

Officer Students' Spouses' Club
Executive Board
Monday, September 17, 2007

Members Present:

Michelle Krakar, April Benham, Ashlee' Crook, Elizabeth Bernotavicius, Amanda Johnston, Hurley Thurston, Jennifer Wilson, Heather Ferebee, Carrie Workman, Melissa Ortiona, Amy Zinkhon, Meredith Franck, Jean Smarsh

Meeting called to order at 1910

Minutes from the August 13, 2007 meeting are approved.

President's Report – Michelle Krakar.

- October 8, 2007 board meeting rescheduled to October 1, 2007 at 5:30pm (before the GMM).
- No Information Fair this semester. The next one will be held in January 2008.
- Holiday Vendor Fair/Bake Sale will be held on Saturday, November 17, 2007 from 9:00am to 1:00pm.

1st Vice President's Report – April Benham.

- Upcoming GMM Information
 - October 1, 2007: Ghost/History Tour of Herrmann Hall. Will meet in the tour room and cover OSSC business prior to guided tour. The OSSC will purchase gift cards for the tour guide, John Sanders, and his assistant.
 - November, 2007: Wine tasting at "Wine of My Heart" downtown. Members will meet for dinner prior to tasting.
 - December, 2007: Provide a donation box (i.e., Toys for Tots) at the GMM.

2nd Vice President's Report –Ashlee' Crook.

- New Spouses' Welcome will be held in the Tower Room of Herrmann Hall at 6:30pm on Monday, October 22.
- Possible guest speakers: COL Smarsh, CAPT Hobbs (Dean of Students), the chaplain, and OSSC members.
- Suggestion: request CAPT Hobbes speak on how OSSC members can access and be helped by the Dean of Students.
- VADM (Ret.) Oliver will also be invited.

Treasurer's Report – Elizabeth Bernotavicius.

- September Bargain Fair earned \$1620 in booth sales and \$625 in early admission fees, for a total of \$2245.
- Tax documents have been submitted and thus far everything appears in order.

Committee & Volunteer Updates

- Bargain Fair – Gena Jensen and Karen Woodson. Report submitted by Michelle Krakar.
 - Shortage of volunteers will be addressed by making the following changes:
 - ✓ Shifts will be two hours instead of one.
 - ✓ Additional volunteers will be solicited.
 - ✓ All board members are required to attend the Bargain Fair.
 - ✓ Bargain Fair needs to end promptly at noon.
 - Additional barricades need to be erected in the future.
 - Sign on Thrift Shop needs to be placed inside the window rather than on the outside.
 - Check whether porta-potties are available from Public Works (rather than as paid rental).

- Newsletter – Carrie Workman (previously Hurley Thurston).
 - Suggested additions to newsletter include: recipes, advertising (possibly paid) and local news.
 - Consider physically mailing out the newsletter.
- Webmaster – Hurley Thurston.
 - Jennifer Knoops has volunteered to replace Hurley Thurston as the Webmaster in December.
- International Tea – Louise McKernon. Report submitted by Michelle Krakar.
 - Funds will be budgeted and the event is tentatively scheduled for the spring.
- Scholarship/Allocations – Amy Zinkhon.
 - Committee needs to be filled by January 2008.
 - Distributable funds are typically halved between allocations and scholarships.
 - Revise bylaws to state that one executive board member and four non-board members need to be on one joint allocations/scholarship committee.
- Pasta Dinner – Allison Paskin and Michelle Weiner. Report submitted by Michelle Krakar.
 - Cancelled/rescheduled due to Combined Federal Campaign.
- Wine Tasting – Heather Ferebee and Jennifer Wilson.
 - Budget: \$4000. Revenues earned from selling tickets will contribute to this figure.
 - Location: La Mesa Ballroom. No charge for usage, aside from \$500 refundable deposit.
 - Event tentatively scheduled for February 2008.
 - One winery must possess a vendor's liquor license that must be shown to Pinnacle and displayed at the event.
 - Donations can be solicited provided that the event is not held on NPS.
 - Check to see if high school students can earn credit for volunteering at the event. Suggestion: provide child care.
 - Check closet for usable supplies.
- Christmas in the Adobes– Shannon Craycroft. Report submitted by Michelle Krakar.
 - December 1, 2007: garland making.
 - December 6 and 8, 2007: final event.
 - Volunteers were solicited at the September GMM.
- Pancake Breakfast– Amy Zinkhon.
 - Budget: \$500.
 - Location: La Mesa Community Center (refundable deposit of \$500). Entire building will be reserved beginning the night before the event.
 - Tickets will be pre-sold and the event will be open to the public.
 - Advertising
 - ✓ Wednesday folders at La Mesa school.
 - ✓ Request info be placed on NPS's "Current Students' Announcements" login page. Tela Long, Secretary to the Dean of Students, will be contacted regarding this.
 - Possible sources of supplies:
 - ✓ Storage closet.
 - ✓ Borrow supplies from chapel.
 - ✓ Property held at VADM (Ret.) Oliver's house.
 - Raffle/Door prizes will be kept simple because wine tasting is main fundraiser. Donations can only be solicited once per year.
 - Holly Hedman has been asked to take photographs of children with Santa; however, her proposed charge (\$35 per package of photographs) is too high. Suggestion: keep price around \$5 per photograph. Holly Hedman will be contacted regarding this proposal.
 - Face painting will be provided. Additional painters may need to be approached.
- Volunteer Coordinator – Melissa Ortona.
 - Volunteer coordinator will maintain the committee/volunteer information and directory as well as disseminate this information to the website and newsletter.
 - A committee meeting will be coordinated for the end of October.
 - At each event, a sign-in sheet will be maintained in order to log the number of hours donated by each volunteer as well as the overall time required to perform each task.

- Suggestions for volunteer appreciation:
 - ✓ Gift certificates.
 - ✓ Volunteer appreciation dinner to be held semi-annually.
 - ✓ Following completion of events, send thank-you card to the committee chair.
 - ✓ \$200 is available for volunteer appreciation.
- To facilitate procuring new committee/board members, consider holding mid-term elections.
- OSSC T-shirts suggested as a way of earning revenue and identifying OSSC members at the Bargain Fairs.
 - ✓ The \$200 in unused funds from the Kids' Olympics can be used to purchase the shirts.
 - ✓ The OSSC logo needs to be cleaned up in order to be used on shirts.
 - ✓ Shirts may not be sold; however, "suggested donations" can be solicited.
- Historian– Vacant
 - Michelle Krakar has asked Holly Hedman to fill this position.

Meeting adjourned at 2045

Respectfully submitted by Amanda Johnston, OSSC Board Secretary