

Yokota Officers' Spouses' Club Board Year 2008-2009

Governing Board Meeting December 9, 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 9:13am in the Samurai Lounge of the Yokota Officers' Club. The November minutes are approved as submitted.

Jill Piparo, President

#1

During the month I attended the Change of Command for the 36th Airlift Squadron, to support two of our members, Angela Polomsky and Kim Kincaid. On the 24th we decorated the Officer's Club, which went very well and jump started the Christmas Spirit. On the 1st of December, I visited the bank to remove Eric Halprin's name from the thrift shop account and to add Michelle Trimmell's name.

Volunteer Hours: 44

Year to Date: 347

Sara Weak, 1st Vice President

#2

Thank you to all of those that helped decorate the Club. It looks great. The YOSC Christmas sign is up. Thank you Jack for helping me at the last minute as my van was not wide enough to fit the sign. (I will make a note of this for next year)

Volunteer Hours: 7

Year to Date: 67

Addy Lawler, 2nd Vice President

#3

- Nov 12 – Submitted article for December Yokosan - Boro Ichi Tour on January 15th
- Nov 18 – Attended Governing Board Meeting filled in for absent Parliamentarian
- Dec 1 – Volunteered at Thrift Shop
- Dec 4 – Attended Scholarship Meeting – Assisting Terry in recruiting another judge
- Dec 5 - Submitted article for January Yokosan – Boro Ichi Tour on January 15th
- Dec 7 – Submitted article for January Yokosan – Scholarship Co-Chair
- Dec 8 – Reserved services bus for Boro Ichi tour January 15th

In September I received a returned check dated June 6, 2008 and made out to the Thrift Shop in the amount of \$205.50 from the Thrift Shop bookkeeper, Frankie Jones. Frankie wrote a letter asking Haruko Avelino for reimbursement for the returned check, sent it on August 28, 2008 and to date there has been no response. I searched the internet and found out Augusto & Haruko Avelino are in their 70's. I called the number on the check and the woman that answered said no one by either name lived at that number. The attempt to be reimbursed has been abandoned due to additional cost that would have to be incurred. This check had a stateside address & phone number with no local information, this incident has caused the Thrift Shop to change its check accepting policy. Unless local information is included the check will not be accepted.

Volunteer Hours: 15

Year to Date: 402

Marcie Hermann, Operations Treasurer

#4

YOSC Operations Account Report December 9, 2008

Beginning balance (as of November 18, 2008) \$ 33,728.74

Income:

Membership Dues	\$ 1430.00
Checks written at function to YOSC	\$ 15.00
TOTAL INCOME:	\$ 1,445.00

Expenses:

Kim Kincaid – CEG	\$ 49.98
Rising Sun – Thrift shop audit May 04-Apr 05	\$ 300.00
Teresa Thomas – Obi Books postage	\$ 33.00
Yokota Officers' Club – Annual gift	\$ 250.00

Yokota Officers' Club – Nov Function	\$ 61.00
Stars & Stripes – Oct and Nov Yokosan	\$ 549.00
TOTAL EXPENSES:	\$ 1,242.98

Ending checkbook balance (December 9, 2008) \$ 33,930.76

Volunteer Hours: 10 Year to Date: 72
Alisha Conkling, Welfare Treasurer #5

Beginning Checkbook Balance 11/12/08: \$ 17,866.87

Income:

Deposit 11/18-Returned

Scholarship check \$ 2,000.00

Deposit 11/18-Thrift shop \$ 415.10

Total Income: \$ 2,415.10

Expenses:

Check #1625-Cub Scout Pack 49 \$ 250.00

Check #1626-Susan G. Komen

October 08 Ways and Means \$ 371.00

Total Expenses: \$ 621.00

Ending Checkbook Balance 12/2/08: \$ 19,660.97

Volunteer Hours: 10 Year to Date: 35
Jack Knight, Recording Secretary #6

Sent the October Minutes to Bruce Green (private orgs) and Anne Sweet (website). Logged the October volunteer hours and fixed the name tags for the new people and positions. Helped put up the YOSC Christmas sign, the O'club decorations and volunteered at the thriftshop.

Volunteer Hours: 7 Year to Date: 174
Hailley Felter, Corresponding Secretary #7

Birthdays: 9, Anniversaries: 15
 YOSC Time: 2 hours Tammy

Volunteer Hours: 1.5 Year to Date: 7.5
Diane Baker, Member at Large #8

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

No **Red Cross Advisory Council** held in December; next on in January 2009.
O' Club Advisory Council meeting was held on 25 November.

Evening Dining Closure - 5, 6, 12, 19 and 20 December
 Brunch with Santa - 14 December
 Lunch and Evening Dining Closure - 23 December 08 through 3 January 09
 New Year's Celebration - 31 December 2008
 Officers' Call - 8 December and 9 January 2009
 Membership Appreciation Dinner - 21 January 2009
 Family Night - 28 January 2009

Super Bowl Party - 2 February 2009
Next Advisory Board Meeting - 24 February 2009

Volunteer Hours: 10

Year to Date: 55

Karen Westhoff, Parliamentarian

#9

- Picked up Final Constitution, By-laws and SOPs from Bruce.
- Discussed procedure for possible line item changes with President of YOSC and other Board Members.

Volunteer Hours: 1

Year to Date: 5

Kim Kincaid, Cultural Activities

#10

YOSC Culture Club Christmas Revenue and Expenditure Sheet 2008-2009

Revenue

11 YOSC member meals credit cards	\$176.00
2 YOSC member meals checks	\$32.00
7 YOSC member meals cash	\$112.00
Subtotal	\$320.00
Revenue loss 7 YOSC member meals cash*\$112.00	
Revenue Total	\$208.00

Expenditure FOOD – O'Club - \$966.30

37 turkey meals	\$555.00
23 ham meals	\$405.00
2 Lasagna meals	\$ 26.66
Member discount	\$132.00
Subtotal	\$854.66
plus service charge	\$197.34
Total	\$1052.00

ENTERTAINMENT – PACAF "Pacific Trends" No Charge

2 Santa Door prizes 24.99 each

Total \$49.98

Santa Suit Rental - donated

CD Giftes - 60 CD's donated by USAF PACAF Band

Total spent: \$893.98

* cash stolen during the luncheon from the cash envelope at the check-in table

Tasks Completed

- Christmas Party Prep and Christmas Party
- Thank you letters written to PACAF Band, Derek Grimes (Santa), and Akemi (O-Club).
- Expense sheet and Club Invoice forwarded to Marcy Smith for payment.

Brenda's Hours: 15

Volunteer Hours: 15

Year to Date: 32

Michelle Watt, Hail and Farewell

#11

Hails for November Function
Erin Halpern, Debbie Stegman and Sayoko Stump
Hails for December
TBA
Welcome packets left 3
Need another box of Obi books and more cranes
Farewells: TBA
Have put together farewell gifts
I need a list of people who need farewell gifts

Volunteer Hours: 4

Year to Date: 101

Shelly Klein, Membership

#12

Currently showing 120 members--- Currently working on directory hoping to have that finished by the function tonight.
Still attending Right Start Info fair weekly to deliver the Thrift Shop letter to all new to base personnel as well as Yokosan, Welcome letter, and membership form to those newcomers who qualify for membership.

Volunteer Hours: 4

Year to Date: 69

Abbie Finlayson, Monthly Functions

#13

Met with Akemi and set menu and theme for January function. Made flier for January function and emailed it to the yokosan and reservations. Purchased all door prizes for January function, will be submitting expense voucher. Talked with Kay Zobrist about details for december function. Confirmed details with Dr. Treiber, speaker for the January function.

Volunteer Hours: 45

Year to Date: 65

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: 16	
Position Open, Tours			#16
No report submitted.	Volunteer Hours: None Submitted Current Month:	Year to Date:	
Teresa Negley, Travelog			#17
Still sending in new stories when can;	Really hope to complete editing when life slows down	next spring. Still need a web person.	
	Volunteer Hours: None Submitted Current Month:	Year to Date: 8	
Position Open, Spring 2009 Bazaar Chair			#18
No report submitted.	Volunteer Hours: None Submitted Current Month:	Year to Date:	
Position Open, Spring 2009 Bazaar Advisor			#18A
No report submitted.	Volunteer Hours: None Submitted Current Month:	Year to Date:	
Teresa Thomas, Obi Books			#19
2- cases to Hishimoto Gift Shop	1- case to Hail and Farewell		
	Volunteer Hours: 4	Year to Date: 109	
Terry Verschoore, Scholarship			#20
A meeting was held on December 4, 2008 with the Scholarship committee. In attendance was Terry Verschoore, Addy Lawler, and Crystal Bargatze. The questions for the Spouse and Student applicants were picked. Time line was reviewed and everything is right on schedule. This month I will be reviewing the Web-site and make the necessary changes. Flyer's will be out at the end of the month. Three people have been named to be our Judges. We will be in contact with them this month to finalize.			
A scholarship check was returned to Addy for Erica McInnis. She was to attend Ohio State University. The check was then given to Alisha our Welfare treasurer for deposit.			
	Volunteer Hours: 5	Year to Date: 15	
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 have had no requests for donation since our last meeting.			
The Operation Warm Heart donation from last month was put on hold since there was some confusion on whether the Welfare Committee had the ability to lower an amount donated based on the Welfare budget voted on by the general membership. We will discuss this at our meeting and see if a decision can be made.			
	Volunteer Hours: 3	Year to Date: 68	
Mary Robinette, Yokosan			#24
Two hundred ten copies of the December Yokosan (16 pages) were printed at a cost of \$270.			
Hours: Bonnie Crispino: 2, Gina Allen: 2			
	Volunteer Hours: 16	Year to Date: 80	
Karen Frisbee, Photographer			#25
Pictures were taken at Nov.18, 2008 YOSC function, edited and burned onto disk. Disk submitted to President of YOSC. Picture was taken at Nov. 18, 2008 YOSC function of new member, her picture and name was submitted to Yokosan editor. Pictures were taken at Nov. 24, 2008 YOSC decorating of the club event, edited and burned onto disk. Disk submitted to President of YOSC. Pictures were taken at Dec.4,2008 YOSC Japanese Culture Club Christmas party, edited and burned onto disk. Disk submitted to President of YOSC and chair of YOSC Japanese Culture Club.			
	Volunteer Hours: 10	Year to Date: 30	
Position Open, Historian/Scrapbooker			#26
No report submitted.	Volunteer Hours: None Submitted Current Month:	Year to Date:	
Anne Sweet, Website			#27
Bunco night photos added to events page slideshow. Preliminary testing of potential new features continues.			
	Volunteer Hours: 1	Year to Date: 8	
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 December: 2,180 hours			
Gina Allen	Year to Date Hours: 10		
Bonnie Crispino	Year to Date Hours: 10		
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
Tammy Fuller

Year to Date Hours: 22
Year to Date Hours: 8

Old Business

Scholarships

It was clarified with Addy for the Scholarship Committee that the GPA requirement was changed to 3.0 for this year.

1st Vice President

Sara received the invitations to the Tri-Services Luncheon. She will get them sent out and find out if we need to put a display table up at the luncheon.

New Business

Parliamentarian

Karen cleared up the rules for changing line items. If you want to change the amount of a line item in the Welfare Budget and the Board recommends the change it must go to a vote to the membership at a function. This rule does not apply to the Operations Budget because it is expected to be naturally more flexible.

Cultural Activities

At the Culture Club Christmas Party someone got into the payments envelope and stole \$112.00. It was decided to just go over budget for the \$112.00 instead of shorting anyone or trying to make up the money some other way.

Membership

Shelly had problems with the copier at the thriftshop so the directories won't be ready tonight.

Reservations

The board wanted to know if the permanent reservations are set back up now. Also there are still people not getting the emails about the functions so we need to check on that.

Ways and Means

Anne is going to make sure it is still okay to give to the Toys for Tots Campaign. If it is still okay that's where the money for tonight will go. If it is to late then the money will go to the American Red Cross.

Welfare

The check for Operation Warm Heart for \$1,500.00 will be voided and a new check for the approved line item value of \$2,500.00 will be issued.

Photographer

It was suggested to Karen that we make the pictures taken during the year available to the membership. We are going to look into making a CD available for sale at cost at the end of the year.

Advisor

Renee Newell suggested that we consider making the AFRC a line item in the Welfare Budget next year.

The meeting was adjourned at 10:12am. The next meeting will be held in the Samurai Lounge on Tuesday, January 27, 2009 at 8:30am. The January function will follow at 10:30am.

///SIGNED///

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

///SIGNED///

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