

ASMC EXECUTIVE COUNCIL MEETING MINUTES
15 Dec 11

The meeting was called to order at approximately 1430 by Leah Hodge

ATTENDEES:

Leah Hodge, President
Lynn Becker, Vice President
Rebecca Ostrander, Hurlburt Vice President
Dave Herndon, Tenants Vice President
MSgt Nimbley, Enlisted Advisor, Eglin
Ron Millis, CDFM
Amy Tolar, Treasurer
Jennifer Denega, Ways & Means
Jason Guzzardo, IT
Jenna Colon, Programs
Vanessa Davis, Publicity

Committee chairs unable to attend: RPDS, Education, Membership, Awards, Community Service

Minutes from last meeting voted on and accepted into record.

Fund-raising: It's been difficult to get volunteers for our last couple of fund raisers – doughnuts and gift wrapping. Finally, all but one shift of gift wrapping was covered. It was decided to return this shift to AAFES. The doughnut sale was cancelled. The consensus believes holiday season is impacting every ones spare time. We will try more fun raisers after the New Year. Leah requested all attendees and EC members consider ways to get new folks/other folks engaged. These smaller fund raisers are an opportunity for members to be involved as well as help us meet our bills and support our charitable and scholarship goals. Lynn Becker stated her best results have been from picking up the phone and soliciting individuals to participate, help or lead.

Community Services sent out an email on 13 Dec seeking volunteers for Shelter House. The email provided a recap of the great turnout in support of Pet Welfare on 3 Dec. They further reported our \$100 donation to GACAC and sponsorship of the Arts and Crafts activity for the event. There were a good number of volunteers for this as well. It indicates people do enjoy getting out – helping others.

Rebecca Ostrander represented Education. She detailed their upcoming petition of High School seniors for scholarships. This will have a Mar 31st deadline. Solicitation for the scholarship packages will begin next month.

Rebecca also reported for RPDS: Registration will (and did!) open 15 Dec. She provided information needed for registration such as the ETMS course number, as well as the SF182 procedures.

Ways and Means: Discussion of fund raising above.

Publicity: Posted pictures from Christmas party. Committee will continue to ship information to National regularly/on schedule.

IT: Requested IT look again at ways to monitor and track hits on our web site.

Dave Herndon, VP, Tenants, took the donations to the Emerald Coast Child's Advocacy Center the day of our luncheon; they were very grateful for the toys and other goods. Dave was requested to get a copy of the picture that was taken and provide to publicity.

Treasurer: Estimated balance in check book just over \$4.6K. We discussed outcome of audit: further need of segregation of duties, documentation and the need of double entry bookkeeping. Segregation of duties: we now have Amy doing payables, April doing receivables and a reconciler (however, I will be seeking a new reconciler as late breaking news is that Nicole Smith will be leaving government service at the end of the month). Cash receipt vouchers and disbursement vouchers will be strictly adhered. Detailed information must be on those vouchers to include the committee, event (indicating which budget requirement related to), and if a cash receipt voucher, more details on the fundraising. For example, if we hold a car wash and do 20 car washes for donations, the receipt would read Car Wash held xxx, washed 20 cars for donations, donations ranged \$5 to \$20, 1-\$20 bill, 2-\$10 bills, 20-\$1 bills for a total \$60.00. Or if we are using tickets for a raffle – we sold xxx tickets, numbers 20123 through 20223, at xxx prices, for a total of xxx, then list the number of bills per denomination. Amy and April will not create these vouchers. Disbursements must be signed by the President. They will each enter the information related to their duties on a master spreadsheet which is then checked during the recon with bank statements, receipts, etc. This helps us with segregation of duties and documentation but doesn't solve the segregation issue altogether. Additionally, it doesn't solve the bookkeeping. We are going to have to purchase software, a laptop for the software OR access to a web based system.

Budget: If attendance does not go way over the budgeted/planned attendance, which is lower this year due to fiscal constraints, we will have to reduce some planned expenses. Our largest unexpended costs are scholarships, the July membership luncheon, and web upgrades. Leah is now working the budget and will supply Amy with budget updates as they occur. We will discuss this more fully at the January EC meeting (watch for notice) and make some decisions based upon registration numbers at that point.