

## Call to Order

Performed by the Parliamentarian at 6:03pm time.

## Roll Call

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

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

## Additional Members in Attendance:

## Approval of Previous Minutes

The secretary read the minutes from the meeting on 05 November 2025. These minutes were approved by unanimous decision.

## Old Business

- **President:**
  - Team Build Nov 8th. Went great! I loved the participation and the interactions. Food Drive
  - Dorm Cookie Drive December 15th drop off 6-430. Packaging 6-8. I contacted 1st Liberty they will be a collection point again this year. Mr grooms will deliver the cookies to the chapel. We need a social media push December 1st-15th.
  - Base Tree lighting- I coordinated with FSS Marketing. We will provide cake pops at the tree lighting. In return our auction flyer will be posted on the TVs and a flyer will be at the Grizzly Bend January1- February 20th. I filled out the required Public Health Paperwork and attended Food Handlers Class.
- **Vice President:**
  - Tree lighting cake pops instead of hot cocoa.
- **Secretary**
  - Food drive idea for impacted federal employees (GS, NAF & AD).

- Passed idea on to Lainie and offered support for implementing.
- Treasurer
  - We raised a total of \$1,185 through Zeffy for the Malmstrom Food Drive in less than 2 weeks– way to go!
- Parliamentarian
  - C&BL to Private Org Office 10 October (emailed a copy 28 October)
- Thrift Store
  - MSC Trifold - can we remove specific event info to make it more vague for longevity of use and savings on printing? Under the section for membership fees, valid for fiscal year date needs changed to 31 May 2026
    - Megan updated, but where is flyer in Drive? I still see the old one 😊
      - Megan will put it in the drive.
  - The thrift store committee voted to donate ALL NOVEMBER SALES to Operation Warm Heart and this is already in our budget. We are very excited and are hoping for big sales because we think this is going to make a big impact for our base community.
    - RECORD SALES!
      - \$7,168.48 donated
  - Table cover for MSC display has been ordered through All in Canopies and should be here soon
    - turned in at last board meeting
  - Attended first sergeant meeting and briefed on T.S. cleaning opportunity and told them about what the thrift store offers to help their airmen. Also told them about Cinderella's Closet and invited them to come visit to get a tour and see how we operate and how we can partner with them. There has been talk of a food pantry. We need to get with MFRC and see what is happening there before we proceed.
    - Food pantry is up and running. First sergeants are in full control, we just house it. Supposed to be a temp location in the store.
  - Turned store over from Halloween to Christmas. THERE IS SO MUCH. Come in and check it out. New stuff will be going out every time we are open for at least a couple of weeks. No way we can fit it all at the same time. Don't forget to use your coupon for 25% off if you attended Bunco.
    - Sold over 1,375 Christmas items in November
- Charitable
  - Got form posted to website with Crystal's help
- Publicity
  - Still need current/ recent photos uploaded to drive to update the website. (events, mini clubs, socials, etc.)
  - Need to get mini microphone from Michelle or get with Emily to purchase one.
- Membership
  - Nothing
- Cinderellas' Closet
  - Dresses are on the floor to sell (will return to floor after Christmas is pared down at the Thrift Store)
  - Flyers made for ALS graduations, MFRC general
- Auction

- Confirmed the caterer, we will be using Clark & Lewie's again. Planning for 150 guests.
  - They will need to get base access, thinking we will add them to the EAL. The only issue they brought up is that staff may change, told them we could finalize around 2 weeks in advance.
  - I asked them to quote out what we did last year, it will be around \$23.95/person.
- I would like to do light appetizers this year, thinking individual charcuterie cups/boards from All Things Charcuterie.
- First committee meeting will be 08 November at 1:00pm.
  - Meeting will be at my home, 710 Ironwood St.
- I have completed a draft of the legal paperwork and donation letter, sent this to Leanne and Megan to review before taking to legal.
- Can we confirm the total budget for the Auction.
- Scholarship
  - Nothing listed.
- Socials
  - None
- Advisor
  - None

## New Business

- President
  - Ornament Fundraiser. I created an example and sent to the board. The board agreed to order 15 ornaments from Leanne Ward Designs for the cost of \$5 each \$75 total. We will sell the ornaments for \$10 each. An email will go out to membership with a flyer. They will also be on sale at my table at the tree lighting ceremony December 4th.
  - Civ Airs Board meeting. The next CivAirs event will be Christmas Tea December 12th. They will be gathering donations for the cookie drive and Cinderella's closet, and monetary donations for spark. It is traditional for the MSC to be invited to the event. If anyone would like to go and isn't a member let me know.
- Vice President
  - Phenomenal turnout for our Food Pantry! 212 Families served! Thank you all so much for all that you accomplished and pulled together.
  - Added dipped pretzels to the Tree Lighting giveaway.
  - Possibly needing to do another one in January.
- Secretary
  - Think about board reports for end of December with all of the holidays.
- Treasurer
  - Mid Year Budget Review 2025-2026
    - 1. Operational Budget
      - a) Upped Membership Dues budget from \$2,250 to \$2,660. Current dues to date are \$2,560 and based on last year's

January-April half-price signups, I estimated another \$100 in the new year.

- Removed line item for 50/50 Raffle since we did not participate this year
- Reduced fundraising income from \$500 to \$250 since we have not done any fundraisers to date this year. Estimated \$250 for profits from ornaments plus whatever fundraising efforts are next year
- All Expenditures kept the same
- Welfare Budget
  - Added line item for the Food Drive
  - Should Thrift Store Income be kept at \$12,000 or increased?
    - Increased to \$15,000 per Emily.
  - We are well below our On Base/Off Base Givings allotment– only given \$350 of \$2,000 budgeted for on base and none of the \$2,000 off base
- Move to approve by Leanne, second by Megan.
  - Approved anomomys
- Parliamentary
  - Call to join the Nomination Committee (will meet in January)
    - 1 executive board member
      - Megan
    - 2 general members
    - 1 advisor
    - [Don't join if you want to run for a position]
      - Sign up at the social.
      - Possibly going out in the newsletter for December.
- Thrift Store
  - Looking to add another cashier or 2 for Thursdays and/or Saturdays. Heather Gangi reached out in interest.
  - We should maybe look into sending thank you notes from the club to Walmart and Sam's Club for their donations to support the food drive.
  - Customer providing the pocket squares for cookie drive. Here is the sample. Do I need to get them approved anywhere in order to be included? Chapel? First Sergeants?
    - Coordinate with the shirts.
  - Snow blower is AMAZING and this past Saturday it was extremely helpful to have before we opened the store.
  - Need to get personality tests from a few people so we can share all the results with the group to help us communicate effectively. LOVED the board outing!!!
- Charitable
  - Dropping cookie bags (or rather already dropped cookie bags) off to be decorated. Will pick them up Dec 10th. (I am in the ballroom running a kids Christmas party I'll try to check in, but do I link up with you Leanne once I get them back?)
    - Yes to Leanne or bring to Chapel (early in day)

- Coffee and convo, Dec 30 (I know it's during Christmas break. Dec is a busy month. Hoping later in the month we get some new people to show) Miss kittys coffee cafe 9am
- **Publicity**
  - Need to confirm what information to share/advertise in December Newsletter and on website for scholarship section. Also need to update the eligibility requirements on website.
    - Sarah to get to Crystal.
  - I cannot find the 2025-26 Membership List to email the December Newsletter.
    - Moved back to general.
- **Membership**
  - We are now at 80 members
- **Cinderella's Closet**
  - 2 dresses are currently being borrowed.
  - 10 dresses have been returned.
- **Auction**
  - Submitted paperwork to legal.
    - It got kicked back, and apparently it needs to be routed through Kimberly Fashing first and then legal. Legal couldn't tell me her role only that all private org fundraisers need to go to her first.
      - I left a message for her.
  - Ordered a few things for mock up table décor/settings.
    - Liz, can I submit one request at the end of the auction for reimbursement?
  - Holding next meeting on 13 December 2025 at 4:00pm (open to a time change if needed, at my home again).
    - Can someone help me create a flyer so I can disburse it to the general membership to join?
  - Grizzly Bend is going to create a couple of signature cocktails and mocktails for us.
  - Created all of the zones for soliciting for donations, waiting on the go ahead from legal.
  - April 10th and 11th.
    - Call Amy in the morning.
    - Call caterer.
    - Call auctioneer to reserve (Cole/Jason)
- **Scholarship**
  - Review Updated Scholarship Application (sent via email)
  - Agree on Dates
    - Due March 31st
    - Notifications April 20th
    - Acceptance by April 27th
    - Award event early - mid May
  - Discuss plans for scholarship dinner
  - Move to remove min GPA in bylaws by Leanne, second Megan.
    - Voted and approved unanimously.
- **Socials**

- A. Friendsgiving was a success. Thank you to everyone that came and helped with set up and tear down. We have about 30 members. Seemed like everyone had fun. Next year about 2 hours should suffice. December Social has been emailed out. No reservations. Light snacks and drinks will be provided.
  - January Social : Sip N Paint on the 23.
  - February Social: Bowling on the 20th (pending status of bowling center)
    - Maybe Black Eagle Community Center
- Bring a friend to a social, no membership needed.
  - Entry to raffle for bringing a friend/joining.
- Advisor
  - None.

## Reimbursements

## Adjournment

Meeting was adjourned by the parliamentarian at 7:52 time.

## Signatures

Minutes submitted by:

Brittany Borgford

Minutes approved by:

Leanne Ward