



## *Hickam Officers Spouses Club*

*PMB 168 P.O. Box 30800 Honolulu HI 96818*

# **HOSC March Board Meeting Agenda**

March 3, 2025

### **Attendees:**

1. Kim Gordon, President
2. Mary Ontiveros, Parliamentarian
3. Moira Wilkes, Secretary
4. Amanda Cleary, Admin Treasurer
5. Lindsay Rowland, VP Events
6. Cheirish Arnold, Socials Chair
7. Holly Gilbert, POC Coordinator
8. Jami Migacz, Snacks with Santa
9. Allison Karrels, Welfare Treasurer
10. Laura Fregoso, Grants Coordinator
11. Victoria Santora, Scholarship Chair
12. Danielle Hoyt, Thrift Store Coordinator
13. Carey Hood, VP Communications
14. Rachel Nodden, Membership Coordinator
15. Carlin Fisher, Advisor
16. Courtney Lyndrup, Advisor

Total: 16 attendees

Total voting members: 11

**Call to Order:** 6:35pm

### **Old Business:**

1. Approval of February Board Meeting Minutes
  - a. Since no corrections have been made, the minutes are approved as submitted

### **Board Reports:**

1. President - Kim Gordon:
  - a. HOSC "Thank you" from 15th Wing- Kim attended 15th Wing Awards Ceremony and HOSC was recognized as a sponsor
  - b. Private Org meeting-
    - i. Kim attended and reviewed process for requesting grants and why we have a 45 Day timeline for Grants (to avoid emergency grant requests)
    - ii. HOSC was also thanked for all the support of the 15th Wing and community
  - c. 501c3 vs 501c4
    - i. Possibly worth consulting a lawyer if it's worth pursuing becoming a 501c3 vs 501c4
    - ii. Admin treasurer- we would need to find an attorney for this process
    - iii. Advantage of 501c3, a donation (financial or otherwise) is a tax write off
    - iv. Base legal cannot assist

- d. Board members begin recruiting
    - i. If you are not returning to the board next year, please look for someone to fill your position
    - ii. Please attend social and encourage others, since we planned to advertise for board positions at this social. Sign up :)
  - e. I attempted to flip the name of the HOSC fb pg and failed
  - f. Upcoming Dates:
    - i. 3/1 TS Saturday
    - ii. 3/12 VP Meeting at my house, 6:30pm, to review/revise HOSC Job Descriptions
    - iii. 3/13 HOSC Social
    - iv. TBD TS Committee meeting to review employee handbook and TS P&Ps
2. Secretary - Moira Wilkes:
- a. Everyone should have received the updated Bylaws and Policies and Procedures to review
  - b. Google form issues?
  - c. Hickam O Club missing artifacts
3. Parliamentarian - Mary Ontiveros:
- a. Congratulations on Grandbaby #2!
4. Admin Treasurer - Amanda Cleary:
- a. Month-End Account Balances:
  - b. Checking \$14,590.16
  - c. Savings: \$1,507.47 00pm
5. VP of Events - Lindsay Rowland:
- a. Charging \$10 for April social to subsidize costs, but using socials money for the rest of the food/decor.
    - i. 50s Sock Hop Theme, ice cream social
    - ii. Ideas for favors?
    - iii. Any spouses want to call bingo numbers?
    - iv. Prizes: 4 big baskets for each side of the island, Waikiki: West Side, Kualoa, North Shore
    - v. Please take 1 business from Lindsay's sign up sheet to solicit for prize donations for bingo
  - b. Motion: Move \$2295 from socials to bingo to make an even \$3000 for prizes.
    - i. Lindsay Motions
    - ii. Allison Seconds
    - iii. Discussion- none
    - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed
6. Social Chair - Cheirish Arnold:
- a. March 13 Social
    - i. 5pm-8:30pm
    - ii. Kick, glow, golf
    - iii. Must have \*at least 12 golfers\* to keep venue
    - iv. Food will be provided (Finger foods)
    - v. Bar will stay open later
    - vi. Open to spouses
  - b. What's going on with lower numbers? Is there a way to see past numbers?
    - i. Members vs Non-members socials- also noticed at P&P. If anyone can come

to a social, what's the point of paying dues to be in the club? Non-members cannot win prizes. Bingo- strictly members

- ii. Next year- fewer/quarterly socials and utilize budget to pay for socials so members don't have to

7. Activity Groups Coordinator - Holly Gilbert:

- a. Sub club POC second meeting March 10th at 6:30 pm at the thrift shop
- b. Member children at SubClubs?
- c. Does Activity Groups Coordinator need to keep all the sign in sheets? Has this been updated in the P&P? Remove from P&P if not.

8. VP of Welfare - Kelly Sheehan:

- a. Upcoming: VP meeting to edit job descriptions

9. Welfare Treasurer - Allison Karrels:

- a. Current bank balances:
  - i. Thrift store checking: \$44,376.
  - ii. Welfare checking: \$73,371.
- b. If we approve all grants tonight we will have gifted \$52,220 so far this fiscal year. 2 months remain in our grants fiscal year
- c. Motion: The Thrift shop has made \$10,000 more than budget. This money must be allocated between grants and scholarships before the end of the board year. I recommend \$7,000 to grants and \$3,000 to scholarships.
  - i. Allison Motions
  - ii. Courtney Seconds
  - iii. Discussion-
  - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed

10. Grants Coordinator - Laura Fregoso:

- a. Grants approved: Approved Grants:
  - i. The Sugar Bear Foundation to offset the cost their virtual Education Program, grant for \$500
  - ii. The Hawaii Top III to offset the cost of mementos, decorations, food for promotion grant for \$250.
  - iii. 15th Wing/Warrior Club for the amount of \$2,000 to help offset the cost of food and medallions for the 15th Wing Annual Awards nominees.
  - iv. Thunderbolt Booster Club for the amount of \$945.68 to help o offset the cost of 11 airmen volunteers' attendance to 515th Wing Awards Banquet and cover the cost of the rental of a microphone
- b. Tabled Grants:
  - i. Aloha Figure Skating Group
  - ii. Hickam Elementary (Bike Rack)
- c. Denied Grants:
  - i. Military Child Coalition
- d. Updates to Application:
  - i. If you don't receive this funding, how will you proceed? How will you fund this?
  - ii. Add checkbox Acknowledgement not asking for any travel expenses and lodging bc we don't cover it.
  - iii. Provide examples of things we pay for and what we don't
  - iv. Funds requested received from other orgs
  - v. Have you received HOSC grant money in the past?
- e. Motion to approve Hawaii Commandery, Military Order of Foreign Wars to offset the cost of 47 Medal sets with medal and certificate holder, grant for \$1,800.

- i. Laura Motions
  - ii. Allison Seconds
  - iii. Discussion: Grant request as described in grant application.
  - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed
- f. Motion to approve Helping Hands Hawaii to offset the cost of 1500 backpacks for the upcoming year, grant for \$5,625.
  - i. Laura Motions
  - ii. Courtney Seconds
  - iii. Discussion: Grant request as described in grant application.
  - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed
- g. Motion to approve Hickam Elementary to offset the cost of shaved ice for students and staff during the Purple Up celebration for the month of Military Child, grant for \$1,700.
  - i. Laura Motions
  - ii. Allison Seconds
  - iii. Discussion: Grant request as described in grant application.
  - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed
- h. Motion to approve Nimitz Elementary to offset the cost of 385 books for the vending machine, grant for \$1850.36.
  - i. Laura Motions
  - ii. Courtney Seconds
  - iii. Discussion: Grant request as described in grant application.
  - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed
- i. Motion to approve the Waipahu High School Track and Field Team, to help offset the cost of 10 pairs of shoes and any uniforms or equipment needed for a state championship grant for \$2,000.
  - i. Laura Motions
  - ii. Courtney Seconds
  - iii. Discussion: Grant request as described in grant application.
  - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed
- j. Motion to approve the Hawaii Top 3 to offset the cost of the 2025 15 Wing SNCO Induction Ceremony' 25 mementos and medallions, grant for \$1,750.
  - i. Laura Motions
  - ii. Courtney Seconds
  - iii. Discussion: Grant request as described in grant application.
  - iv. All in favor 11; Opposed 0; Abstentions 0; Motion: Passed

11. Scholarship Coordinator - Victoria Santora:

- a. March 1: Scholarship Application Deadline has passed
- b. March 8-26: Scholarship Application Scoring
- c. Scholarships Subcommittee Meetings: March 26, April 2, April 23 (5 pm @ Thrift Shop)
- d. April 27: Scholarship Ceremony (2 pm - 4 pm @ National Guard Building, pending final approval)

12. TS Coordinator - Danielle Hoyt:

- a. Open Position Donation Assistant
- b. Thank you to everyone who helped with this month's first Saturday! Over \$2,000 in profits!
- c. April 5- Kelly running First Saturday please consider volunteering
- d. Tori- new manager is doing a lot of community outreach, including donating dresses and easter eggs to community events. She is also working to donate more uniforms to active duty members in need.

- e. Upcoming events:
  - i. March 1 First Saturday
  - ii. April 5 First Saturday
  - iii. May 3 First Saturday
  - iv. April 25 Volunteer Appreciation 11-1

13. VP of Communications - Carey Hood:

- a. Updated website with meeting minutes
- b. Will update with grants
- c. Let Carey know if anyone needs things on the website

14. Membership/Reservations - Rachel Nodden:

- a. Active Members: 131
- b. Renewal overdue: 5
- c. Lapsed: 5
- d. New: 6

15. Media Coordinator - Makenzie Beemer

- a. Possibly purchase a Canva membership for HOSC to use and keep all documents/graphics in for continuity. It could help with turnover. Should I look into the membership options? YES :D

16. Ways and Means - Vacant

17. Community Relations - Vacant:

**Closing Remarks:**

1. Advisors: We need to be recruiting for next year's board. Find people for next year, even if you're staying in your positions.

**Action Items:**

- **April 7 Meeting: Vote on Bylaws and Constitution, Policies and Procedures, and Job Descriptions**
- **Socials Treasurer- wording about itemizing receipts (include if not included)**
- **Bylaws- On island/not on island for board positions (President on island for more than a year)**
- **P&P- activity coordinator pg 5 E9, remove wording that says to keep and archive activity sign in sheets.**

**Upcoming Events:**

- 

**The meeting was closed at 7:50 pm**