

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

## Governing Board February 24, 2009

Jill Piparo  
Jill Carico  
Hailley Felter  
Brenda Baker  
 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

POSITION OPEN  
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 9:14 am in the Samurai Lounge of the Yokota Officers' Club. The January Minutes are approved as submitted.

#### Jill Piparo, President

#1

This month I have been busy with the bazaar mostly. I attended a bazaar meeting on the 29<sup>th</sup>, just a meeting to get everything in order and make sure all of the chair positions are filled. I was very happy to see new faces at the meeting and all of the positions are filled. There are still chairs that should have co-chairs because they will be leaving the base soon. On the 2<sup>nd</sup> of the month, I attended the thrift shop meeting. It was great meeting, Michelle Trimmell, Alisha Conkling, Angelica Klebsch, Renee Newell, Frankie Jones, and myself were in attendance. We discussed advertising for the thrift shop and changing the price for the contract. I was very pleased with the meeting, and am so happy to have Michelle as the thrift shop manager. She is a great manager at the shop. On the 5<sup>th</sup> of the month, we attended the annual Tri-Services luncheon, this year the meeting was hosted by Zama Community Spouses Association. I had a great time and had the opportunity to discuss participation with the other presidents, the ZACSA president is very happy with the consolidation of their club and highly recommended it. On the 19<sup>th</sup> attended another bazaar meeting, everything is coming together and everyone seems to be working on their checklists.

Volunteer Hours: 48

Year to Date: 444

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

#2

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date: 74

#### POSITION OPEN, 2<sup>nd</sup> Vice President

#3

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

#### Jill Carico, Operations Treasurer

#4

#### YOSC Operations Account Report February 24, 2009

Beginning balance (as of January 27, 2009) \$ 32,204.58

#### Income:

Tri-Services Payments	\$75.00
Checks written at function to YOSC	\$20.00
Fall 2008 Bazaar Profit	\$15,552.26
NAF Membership Dues	\$200.00
Membership Dues	\$150.00
<b>TOTAL INCOME:</b>	<b>\$15847.26</b>

#### Expenses:

Kelly Peterson- Feb. Function Door Prizes	\$52.69
Karen Westhoff- Dec. Function Door Prizes	\$330.00
YOC- January Function	\$92.00
Vehicle Operations- Tri-Services	\$240.00
YOSC Welfare-75% Fall 2008 Bazaar Profit	\$11,664.20
Stars and Stripes- Feb. Yokoson	\$225.00

**TOTAL EXPENSES:** **\$12,603.89**

**Ending checkbook balance (February 24, 2009)** **\$35,597.95**

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Alisha Conkling, Welfare Treasurer**

#5

Welfare Treasurer Board Report-February 2009

**Beginning Checkbook Balance-1/20/09** **\$20,906.21**

Income:

Deposit 1/29/09 from old obi book sale \$ 20.00

**Total Income:** **\$ 20.00**

Expenses:

Check 1630 for Annual Award Banquet

On 1/29/09 \$ 500.00

Check 1631 for Yokota Library on

1/29/09 \$ 4,000.00

Check 1632 for Yokota Teen Center

On 1/29/09 \$ 200.00

**Total Expenses:** **\$ 4,700.00**

**Ending Checkbook balance-2/16/09** **\$16,226.21**

Volunteer Hours: None Submitted Current Month: Year to Date: 35

**Jack Knight, Recording Secretary**

#6

Attending meetings for the Spring Bazaar. Sent in golf lesson info to the March Yokosan, along with a mass email. Sent the December Minutes to Statina Svetlana (Private Org.) and sent the November and December Minutes to Anne Sweet (website).

Volunteer Hours: 9 Year to Date: 292.5

**Hailley Felter, Corresponding Secretary**

#7

- 4 Anniversary cards
- 2 Birthday/Anniversary cards
- 6 Birthday cards

12 Total

Volunteer Hours: 2.25 Year to Date: 12.25

**Diane Baker, Member at Large**

#8

No Red Cross Advisory Council Meeting

Next O' Club Advisory Council Meeting was changed from 24 February to 3 March. Some up coming dates are as follows:

- St. Patrick's Day Event - 17 March
- Membership Appreciation Night - 18 March
- Family Night - 25 March
- Easter Brunch - 12 April
- Gourmet Night - 18 April
- Administrative Professionals Day Lunch - 22 April
- Membership Appreciation Dinner - 22 April
- Family Night - 29 April

The Club had another great year exceeding the Air Force NAID goal.  
The Niwa Room Project is estimated to be completed on 26 February 2009

The Ballroom is programmed to be renovated in 2010.  
The next Health Consumer's Advisory Council meeting will be in April 2009.

Volunteer Hours: 8 Year to Date: 108  
**Karen Westhoff, Parliamentarian** #9

- If you have edited/reviewed job descriptions, please get to me.
- Working with our legal to help MOSC and their legal on not-for-profit status.

Volunteer Hours: 1 Year to Date: 8  
**Kim Kincaid, Cultural Activities** #10

No report submitted. Volunteer Hours: None Submitted Current Month: Year to Date: 42

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

Hails for January: TBA  
Farewells: Teresa Sutton, Teresa Thomas, Marcie Herrman, Tate Hayes  
Volunteer Hours: 3

Year to Date: 105

**Shelly Klein, Membership** #12

Currently showing 125 members---  
Still attending Right Start Info fair weekly to deliver the Thrift Shop letter to all new base personnel as well as a Yokosan, Welcome letter, and membership form to those newcomers who qualify for membership.  
**If you have the following people involved with any special activities please see me. Hillary Andrews, Karin Demijan-King, Jessica Eddins, Sheila Logan, Sara Weak**

Volunteer Hours: 3 Year to Date: 90

**Abbie Finlayson, Monthly Functions** #13

No report submitted. Volunteer Hours: None Submitted Current Month: Year to Date: 65

**Position Open, Publicity** #14

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

**Tate Hayes, Reservations** #15

We have 55 reservations for the Feb. function. January's function had 38 people attend.  
Volunteer Hours: 8 Year to Date: 24

**Position Open, Tours** #16

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

**Teresa Negley, Travelog** #17

Travelog has nothing to report beyond touching base with the YOSC website chair.  
Volunteer Hours: None Submitted Current Month: Year to Date: 8

**Diane Baker, Spring 2009 Bazaar Chair** #18

Bazaar committee members are as follows: Bazaar Chair - Diane Baker/Jill Piparo, Facilities - Krista Shelton, Vendor Liaison - Ann Bowersox, Cashier/Credit Card coordinator - Anne Cournoyer, Jenn Hamuka, Vendor Lounge - Shelly Klein, Brenda Baker, Publicity - Michelle Watt, Transportation - Kathy Grimes, Language Coordinator - Teresa Negley, Advisor - Renee Newell, Security - Jack Knight, Volunteer Coordinator - Shannon Martinez, Marina Hoiden, Business Office/Treasurer - Sara Weak, Crystal Bargatze, Food Booth/Vendor Support - Angelic Klebsch, Door Prizes - Anita Eppich, Committee Support - Terese Rice

Facilities - Krista said that she hasn't really started but everything will be done by February.  
Vendor Liaison - Ann said that 45 notifications had been sent out and has received 35 back, Ann B and Anne C going to Zamma Bazaar to see if they can find a rosewood person. A delivery company, Red Rocket, has been obtained. Oriental deco sent letter telling committee that they had signed a contract with Aafes that would put them on base within 60 days of our bazaar. The committee voted to charge Oriental Deco 20%.

Cashier/Credit Card - Ann obtained co-chair, Jenn Hamuka. Have not started but will by February.  
Vendor Lounge - Shelly Klein obtained co-chair, Brenda Baker.  
Publicity - Michelle, obtained co-chair, Sue Beck. Jill will do the radio spot for bazaar.  
Transportation - Kathy is looking into the cost of renting a services bus to pick up vendors instead of private vehicles.  
Door Prizes - Antia will do job again  
Security - Jack told Anne that we need to change the letter to reflect that drivers will need the pin code for there new id card or they will need to bring their passport, or their old id.

Volunteer Coordinator - Shannon obtained co-chair, Marina Hoiden. Will contact welfare recipients directly to seek volunteers. Will have sign up sheets at February meeting. Will not sit at YCC during Easter weekend.

Business Office - Both absent  
Vendor Support/Food Booth - Angelica will send out email 60 days prior to the bazaar  
Bazaar Advisor - Renee was wondering if we had an art contest would it get more people out to the bazaar. Also discussed bouncy castle; and possible alcohol sale  
Bazaar Co-Chairs - Nothing

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

No report submitted. Volunteer Hours: None Submitted Current Month: Year to Date: 109

**Terry Verschoore, Scholarship** #20

As of today Saturday Feb. 21, 2009 I have received 5 Scholarship applicants. There has been a few problems with them but, happy to report all solved. I hope everyone has seen the advertisement on the Commander's channel and the Megatron. It really

looks great! A young lady by the name of Lt. Bryan made the slide. A letter was sent out to Colonel Eppich thanking him and Lt. Bryan for putting the slide up for the YOSC Scholarships. Letters also went out to all three judges letting them know the time line and instructions for the judging. When the deadline is met the judges will receive the books March 4, 2009. They will return them by April 4th or sooner. A meeting has been set for May 5, 2009 at 1:00pm. for the Scholarship Committee to decide the monies to be awarded. The meeting will be at my house 1010 Chennault Ct. On the North side. That's All!

Volunteer Hours: 15

Year to Date: 40

**Angelica Klebsch, Thrift Shop Liaison**

#21

A Thrift Shop Advisory Board meeting was held on February 6. Here are the items discussed:

1: Contract fees: The price of a consignment contract will be going up to \$2.50 on April 1<sup>st</sup>. GM Michelle felt that the price of a contract was far too low, and the board is supporting this decision.

2. We wanted to compare the way our shop runs with shops at other Japanese bases. In Sasebo, there is no consigning, none of its staff is paid (entirely volunteer, though they only have around 50 members), and they are considering making volunteerism mandatory for all members. Camp Zama has a vintage shop where only Japanese items are sold (no consignments accepted). One of their members acts as a buyer and finds things off base that can be cleaned up and resold at a profit. Their staff is also entirely volunteer, though they are open less hours than our shop, and the Publicity chair of their board also does all the publicity for their shop. Atsugi's thrift shop is run by their ESC, and no consignments are accepted. Kadena's OSC runs a store called the Gift Corner, where they sell merchandise from several countries, as seen on their website, <http://www.kadenagiftcorner.com/Welcome.html>. Though this is extremely different from our shop, it appears to be very well organized and quite profitable. It is my recommendation that the Advisory Board explore the option of completely overhauling our system in favor of something like this.

3. Michelle will be going on vacation during Spring Break in April. For those two open days (6<sup>th</sup> and 10<sup>th</sup>), and in the event of an emergency when neither Michelle or I are available, we need Board Members to open and close the shop (after a short training). Please add your name to our circulating list of back-ups if you are willing to help in this capacity.

4. The shop will be closing in July, as is customary, for inventory clean-up and store re-structuring.

5. Furniture will be accepted at the shop at the discretion of the manager, pending available space.

6. Advertising is up near the front entrance of the Commissary. Michelle also has a running advertisement on YokotaAds, and is looking to put something up at the bowling alley.

Volunteer Hours: 3

Year to Date: 13

**Anne Cournoyer, Ways and Means**

#22

\$185.00 was raised for Vivaci last month.

Volunteer Hours: None Submitted Current Month:

Year to Date: 77

**Kathy Grimes, Welfare**

#23

The welfare committee did not meet again this month due to the holiday.

We have had 1 request for funds since our last board meeting in January. It is from the Yokota Middle School PTO. They are a budgeted line item.

The individual in charge of the Annual Awards Banquet was having difficulty getting the check cashed we issued her. The check was made out to the "Annual Awards Banquet Committee". That check was returned and shredded and a new check was issued to the individual in charge of the Annual Awards Banquet, Nanette Klingaman, MSgt.

Volunteer Hours: 3.5

Year to Date: 74.5

**Mary Robinette, Yokosan**

#24

Two hundred copies of the February Yokosan (12 pages) were printed at a cost of \$225. February was the final month that Gina Allen was able to do distribution. Sue Beck has graciously volunteered to be a backup, but due to a frequent travel schedule she cannot commit full time. I still need someone to do the regular distribution as I will not be able to.

Gina Allen: 2, Bonnie Crispino: 2

Volunteer Hours: 10

Year to Date: 105

**Karen Frisbee, Photographer**

#25

Pictures taken at Jan. 27, 2009 YOSC function. Pictures edited, burned onto disk and submitted to YOSC president. Pictures were taken of new members at Jan. 27, 2009 function and were submitted to Yokosan editor along with list of names. Pictures taken at Tri Services luncheon on Feb. 5, 2009 were edited, burned on disk and submitted to YOSC president.

Volunteer Hours: 8

Year to Date: 45

**Position Open, Historian/Scrapbooker**

#26

No report submitted.

Volunteer Hours: None Submitted Current Month:

Year to Date:

**Anne Sweet, Website**

#27

Updated scholarship rules and application documents. Updated monthly event information.

Updated events page and boardmember contact page.

Volunteer Hours: 2

Year to Date: 10

**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 February: 2484.25 hours**

<b>Gina Allen</b>	<b>Year to Date Hours: 14</b>
<b>Bonnie Crispino</b>	<b>Year to Date Hours: 14</b>
<b>Emmy Harris</b>	<b>Year to Date Hours: 11.5</b>
<b>Krista Shelton</b>	<b>Year to Date Hours: 50</b>
<b>Shannon Martinez</b>	<b>Year to Date Hours: 50</b>
<b>Ann Bowersox</b>	<b>Year to Date Hours: 57</b>
<b>Anita Eppich</b>	<b>Year to Date Hours: 40</b>
<b>Crystal Bargatze</b>	<b>Year to Date Hours: 50</b>

Brenda Baker  
Tammy Fuller

Year to Date Hours: 32  
Year to Date Hours: 8

### Old Business

#### Welfare Treasurer

Alisha Conkling is going to set up a meeting so the final amount for Scholarships can be decided. However she can't be at the meeting since she has a son applying for a scholarship this year.

### New Business

#### Recording Secretary

It has been brought to my attention that there is a new Private Org Coordinator now. Her name is Nancy Bennett.

#### Travelog

Since there still is no website coordinator for the Travelog page Teresa asked Anne Sweet (YOSC Website) to post an updated PDF of the Fussa area on the Travelog Website.

#### Ways and Means

Tonight's money will go to the Yokota American Red Cross.

#### Parliamentarian

Karen is going to put a list of positions for next year's Governing Board in the next Yokosan (April).

#### Reservations

Tate said there appears to be a problem with people who attempted to do their reservations through the Website. It is supposed to link to the personal email of the reservation person and it seems like it is not doing that. We will notify Anne Sweet and see if we can get this problem resolved.

#### Thriftshop

It was brought up that we might want to change the products at the Thriftshop and start selling Japanese products since the Airman's Attic and New Enough are selling or giving away most of the same stuff we sell. This was tabled until the Thriftshop advisory board can have a meeting and come back with a plan to present to the Board.

#### YOSC Business

We need to ask at the Function tonight for volunteers for the Bazaar.

Jill Piparo motioned to appoint Jill Carico as Operations Treasurer and Diane Baker seconded it.

Jill Piparo motioned to appoint Kelly Peterson to Reservations and Anne Cournoyer seconded it.

Jill Piparo motioned to appoint Shannon Martinez to Obi Books and Angelica Klebsch seconded it.

The meeting was adjourned at 10:09am. The next meeting will be held in the Samurai Lounge on Tuesday, March 24, 2009 at 8:30am. The March 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