

Call to Order

Performed by the Parliamentarian at 6:04 PM time.

Roll Call

Secretary performed a roll call. The following people were present:

President: Leanne Ward
Vice President: Megan King - Absent
Secretary: Brittany Borgford
Treasurer: Liz Arcand
Parliamentarian: Casey Luizzi
Thrift Store: Emily Haffner - Absent
Charitable: Lainie Norman
Publicity: Crystal Westbrook
Membership: Michelle Tuson - Absent
Cinderella's Closet: Kate Davidson
Auction: Brittany Borgford
Scholarship: Sarah Andrews
Socials: Michelle Tuson - Absent
Advisor(s): Teresa Tompkins

Additional Members in Attendance: Ron Dodd

Approval of Previous Minutes

The secretary read the minutes from the meeting on 04 February 2026. These minutes were approved by unanimous decision/passed by X votes.

Old Business

- **President:**
 - A. None
- **Vice President:**
 - A. None
- **Secretary**
 - A. None
- **Treasurer**
 - A. None

- Parliamentary
 - A. Nomination meeting held 24 January
 - Google form for nominations
 - Edited new questionnaire to be sent after nominations are received.
 - B. Reviewed job description and sent potential changes to president
- Thrift Store
 - A. I have just within this last week started feeling good enough to get out and participate in life again due to my surgery being a bit more complicated than was shared with me pre-surgery. Because of that I've been a bit behind and the TS Committee meeting that was supposed to happen in January did not happen. It is scheduled for February 24th so that updates can be given at the March board meeting. I sincerely apologize.
 - MY GRANDMOTHER PASSED AWAY SO I'M OUT OF TOWN AND WILL RETURN MARCH 10TH. THRIFT STORE COMMITTEE DID APPROVE THE NEW BUDGET. "MEETING" HELD THROUGH MESSENGER. INFO WILL BE IN NEW BUSINESS FOR BOARD TO APPROVE.
 - B. The cookie drive checks were not all cashed. CE Booster Club never cashed their \$200. I personally delivered it to their booster club president in December the day after the cookie drive. I need to get in touch with that person (that may have changed due to elections being held??) Unfortunately I did not catch his name. I was just escorted to him and told that he was the president.
 - ALL CHECKS ARE NOW CASHED.
- Charitable
 - A. Had coffee and convo
 - B. Gave \$250 check to annual awards committee.
- Publicity
 - A. Newsletter will be published by end of week.
 - B. Birthday Shout-outs have been added to the Calendar page on the website.
- Membership
 - A. Club member dues reduced to ½ price
- Cinderellas' Closet
 - A. 2 new members. Membership is now at 86 members. Membership list is current. If anyone knows of anyone on the list that has pcs'd please let me know
- Auction
 - A. Met with wing leadership.
 - They are going to help share the word when appropriate.
 - Provided save the date post cards for them to give out as they discuss it.
 - Going to connect us with commanders to have them extend the invite and request for donation to their honorary commanders.
 - They shared several ideas to consider for marketing to outside the local area businesses.
 - B. Letter distribution/update.

- We made a change to the letter based on feedback to include what has been raised over the last few years and distributed back into the community through charitable donations and scholarships.
 - Letters have been recreated and printed along with the donation slip.
 - I am proposing next year we find a way to make these letters donation slips all in one just because it is a lot of printing/paper that may go to waste if they do not donate.
 - We need a lot of help getting these distributed. I am personally going to take a couple days off of work to hand out a chunk but I can not do it alone. We have had 3 people and myself commit to letter handout, that's not enough.
 - If we can not get more volunteers I am proposing we scale down the list of letters we distribute. We have just under 400 businesses listed locally to hand deliver letters to. I would like to really target the businesses that have donated in years past.
- C. Next meeting is 21 February @ 10am.
- Meeting is at Crooked Tree.
 - Need POC for the dessert auction.
 - Opened to general membership.
- Scholarship
 - A. Box to receive Applications at Thrift Store has been installed & is working great!
 - Socials
 - A. None
 - Advisor
 - A. None

New Business

- President
 - A. After Action Reports
 - B. Binder/Drive updates
 - C. Table Cloths – I suggest purchasing 24 black table cloths from Amazon, \$226.32
 - Motion to approve by Leanne, second by Lainie, approved unanimously.
 - D. Explore paid thrift store manager and bookkeeper.
 - Paid 1099.
 - Maintain 501c3
- Vice President
 - A. None
- Secretary
 - A. After action report.
 - Will send link out via WhatsApp.
 - Form will live on drive.

- Will create folder for turn in.
- Leanne or Megan do we want to add a section to the reports turn in and minutes report for after action reports to be addressed?
 - Yes, add.
- B. It seems like there is a lot that is happening in the WhatsApp group that doesn't make it into reports.
 - It would be helpful to add anything that is discussed in WhatsApp to your report so it makes it into the minutes for continuity.
- C. Update from Private Org (Emily Stewart)
 - They have all our paperwork.
 - Asked for deadlines/firm contacts.
 - They could not or did not provide them
 - Seems like all our documents should be turned in at the start of board year.
 - I have email confirmation, who wants it?
 - Will add to the job description and secretary will be the gather of all documents and turn them into the private org.
- Treasurer
 - A. Sarah forwarded an email about a scholarship check being returned due to the student not enrolling this semester. I am unsure of this amount. I'd imagine this will be sent via mail- Sarah, have you heard anything different? Also, does this just go back into the Welfare Account for use this year?
 - Discussed with Sarah.
 - W9 will come from school, fill out and sign it to get back to school.
 - B. Give Great Falls
 - Money never received.
 - Where is it?
- Parliamentarian
 - A. Worked out nomination timeline to coincide with general membership meetings
 - Need April's general membership meeting date for election timeline
 - B. With updated list from membership chair, emailed all current and eligible MSC members a self-nomination form (1 March)
 - Talked to Michelle before hand to make sure list was up to date.
 - C. Will continue to email questionnaire to all nominees as they come in.
 - Gmail finally allowed to send these out today.
 - D. Nominations close 21 March
 - E. Questionnaires due 27 March
 - F. Slate of nominees will be announced 28 March
 - G. Meeting on Saturday 07 March 2026 @ 10am.
- Thrift Store
 - A. Budget "meeting" held via messenger and updated mid year review of budget was approved by the thrift store committee. I understand that the amount I'm proposing to spend is higher than the proposed income, however, we still had an

verage to spend from last year. If we were to spend every dime allocated in the proposed budget for this year, we would still have roughly \$3,000 in checking, \$1,100 in certificates of deposit, and \$3,000 in savings and that is not including the income we will gain from March through May sales. With that being said, I do not believe that we will spend every dime allocated in the budget so the carryover will be higher than what I just stated. The differences are as follows:

Operational Expenditures	Current	Proposed	MONTH	2025-2026 Projected Income	2025-2026 Actual Income
Verizon	\$550	\$575	June	\$ 2,500.00	\$ 3,963.45
Paypal Fees	\$750	\$1,200	July	\$ 2,500.00	\$ 5,916.19
Store Supplies	\$3,275	\$3,000	August	\$ 2,500.00	\$ 5,169.04
Charity Donations	\$15,000	\$25,000	September	\$ 4,500.00	\$ 5,493.70
Scholarships	\$12,000	\$15,000	October	\$ 3,000.00	\$ 5,859.96
Volunteer Appreciation	\$2,000	\$2,000	November	\$ 3,000.00	\$ 7,168.48
Customer Appreciation	\$500	\$500	December	\$ 2,000.00	\$ 3,295.87
Cinderella's Closet	\$50	\$150	January	\$ 2,500.00	\$ 3,883.44
Cleaning	\$2,400	\$2,400	February	\$ 2,500.00	\$ 3,300.16
Food Drive Gov Shutdown	\$7,831	\$7,831	March	\$ 3,500.00	
Snow blower	\$1,999	\$1,999	April	\$ 3,000.00	
	\$46,355	\$59,655	May	\$ 3,000.00	
			Total Income	\$ 34,500.00	\$ 44,050.29
added as needs came up with approval from TS Committee and MSC Board members					

- Verizon increase of \$25 to make up for increase in prices.
- PayPal fees increase of \$450 because our sales have been significantly higher therefore our fees have been higher. We are currently at \$826 in PayPal fees and still have 3 full months of sales to go. We are still charging credit card fees to our customers.
- Store supplies decrease of \$275 due to combining categories and not needing quite as much
- Charity increase of \$10,000 since our sales are higher and we have more money to give. Based on the current budget, we have \$1,400 remaining in charitable giving.
- Cinderella's Closet increase from \$50 to \$150. They have spent \$88.47 thus far on laundry soap, dress bags, and paper bags
- Scholarships increase from \$12,000 to \$15,000 based on giving the same amount as last year which was also \$15,000. Beyond sharing what was given last year, I cannot be in on the decision for the scholarship amount due to Bailee applying and Leanne's daughter will be applying as well so we are out on that vote/decision.
- Everything else I'm proposing to remain the same. We did spend \$7,831 on food during the government shutdown and \$1,999 on a snowblower which were one time purchases that will not be on next year's budget but are still showing for this year and are accounted for in the spending. We also added \$2,400 for the cleaning line item after the original approved budget for 2025-2026.

- Leanne, Teresa, Lainie, Casey, Emily, and Liz all sit on TS Committee and have approved this. Please vote as a board so we can press forward. Thanks!
 - Motion to approve by Lainie, second by Leanne and approved unanimously.
 - B. SMSgt Nancy Noble from the 341st Force Support Squadron emailed about getting a volunteer group together to come work at the thrift store to raise funds for the SNCO induction ceremony which is scheduled for 24 July. I gave her the info to apply for funding through the spouses page since it is a wing event. Hopefully we will hear from her through welfare requests soon.
- Charitable
 - A. Charitable request, 5% council...Funds are requested to support the SSgt release party, recognizing their service, dedication, and contributions to the unit. The event will promote morale, camaraderie, and provide an opportunity for members to formally acknowledge the SSgt's achievements and transition. They are requesting \$500 doesn't need until the 1 June.
 - Pin until after auction.
 - B. Loy Elementary requesting assistance for Purple Up breakfast in April for month of military child. Spirit week planned with various events during the month. Primary use is for the breakfast but to also help with other events.
 - Requesting \$400.
 - Motion to approve \$400 by Lainie, Leanne seconds all in favor, unanimous.
 - C. Wine club is March 13th
 - D. This months coffee and convo will be open to everyone.
 - March 27th
 - QTR free to anyone
 - Crooked Tree on 2nd Ave.
 - E. Adding line item for separate on base promotion events.
- Publicity
 - A. Give Great Falls Updates
 - Registered!
 - Coming out of off base giving.
 - Give Week end of April – start of May
 - Crystal will keep us updated as things come out.
 - Showcase at the Newberry
 - Date to be released.
 - Crystal will attend.
 - Confirm banking information on Give Great Falls websit with Liz
 - B. Flyers/newsletter going out at the end of the week.
 - C. Tracker for charitable giving.
 - Visual one sheeter to add to website to showcase what all we have given and scholarships info.

- Charitable to track.
 - Tracker created and will send to Crystal and Lainie.
- Membership
 - A. 2 new members. Membership is now at 86 members. Membership list is current. If anyone knows of anyone on the list that has pcs'd please let me know.
- Cinderella's Closet
 - A. Hosted 19 February CMR Pop-Up that went very well (for being tucked into the corner of an extension of the school)
 - We parted with:
 - 33/67 dresses
 - 14/18 pairs of shoes
 - 8/8 handbags
 - B. Looking into other charities to donate the remaining dresses to.
 - GFHS Cindy's Closet closed (much to the chagrin of the lady who ran it)
 - Will reach out to Paris Gibson and Fort Benton
 - Took the remainder to Paris Gibson, roughly 25 dresses.
 - C. Both CMR and GFHS are interested in hosting, we are considering even years for CMR and odd years for GFHS.
 - GFHS used to have a closet, it closed last year.
 - D. 1 item is currently being borrowed.
 - E. 17 items have been returned.
 - F. Rent a dress from closet for Auction, entered to win a free cleaning.
- Auction
 - A. Wing Support
 - We have hit a roadblock (yes another) in terms of getting in front of squadron commands to request silent auction baskets or share the Auction. We cannot present the auction at the wing meeting. We cannot directly invite co-commanders through the respective unit commanders.
 - This puts us at a significant deficit for exposure.
 - We are now back to not being able to ask key donors from last year for support in form of a donation.
 - Leanne has proposed and is working on getting a private org meeting on the schedule. Is there an Update?
 - We can send a flyer through PA, which I will send for them to disburse.
 - B. Catering
 - Clark and Lewies had to back out of our date due to a scheduling conflict.
 - Trying to get set up with Electric City.
 - Reached out to Xochtl, they are checking to see if they can support.
 - Reached out to Texas Roadhouse, they can but we have to pick up and set up plus provide chaffing/warming dishes.
 - Will be talking to Grizzly Bend as a back up.
 - C. Letter distribution

- Local letter distribution is mostly complete. I have distributed roughly 72 letters locally, we have about 15 left to get out that will be done by the end of the week.
- Mailed 17 letters to non-local businesses
- Emailed just under 125 donation requests.
- D. Donation update
 - Received donations from Mackenzie River, Fast Lane Car Wash and The Quilt Away.
 - Have confirmed donations that need to be picked up from Buckskin Jim, The Hiline and Payless Furniture is getting something together.
- E. MSC Board Basket
 - I would like the Board to put a basket together to put in the silent auction or live auction.
 - I am open to ideas, feedback, anything.
- F. Next meetings
 - 14 March 2026, 10am @ Buffalo Blanc
 - 28 March 2026, 10am @ Heroes Rise (The Station Location)
 - 04 April 2026, 10am @ 710 Ironwood (My House)
- Scholarship
 - A. 1 Full application & 6 partial applications
 - B. Passed out Flyers to Education Office & Library
 - C. Committee members please look out for an email this first week of March to just touch base. Members are: Megan (standing in for Leanne), Liz, Lainie (standing in for Emily), and Teresa.
 - D. I am still looking for 3 general members for the Scholarship Committee. Two people who had expressed interest had to pass.
 - E. All digital.
 - Two weeks to complete review and return to Sarah.
- Socials
 - A. February social was fun.
 - B. March Social email will be sent out this week.
 - Leanne will discuss location with Michelle.
 - C. Will more than likely need help for April Social.
 - Movie will be 80s. Either Desperately seeking Susan, Pretty in Pink, Steel Magnolias, The Lost Boys, Willow or Poltergeist.
 - Voted Dirty Dancing
 - Will check my work schedule. And will post to the Board chat finalized dates after verifying with Marvin.
 - 18th or 25th April 2026.
 - Voted for the 18th.
 - 5:30 start time.
 - I'd like to hear thoughts (throw it in the chat)
 - Popcorn and drink report.

- D. Concern for budget.
 - May Social Bingo is scheduled for the 8th form 6-9.
 - Remaining budget for February – April: \$268.63 of \$1400.
 - Budget is \$100 for October – April
 - Budget is \$350 for August (Welcome) and May (Fairwell).
- E. More Structure to events.
- F. May Social Bingo is scheduled for the 8th form 6-9.
- Advisor
 - A. Communication on the Box.
 - B. Will bring up Auction road block.

Reimbursements

Adjournment

Meeting was adjourned by the parliamentarian at 8:14Pm time.

Signatures

Minutes submitted by:

Brittany Borgford

Minutes approved by: Leanne Ward