that was sent is available for anyone to read if you choose. A copy will also be filed in the Scholarship book if anyone should have this issue again in the future.

Volunteer Hours: 8

Year to Date: 8

**Angelica Klebsch, Thrift Shop Liaison**

#21

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Anne Cournoyer, Ways and Means**

#22

A total of \$243 was donated from the Sept function to the Friends of the AFRC. The charity for the Oct function is the Breast Cancer society. I ordered more raffle tickets from Oriental Trading Co. The total cost for 4 rolls was \$45.68 including S&H.

Volunteer Hours: 62

Year to Date: 77

**Kathy Grimes, Welfare**

#23

The Welfare Committee met Monday 20 October 2008 to discuss any welfare requests received since the last board meeting. We had received one request from Friends of Yokota West Elementary Booster Club and one is forthcoming from Cub Scout Pack #49. Both of these are budgeted items. We will pay them \$1500 and \$250 respectively which is what they are listed for on the budget.

The next Welfare Committee meeting will be held at 0830 on 10 November 2008.

Volunteer Hours: 50

Year to Date: 60

**Mary Robinette, Yokosan**

#24

Two hundred twenty copies of the October Yokosan (16 pages) were printed at a cost of \$279. Bonnie Crispino: 2  
Gina Allen: 2

Volunteer Hours: 16

Year to Date: 46

**Karen Frisbee, Photographer**

#25

Group pictures were taken of Governing board and Executive board. Photos were professionally developed and posted on Officers' Club bulletin board in ladies lounge. Expense voucher of \$10.60 for photo developing submitted to Operations Treasurer. Photos taken at YOSC Sept Special Activities function, Asian Bazaar and Culture Club opening ceremony. Special Activities function and Asian Bazaar photos burned on CD's and submitted to YOSC president and Yokosan editor. Culture Club photos burned on CD's and submitted to Culture Club chair, YOSC president and Yokosan editor.

Volunteer Hours: 12

Year to Date: 16

**Position Open, Historian/Scrapbooker**

#26

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Anne Sweet, Website**

#27

A slideshow of monthly event pictures is almost ready to go. Karen has been taking lots of great photos but if anyone else would like to submit any digital pictures I'd be happy to include them. I spoke to a representative from our website hosting company and

there are a lot of tools included in our service that could help us do more with our site (discussion board/forum, blog, guestbook). I'm hoping to have a preview of these features available soon so that we can determine what, if anything, might work best for us.

Volunteer Hours: 2

Year to Date: 6

### Kim Kincaid, Special Activities

#28

All members who have signed up for Special Activities have been contacted by me or their respective club's point of contact and many clubs have already had their first meeting. Attached is the most recent listing of YOSC Special Activities and their POC's. This list will be printed in the Nov. Yokosan and will be updated as necessary. We are still in need of POC's for the Bowling, Get Healthy Club, Lunch Bunch, Scrapbooking/Stamping club, Shopping Fun, and Tennis. If we do not get a POC in the next few weeks, then those activities will not take place this year. If you or someone you know is interested in any of these positions, please contact me ASAP. I will have a table at the October Bunko Social to allow members who could not attend last month's Activities Social to sign up for Activities and to secure additional POC's. September Hours: 7 October Hours: 2

Club Name	POC	email
Bunko		
Book Club	Shannon Martinez	sismartinez@hotmail.com
Bowling	<b>Vacant</b>	
Chick Flicks	Michelle Watt	watweare@yahoo.co.uk
Cooking Club	Susie Lezaun	salezaun@yahoo.com
Culture Exchange Club	Kim Kincaid	<a href="mailto:wardnjune@att.net">wardnjune@att.net</a>
	Brenda Baker	swetebaboo@yahoo.com
Get Healthy Club	<b>Vacant</b>	
Golf Club	Jack Knight	jack_knight_99@yahoo.com
Lunch Bunch	<b>Vacant</b>	
Mah Jong	Jen Hamuka	herknav2002@yahoo.com
Obi Purse Making Club	Kay Zobrist	zobef16@mac.com
Poker Club	Kim Kincaid	wardnjune@att.net
Quilting Club	Robbie Wolley	robbie.wolley@mac.com
Scrapbooking/Stamping Club	<b>Vacant</b>	
Shopping Fun	<b>Vacant</b>	
Tennis	<b>Vacant</b>	

Volunteer Hours: 9

Year to Date: 9

**Total Reported Volunteer Hours for YOSC Governing Board from June to October: 1720.5 hours**

Gina Allen	Year to Date Hours: 6
Bonnie Crispino	Year to Date Hours: 6
Emmy Harris	Year to Date Hours: 11.5
Krista Shelton	Year to Date Hours: 50
Shannon Martinez	Year to Date Hours: 50
Ann Bowersox	Year to Date Hours: 57
Anita Eppich	Year to Date Hours: 40
Crystal Bargatze	Year to Date Hours: 50
Judiann Carey	Year to Date Hours: 20

### New Business

#### President

Jill informed us the Tri-Services Luncheon will be at Zama in February. She appointed Abbie Finlayson to Monthly Functions and appointed Kim Kincaid and Brenda Baker as the co-chairs of the Culture Activities to replace the vacancies of Susie Lezaun and Judiann Carey respectively.

#### 1<sup>st</sup> Vice President

Sara reminded everyone that November 24<sup>th</sup> is the date for putting up the Christmas Decorations in the O'club.

#### 2<sup>nd</sup> Vice President

Addy Lawler informed us that we have \$20,000.00 set aside in the Travelog Budget for printing of a new Travelog. We are looking into setting up a professionally run website and having the Travelog kept electronically. This way it will be kept up to date more efficiently and we won't waste money on books that will be quickly out of date. Anne Sweet is checking on the prices of the website.

#### Hail and Farewell

Purchased charms at the Bazaar. Judiann Carey and Susan James will be farewelled at tonight's function.

#### Membership

Shelly informed us there are about 138 members. She would also like an announcement at tonight's function about the need to fill out renewal forms and help with Right Start.

### **Publicity**

Hung the current flyer in the bathroom.

### **Thrift Shop**

Friday the 31<sup>st</sup> of October will be Eric's last day as manager. We are still looking for a replacement and will make an announcement at the October function as well.

We had a check for \$215.15 returned. The check was from a Delano, California address. Because of this people must have a local address on their checks in order to use them at the Thrift Shop.

Received the June and September financial reports.

### **Ways and Means**

Anne Cournoyer ordered raffle tickets from Oriental Trading and the shipping and handling was 14.99. She wanted to know for future reference if anyone knew of a place with cheaper shipping charges.

The meeting was adjourned at 9:46am. The next meeting will be held in the Samurai Lounge on Tuesday, November 18, 2008 at 8:30am. The November function will follow at 10:30am.

\_\_\_\_\_  
///SIGNED

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

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///SIGNED///

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