



## TRAVIS SPOUSES CLUB BOARD MEETING AGENDA

**Executive Board**  
**07-01-2019 6pm-8pm**  
**Travis AFB AFRC**

**Location may change**

### **1. CALL TO ORDER**

1.1 Presiding official calls meeting to order

### **2. ATTENDANCE**

2.1 Roll call is taken

2.2 Quorum; members present constitutes a quorum under Article VII of the Constitution

### **3. INTRODUCTIONS AND FAREWELL**

3.1 No guests have been invited to attend this meeting

3.2 No changes to the members of the Executive Board have occurred

### **4. CONSENT AGENDA AND REPORTS**

4.1 Previous Minutes

- First meeting, no pending changes or minutes to approve

4.2 Presidents Report

- First meeting, no report required

4.3 Treasury Report

- Review the end of year financial reports submitted by previous financial officer
- Authorized third party financial service use of Square (General), Eventzilla (Wepay), and Paypal
- Authorize the invoices, bills, or liabilities of the club to be paid

4.4 Delegated Authority (indefinite)

- President, to appoint or delegate appointments to positions, committees, and boards

4.5 Duty Appointments

- Nicole Poe to Secretary,
- Jessica Moser to Director of Programs,
- Jessica Zarbo to Director of Fundraising,
- Susanne Queen to Director of Thrift Shop,
- Misty Perry to Director of Membership,
- Angela Clemons to Director of Communications,
- Sarah Beth to Auction Committee Chair,
- Aimee Baird to Outreach Coordinator,
- Virginia Stambaugh to Thrift Shop Bookkeeper,
- Gary Burnett to Reservations Team,
- Tim Lee to IT Administrator,
- Joanie Reagan to Mini Clubs Coordinator,

4.6 Committee Appointments (\*Chair/Co-Chair)

**Charitable:** Jessica Moser, Aimee Baird, Thomas Heffner, Virginia Stambaugh, and \*Tia Crowder

**Thrift Shop:** Susanne Queen, Virginia Stambaugh, Tanya Wade, and \*Thomas Heffner

4.7 Removals

4.8 Other Decisions (between meetings)

- \$415, for a used laptop to be utilized for financial record keeping

## **5. MEMBERSHIP FORUM**

### 5.1 Comments or requests by any current members present or thru proxy

- Request for appointments thru proxy or by membership form;
  - a. Bridgette Longoria for Publicity or Events
  - b. Amanda Bell for Parliamentarian or Scholarships
  - c. Charlee Venable for any
  - d. Rod Bowles for Events, Fundraising, or Charitable
  - e. Kelsey Smith for any
  - f. Mallory Pagenkopf for Events

## **6. ACTIONS**

### 6.1 **MOTION:** to approve the Consent Agenda and Reports

## **7. NEW BUSINESS**

### 7.1 Constitution and Bylaws of 2019

### 7.2 Operations Manual

### 7.2 Reimbursement and spending authorizations

### 7.3 Charitable Committee; request process, funding matrix, and rules

### 7.4 Budgets of 2019-2020

### 7.5 Thrift Shop Committee; complete merger, management contracts, and revitalization

### 7.6 Auction Committee; event was postponed Committee requests to hold in Oct

### 7.7 Governing Board; process, members, and items for Aug Agenda

### 7.8 Critical Deadlines for Executive Board;

Sept 1, 2019 - Tax information forwarded to servicer

## **8. NEXT MEETING**

### 8.1 Set next meeting of the Executive Board, required to meet by 10/2019

## **9. EXECUTIVE SESSION**

### 9.1 Appointment discussion

## **10. ADJOURNMENT**

### 10.1 Motion to table pending actions and adjourn