

Yokota Officers' Spouses' Club Board Year 2008-2009

Governing Board Meeting November 18, 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

Meeting Minutes

The meeting was called to order at 8:40am in the Samurai Lounge of the Yokota Officers' Club. The October minutes are approved as submitted.

Jill Piparo, President

#1

- 10/23: attended Bazaar appreciation lunch; Addy hosted a wonderful luncheon, where we went over the after action reports for the bazaar. All in all the bazaar went seamlessly.
- 10/28: attended Governing board meeting and Bunco function; also addressed costume request for the October function with the medical group. Lastly, Kim Kincaid agreed to resign as special activities chair and begin chairing the Cultural activities chair.
- 10/29: met with Abbie Finlayson to go over the Monthly functions position
- 10/31: Eric Haleprin's last day as the thrift shop manager.
- 11/10: attended welfare meeting and executive board meeting
- 11/12: interviewed the thrift shop manager candidates at the YCC.
- 11/13: attended Susan James' going away luncheon.

Volunteer Hours: 54

Year to Date: 303

Sara Weak, 1st Vice President

#2

We are decorating the O'Club next Monday, November 24th starting at 8:30. Please stop by and help.

Volunteer Hours: 3

Year to Date: 63

o report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date: 60

Addy Lawler, 2nd Vice President

#3

- Oct 27 – Worked at Thrift Shop
- Oct 28 – Attended Governing board Mtg. and filled in for absent Parliamentarian
- Nov 1 – Worked at Thrift Shop as Manager
- Nov 3 – Worked at Thrift Shop as Manager
- Nov 5 – Interviewed first applicant for Thrift Shop Manager position
- Nov 6 – Interviewed second applicant for Thrift Shop Manager position
- Nov 7 – Interviewed third applicant for Thrift Shop Manager position
- Nov 7 – Worked at Thrift Shop as Manager
- Nov 7 – Sent 2 articles to Yokosan for December issue (1 for Thrift Shop holiday hours and 1 for a January tour)
- Nov 10 – Worked at Thrift Shop as Manager
- Nov 14 – Worked at Thrift Shop a Manager
- Nov 14 – Hired new manager for Thrift Shop. Michelle Trimmell will begin Nov 17
- Nov 17 – Worked at Thrift Shop training new Manager.

Volunteer Hours: 45

Year to Date: 113

Marcie Hermann, Operations Treasurer

#4

Beginning balance (as of October 28, 2008) \$ 33,772.64

Income:

Membership Dues	\$ 955.00
Checks written at function to YOSC	\$ 45.00
TOTAL INCOME:	\$ 1,000.00

Expenses:

Karen Frisbee – photography	\$ 10.60
Michelle Watt – Hail and Farewell	\$ 37.50

Yokota Officers' Club – Oct Function	\$ 144.00
Ann Bowersox – Bunco gifts/door prizes	\$ 137.80
Shelly Klein – Bunco gifts/door prizes	\$ 204.70
Shannon Martinez – Bunco gifts/door prizes	\$ 454.30
Judiann Carey – Membership dues refund	\$ 55.00
TOTAL EXPENSES:	\$ 1,043.90

Ending checkbook balance (November 18, 2008) \$ 33,728.74

Volunteer Hours: 5

Year to Date: 62

Alisha Conkling, Welfare Treasurer

#5

Welfare Treasurer Board Report-November 08

Beginning Checkbook Balance: \$20,495.87

Expenses:

Check 1623 to Friends of Yokota

West-Line item 08-09 \$ 1,500.00

Check 1624 to Operation Warm

Heart-Line item 08-09 \$ 1,500.00

Total Expenses: \$ 3,000.00

Income:

Deposit-Oct. Ways and Means \$ 371.00

Total Income: \$ 371.00

Ending Checkbook Balance: \$ 17,866.87

Volunteer Hours: 10

Year to Date: 25

Jack Knight, Recording Secretary

#6

Sent September Minutes to Bruce Green and Anne Sweet (website). Recorded the September hours. Arranged the final golf tournament and lessons. Prepared the November Board Report and Executive Meeting Report.

Volunteer Hours: 15

Year to Date: 167

Hailley Felter, Corresponding Secretary

#7

20 Birthday cards 5 Anniversary cards and 1 Sympathy card.
Tammy: 6 hours.

Volunteer Hours: 6

Year to Date: 6

Diane Baker, Member at Large

#8

O' Club Advisory Council Meeting 25 November at 1600. If anyone has any concerns or comments please let me know so I can bring it up at the meeting.

Red Cross Advisory Council meeting was held on 10 November. They have moved from to their new office space at the Airman & Family Readiness Center and are open for business. They are having an open house on 12 December from 12 (noon) to 1400 (2pm). The Yokota community is welcome. The next meeting will be on 8 November. Anyone with with any questions please email me and I will bring it up at the next meeting.

Health Consumer's Advisory Council next meeting will be held on 14 January 2009. Please feel free to contact me if you have any questions or concerns.

Volunteer Hours: None Submitted Current Month:

Year to Date: 45

Karen Westhoff, Parliamentarian

#9

- Continued working on Final draft of Constitution, By-Laws and SOPs.
- Addy Lawler will take over my duties for Board Meeting, November 18, 2008

Volunteer Hours: 1

Year to Date: 4

Kim Kincaid, Cultural Activities

#10

Tasks Completed:

CHRISTMAS PARTY

- Dec. 4th Christmas Party invitations sent to American and Japanese members.
- Akemi contacted, ball room set-up and decorations finalized and Club menu selected: Choice of Glazed Ham or Turkey and Stuffing or Vegetarian Lasagna, salad, mashed potatoes, green bean casserole, rolls, and pumpkin pie.
- Entertainment Secured: PACAF "Pacific Trends" Band will perform 20 minute acoustic program.
- Santa Clause Secured and looking for a photographer.
- Request for personal information for letter to be sent to Security Forces in order to sponsor Japanese Ladies on Base for the day.
- Gifts for the Japanese Chairs were purchased for \$24.95 each and receipts and reimbursement form has been submitted.
- American Group leaders have been notified that they should be ready to exchange gifts at this party
- In addition, we will have a \$5.00 ornament exchange with the entire group.

NEW YEARS PARTY

- Brenda met with the Japanese Chairs on November 6th to discuss final plans for the New Year's party on Jan. 15. The restaurant is still unknown however they will be offering both a raw and cooked menu for our members.
- Invitations sent to American members. RSVP's are due by Dec 1st.

Brenda's Hours: 7

Volunteer Hours: 5

Year to Date: 17

Michelle Watt, Hail and Farewell

#11

Hails for November Function

TBA

Welcome packets will be put together as needed

Farewells: TBA

Have received charms and have put together farewell gifts

Are there any members that are known to have left over the summer and not received their charm?

Volunteer Hours: 1

Year to Date: 97

Shelly Klein, Membership

#12

Currently showing 133 members-----Approximately 29 of those members who paid by check or cash last year have not renewed with me as of today. A letter asking for their renewal with an attached renewal form was emailed to the members on the 5th of November.

Still attending Right Start Info fair weekly to deliver the Thrift Shop letter to all new to Yokota as well as Yokosan, Welcome letter, and membership form to those newcomers who qualify for membership.

Volunteer Hours: 8

Year to Date: 65

Abbie Finlayson, Monthly Functions

#13

- 10/29 Met with Jill to go over the monthly functions binder and to draft a letter to send to the hostesses of the upcoming functions.
- 10/30 Sent letters to the hostesses of the upcoming functions.
- 11/10 Spoke with Karen Bisbee about details for November function. Tracked down the flyer for the November function made adjustments and emailed it to reservations.
- 11/11 Spoke with Angela Polomsky about the January function. Made appointment with Akemi to plan the menu and table decorations for January.
- 11/12 Sent Kay Zobrist timeline for the December functions events.
- 11/12 Contacted Dr. John Trieber, base historian, about speaking at the January Function.
- 11/15 Purchased thumb drive for the monthly functions binder the receipt and expense report will be submitted.

Volunteer Hours: 20

Year to Date: 20

Position Open, Publicity

#14

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Tate Hayes, Reservations

#15

We have 32 reservations for November's function.

Volunteer Hours: 3

Year to Date: 16

Position Open, Tours

#16

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

Teresa Negley, Travelog

#17

After our internet was down for 5 days due an Allied modem failure and I had hooked up the OSC laptop to re-confirm connections being down, I have been updating it. Windows had not been updated since Aug 07 and there were over 100 updates. I also asked Yokosan to run an ad for a Travelog website person.

Volunteer Hours: None Submitted Current Month: Year to Date: 8

Addy Lawler, Acting Fall 2008 Bazaar Chair

#18

No report submitted.

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

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: 105

Terry Verschoore, Scholarship

#20

Sorry that I am unable to attend today. YOSC Scholarship Committee needs to be addressed. A meeting will be scheduled at my residence in December to decide the essay questions for the scholarship applicants. According to the guidelines the committee shall consist of the following: Scholarship Chairman, YOSC Advisor or designee, Thrift Shop Manager and Liaison, YOSC President or designee, and the 2nd Vice President. In addition, four members are to be selected. They may not serve on the Executive Board in any capacity. If anyone is interested please email me at yoscscholarships@yahoo.com. Thank you!

Volunteer Hours: 2 Year to Date: 10

Angelica Klebsch, Thrift Shop Liaison

#21

No report submitted.

Volunteer Hours: None Submitted Current Month: Year to Date: 7

Anne Cournoyer, Ways and Means

#22

No report submitted.

Volunteer Hours: None Submitted Current Month: Year to Date: 77

Kathy Grimes, Welfare

#23

We had 1 request for donation from Operation Warm Heart. The Welfare Committee met on Monday, 10 November and voted to donate \$1500 to Operation Warm Heart. Operation Warm Heart is a budgeted line item for \$2500. The welfare committee voted for the lesser amount due to the fact that last year Operation Warm Heart donated approximately \$3900 in commissary gift certificates to Yokota needy families. We felt we were most likely not the only organization donating to them so donating almost ½ of what they gave away last year was a generous enough donation. We also felt it was still early in the fiscal year and thought it would be prudent of us to be a bit frugal with our money since our fund raising seems to be a bit down. Our decision was also based on the fact that private organizations are now no longer required to give away 10% of what they make from their fundraisers so we will most likely be receiving more and more requests for donations.

Since our welfare meeting was held we had an additional request for a donation from the Native American Heritage Month Celebration-November 2008 Committee. We will vote today whether or not to donate to this organization.

Volunteer Hours: 5 Year to Date: 65

Mary Robinette, Yokosan

#24

Two hundred ten copies of the November Yokosan (16 pages) were printed at a cost of \$270.

There were a few copies of the November issue that I am aware of which were printed with duplicate pages/missing pages. I have informed the Stars & Stripes, but I do not know the extent of the problem. I am requesting the corresponding secretary (?) send an email to the general membership inquiring if their November issue of the Yokosan was printed with all 16 pages.

Hours: Bonnie Crispino: 2 Gina Allen: 2

Volunteer Hours: 18 Year to Date: 64

Karen Frisbee, Photographer

#25

Photographs were taken at October 28, 2008 YOSC function. Photos were edited and burned onto two CD's. One CD of photos of October YOSC function was submitted to the editor of the Yokosan. A list of the names of the new members welcomed at the October function was submitted along with the CD to the Yokosan president. One CD of October YOSC function photos was submitted to YOSC president

Volunteer Hours: 4 Year to Date: 20

Position Open, Historian/Scrapbooker

#26

No report submitted.

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

Anne Sweet, Website

#27

The photo slide show is now posted on our events page. There were some concerns about privacy so only the event name was included on the caption; no individual names are associated with the photos. 2008-2009 Minutes page has been created and links updated to reflect this change. Home page was cleaned up to remove Fall Bazaar info.

Volunteer Hours: 1 Year to Date: 7

Kim Kincaid, Special Activities

#28

Sign-up sheets were available at the October Bunko Social. New members information was forwarded to the POC's. All clubs without a POC were emailed asking for volunteers and as a result Bowling, Scrapbooking, and lunchbunch now have POC's. Attached is the most recent listing of YOSC Special Activities and their POC's. This list will be printed in the Dec. Yokosan. The following clubs will not be active this year due to lack of POC: Bunko, Get Healthy Club, Shopping Fun, and Tennis. I will now be officially stepping down as Activities Chair and serving as the Culture Club Co-Chair. Activities will be turned over the Sara Weeks at the end of the meeting.

Club Name	POC	email
Bunko	Vacant	
Book Club	Shannon Martinez	sismartinez@hotmail.com
Bowling	Kathy Grimes	digandkgb@att.net
Chick Flicks	Michelle Watt	watweare@yahoo.co.uk
Cooking Club	Susie Lezaun	salezaun@yahoo.com
Culture Exchange Club	Kim Kincaid	wardnjune@att.net
	Brenda Baker	swetebaboo@yahoo.com
Get Healthy Club	Vacant	
Golf Club	Jack Knight	jack_knight_99@yahoo.com
Lunch Bunch	Brooks Davino	brookscmc@aol.com
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	Debbie Tuper	debbietuper@hotmail.com
Shopping Fun	Vacant	
Tennis	Vacant	

Volunteer Hours: 3

Year to Date: 17

Total Reported Volunteer Hours for YOSC Governing Board from June to November: 1946.5 hours

Gina Allen	Year to Date Hours: 8
Bonnie Crispino	Year to Date Hours: 8
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
Brenda Baker	Year to Date Hours: 7
Tammy Fuller	Year to Date Hours: 6

Old Business

The Tri-Services luncheon in February is a joint Officer and Enlisted function since Zama's group is combined. They would like us to inform and invite the Yokota Enlisted Spouses Club to the function.

New Business

Cultural Activities

Kim Kincaid wanted to know since there is a brand new group if there was money to buy Christmas gifts for the Japanese Ladies. Apparently the Japanese Ladies will get a CD from the group playing at the Christmas function that is paid for by the YOSC but the other groups are giving extra gifts to their ladies. It was decided that we only pay for the one gift and it wouldn't be fair to the other groups if we paid for the extra gift for the new group.

Monthly Functions

It was decided that since we have no publicity person the monthly functions person will do the flyer if the group doing the function does not want to do it.

Ways and Means

We agreed to donate the money from the Ways and Means to the Strong Family for the death in the family.

Welfare

We clarified with Kathy Grimes that the Welfare Committee will go over submissions and then come to the Governing Board with their recommendations, they don't make the decisions on who and how much money at the welfare committee.

Bruce Green sent out an email asking for money for a fund for tips to catch the thief on the East Side. The Board recommends no.

The Native American Heritage group asked for money to reimburse someone for shipping a costume to Yokota. Kathy Grimes made a motion for and Kim Kincaid seconded it. The motion failed 6 against and 4 for.

The UMUC Asia requested money for its annual staff dinner. Katy Grimes made a motion not to support this and it was seconded by Addy Lawler. It passed with 13 for and 0 against.

Jill Piparo Received an invitation to the Army Distaff Foundation Coffee Function for the Knollwood Retirement Home. This also had a request for a donation to the house. Kathy Grimes made a motion not to support this and Tate Hayes seconded it. The motion passed 7 for and 5 against.

Special Activities

The Majong Group wanted to know if they could have money for books that gave instructions about the game. It was pointed out on Page 4 of the SOP's that all Special Activities must be self supporting.

There was some confusion that Culture Club was a Special Activity because it was listed with them. It is its own thing apart from Special Activities and we will change where it's listed in the Yokosan to clear up any confusion.

The meeting was adjourned at 9:56am. The next meeting will be held in the Samurai Lounge on Tuesday, December 9, 2008 at 9:00am. The December 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