

## Call to Order

Performed by the Parliamentarian at 6:02.

## 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

**Charitable:** Lainie Norman

**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:** The Dodd's

## Approval of Previous Minutes

The secretary read the minutes from the meeting on 07 January 2026. These minutes were approved/disapproved by unanimous decision.

## Old Business

- **President:**
  - A. Ornament Fundraiser. 15 ornaments \$5 each \$75 total. 10 ornaments sold for a total of \$100
    - Cash given to Liz.
    - Extra ornaments can be used as giveaways.
- **Vice President:**
  - A. None
- **Secretary**

- A. None
- Treasurer
  - A. Following up to make sure the legal accepted the budget and insurance documents shared after last month's meeting.
    - Brittany will follow up with them.
  - B. Christmas Tree Lighting Receipts- \$58.04 total from receipts given to me in January– who gets reimbursed and what line item does this go under? It looks like last year this was recorded under on-base giving, but I just wanted to be sure.
    - Megan did pretzels (\$58.04)
    - Leanne did cake pops (unknown total)
  - C. Christmas Ornaments- Missing \$40 from Leanne or whoever was accepting payment for ornaments; Can we have the 5 unsold ornaments for future?
    - Leanne gave \$40.
    - Ornaments for future give aways.
- Parliamentarian
  - A. Call to join the Nomination Committee (will meet in January).
  - B. Proposing a nomination and election “step by step” to add to the parliamentarian binder.
- Thrift Store
  - A. Looking to add another cashier or 2 for Thursdays and/or Saturdays. Heather Gangi reached out in interest.
    - Heather started cashiering multiple times a month and it has been a huge blessing
  - B. 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.
    - Was this done? Should I do it?
      - Leanne will take care of Thank You note.
      - Send one Franz.
- Charitable
  - A. Had coffee and convo Casey showed yay!
  - B. Reached out to angels of Americas fallen. Asked if we donated if the money could go to the two kids on the waitlist here in Montana. Email I got back said “We are grateful for your interest in supporting our mission. Due to our current budget year experiencing lower revenue as a result of decreased grant opportunities, we are unable to move additional children off our waiting list at this time. Each January, our first priority is to raise the funds needed to support the 553 Angels currently enrolled in our program. A donation from Malmstrom Spouses Club would greatly assist us in meeting this budget goal, allowing these Angels to continue pursuing the passions and activities they are currently engaged in” what would we like to do?
    - Need by 02 March 2026.
    - No donation.

- C. Mailed check to GFPS senior project thing.
- **Publicity**
  - A. Website updated to show ½ off membership. Facebook post made to advertise ½ off membership. Facebook cover photo was updated to replace old photos.
- **Membership**
  - A. Club member dues reduced to ½ price
- **Cinderellas' Closet**
  - A. None
- **Auction**
  - A. Letters have been personalized (Business names) and printed.
    - Routes created for ease of distribution.
    - It does seem like there are businesses who donated last year that are now prohibited.
    - Update in new business.
  - B. Meeting was 10 Jan.
    - Went well, discussed décor, fundraisers and letter distribution.
- **Scholarship**
  - A. Reached out to all local public schools
  - B. Everything seems to be going well! (No complete apps yet, but a few recommendations have come through)
- **Socials**
  - A. None
- **Advisor**
  - A. None

## New Business

- **President**
  - A. Auction meeting with wing
  - B. Mini clubs and paid locations
  - C. April Board Meeting
    - Vote to leave.
- **Vice President**
  - A. Bowling center re-opening Feb 6, 11-1. We have been asked to represent if we are able. Wear your MSC shirt!
- **Secretary**
  - A. After action reports.
    - Please submit them.
    - Make fillable PDF.
      - Positive, bad, contacts.
- **Treasurer**
  - A. When we have socials where members pay to participate, which line item does this income fall under? Other Income?

- A little under \$300 left for Feb-Apr socials
- Parliamentary
  - A. Nomination Committee meeting was held 24 January
    - 1. Created self nomination form to be emailed to all members
    - 2. Edited questionnaire to be sent to nominees
    - 3. Agreed upon using google form for self nominations and elections
    - 4. Proposing having both nominations and elections on their own timeline not dependent on general meetings as those fluctuate each year.
      - a) Self nomination emails sent the last Monday in February
      - b) Final nomination deadline the 3rd Monday in March (21 days)
      - c) Nomination Committee meets to create Nomination Slate
      - d) Nomination slate announce the first Friday in April (emailed and posted to social media)
      - e) Sitting president casts sealed ballot 2nd Friday of April
      - f) Electronic voting takes place 3rd Wednesday through Friday of April
      - g) Election committee announces new board at May general meeting or 2nd Monday of May, whichever comes first
  - B. Depending on approval of above mentioned changes, current job description will need to be revised to follow timelines
  - C. Did each board member review their job descriptions (located in the google drive, may be labeled "2019 MSC [job title]) and submit any potential changes to the president and vice?
    - Please review by 01 March 2026.
    - If any changes needed please send to president and VP.
  - D. What is the policy for MSC membership of parent dependents? There is a mother of either an airman or the spouse who lives with them on base, has base access, and is technically the dependent of the sponsor.
    - Yes, as long as they have dependent ID.
    - Guest membership – no voting.
- 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.
  - 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.
    - Leanne will track down where it is and get answer to Emily.
- Charitable

- A. Two charitable requests - number one Americans Working around the globe (AWAG) Americans Working Around the Globe (AWAG) supports military spouses, service members, and military-connected families throughout their careers, including those who have served at or transitioned to and from Malmstrom AFB and the Great Falls community. Many AWAG participants and leaders are Air Force-connected families who have previously been stationed at Malmstrom or will return to CONUS installations such as Malmstrom following overseas assignments. Through leadership development and community engagement, AWAG equips military-connected individuals with skills they apply at installations like Malmstrom AFB to support spouses' clubs, family readiness efforts, and community organizations that strengthen quality of life for military families. \*I'll read from the form about what they would do for the funds. It's a lot to type out\* they are requesting \$650. We donated to them last year. Need funds by 20 March 2026.
  - Voted no.
- B. Request number 2 Sugar bear foundation -they provide support to gold star families through out the US and work with support coordinators on or close to installations that share our program with these families. \*again I'll explain what they would use the funds for too much to type\* they are asking for \$500 but will be happy with any amount. Need funds by 1 June 26. We have supported them last year as well.
  - Pending until after auction.
- **Publicity**
  - A. Newsletter will be published by end of week.
  - B. Birthday Shout-outs have been added to the Calendar page on the website.
  - C. Give Great Falls registration has opened.
    - Registration fee around \$40ish.
    - Doing it. Everyone said yes.
    - April 26 – May 2
- **Membership**
  - A. 2 new members I. Membership is now at 84 members.
- **Cinderella's Closet**
  - A. Contacted CMR to host a free pop-up event to purge dresses, shoes, and handbags
    - 19 February is the date for pop-up, 7-4 will be the hours for girls to shop (come join us if you'd like!)
    - All items provided by us will be free
    - Flyer was created and forwarded to the school, they distributed to students via Google Classroom.
    - We are bringing:
      - 63 dresses
      - 17 pairs of shoes
      - 8 handbags

- Will get a final count of how many items we get to donate
- Talking to principal about offering a “return box” in case some girls want to re-donate their dresses
- Purchasing bags to hand dresses out in.
- B. 1 item is currently being borrowed.
- C. 16 items have been returned.
- 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.
    - Open to general membership.
  - D. Auctioneer
    - Text Leanne Cole’s number.
- Scholarship
  - A. How do we want to receive the apps at the thrift store?
    - Lockbox that can standalone or mounted.
- Socials
  - A. January social went well. February Social: Galentines Bowling on the 20th TIME TBD (will be updated on Monday) Pizza and Soda provided. Members pay for Bowling and Shoe rental.

- 6:30-9:30pm, 3 lanes reserved.
- B. March Social : March into My Favorite Things; March 28th from 5-7 at my house. Members will bring 3 items of their same favorite thing in the range of \$5-\$10 and go home with 3 different things of others favorites. Light bites and drinks provided
- C. April Social is the Auction
  - Michelle will figure out a different plan.
  - Will message group when date is picked.
- D. May Social is BINGO. The theme is Pajama Party. Wear your coziest PJs. Date TBD possibly the 15th
- Advisor
  - A. None.

## Reimbursements

## Adjournment

Meeting was adjourned by the parliamentarian at 7:58.

## Signatures

Minutes submitted by:

Brittany Borgford

Minutes approved by:

Leanne Ward