

# PISC Meeting Minutes

07/07/2025 | 6 PM | FOUR WINDS

## Attendees

Erin Jonnel, Grace, Mallory, Shelby, Shannon, Jennifer, Olivia, Zahisia, Natasha, Katey, Hayleigh, Ariel, Victoria

## LAST MEETING FOLLOW UPS:

- N/A

**CALL TO ORDER:** General Board Meeting 6:03 PM

**APPROVAL OF MINUTES:** N/A (First meeting of the year!)

## NEW BUSINESS:

- Introduced our Temporary Parliamentarian, Lorinne, who will be assisting us with revising the Bylaws & Constitution. Committee to be decided on after appointed positions are filled.
- The Welcome Aboard Event:
  - We're able to host this at the Four Winds at 1 PM on one of the following Saturdays: 20th and 27th.
  - We would like all Sub Club Leads, and all Board Members to attend.
  - **Welcome Aboard Event: September 27th at 1 PM at Four Winds**
- Membership Dues:
  - Possibly \$35 - Operation Open Season will take \$5 off membership (\$30).
  - There will be a drawing for those that attended any Open Season event, to receive a free membership.
  - There will also be three memberships donated by a service member in honor of his wife.
  - Membership due breakdown: \$25 back into operations, the remaining \$10 for swag (this wasn't solidified at this meeting)
- Revising our Bylaws & Constitution:

- The committee is made of General Board members, which have not been appointed yet. The Parliamentarian will follow up with the formation of the committee after the chairs have been appointed.
- Vetting Leads and Chair persons:
  - The Vice President will be sending out a form for you to fill out with information (both personal and professional), which will be used to get to know you, and introduce you to the members of the club. This form will be reviewed by the Executive Board.
  - **Leadership forms will need to be filled out NLT two weeks from today (July 21)**
- We established that the Vice President will be overseeing Sub Club Leads
  - The VP would, ideally, want a breakdown of the events you'd like to host throughout the year. Preferably by each meeting.
- We established the use of After Action Reports for all PISC-related events (sub clubs, social events, fundraising events) to keep an accurate record of the success, donations, and work put into each event.
- Miss Shannon asked about open positions: Social, Communications, Historian, Fundraising, and Membership (Fundraising and Membership is currently being held by two exec members, Erin Jonnel and Mallory, so ideally those will need to be filled)

## UPCOMING EVENTS:

- **PISC Club Events -**
  - July 12th - Oyster Decoupage | 6 PM @ Shellring Ale Works
  - July 15th - BINGO| 5-9PM @ Scratch
    - Donated prizes
    - Donate book club read book
    - Shelby has two tickets to Waterfront Festival giveaway that she can donate
  - July 19th - Nonprofit Booth |12-4 PM @ Waterfront Festival
    - Spreading the word about the club
    - Volunteering between 12-4, set up is at 8 AM
  - July 26th - Summer Splash| 2-4PM @ LB Splash Pad
  - August 11th - Welcome Aboard MCCS
- **Book Club Events -**

- July 30th - *Just for the Summer* by Abby Jimenez | 6 PM @ Maria's Mexican Restaurant
- **Coffee Club Events -**
- **Private Peppers Events -**
  - July 10th - India Co |9:15 AM @ AWTF
  - July 24th - Bravo Co |9:15 AM @ AWTF
  - July 31st - Fox Co |9:15 AM @ AWTF
    - Always open to receiving baked goods. They do not need to be individually wrapped, and no one should have allergies as a recruit, so there is no need to have labels.
    - Baked goods and donations can be brought on Thursday during set up or coordinate with someone on the board to bring them if you can't attend.

## AGENDA

- **PRESIDENT - Mallory**
  - Elle B. Scholarship check has been sent out!
  - Little Free Library update - Regina Storey said there is no set date on when it will be finished (Family needs some space, so we don't want to push too hard) Will plan a ribbon cutting once finished on Laurel Bay!
    - No set date on the finished work.
  - Volunteer opportunities for August?
    - Life Skills trainer, Rebecca Salzer, wanted to do a garden at the Four Winds.
      - *This opportunity was not established at this meeting.*
    - Opportunities for every month? Ideally taking turn with Philanthropic and Community Service (every other month)
      - Future volunteer opportunities can be directed to the Fundraising Chair.
- **VICE PRESIDENT - Shelby**
  - Potential Fundraising Event - Mini Photo Session.
    - Two days, two locations on PI, 3-hour timeframe, \$50 for 15 minutes with 10-15 photos

- Timeframe: TBD, Shelby will ask about this
  - Erin Jonnel will create a SignUp Genius to confirm spots.
  - 12 session a day, could equal up to \$1200
  - Dates: August 8 & 9
- Splitting the Communications Chair into two.
  - Working that into the bylaw community
- IFRC recap: The initiative to refocus the club as a nonprofit was received well. We do have an opportunity to partner with the other nonprofit on the base; the Museum.
  - 85th anniversary of PISC! We want to work with the PI Museum to get our name out there. More to come, but we will ideally have scrapbooks and information prepared for them to have in their museum for visitors to see.
- Jeff - EFMP collaboration
  - Possibly a booth at Welcome Aboard?
    - *This opportunity was not established at this meeting.*
- **TREASURER - Grace**
  - Private Peppers Available Balance: \$1,940.75
  - Operations Available Balance: \$9,883.79
  - Recreation Savings Available Balance: \$1,348.42
  - PISC Scholarship Available Balance: \$718.49
  - McMenamin Available Balance: \$5.30
    - Donates in honor of his wife, and every year he donates toward the scholarship fund (must go directly to a spouse)
- **PARLIAMENTARIAN - (Temporarily) Lorinne**
  - Committee TBD after this meeting when Chairs are appointed
- **COMMUNITY OUTREACH CHAIR - Shelby**
  - If you know of a small business that is military affiliated, please let us know!
  - A Philanthropic Committee will be determined when the remaining Chairs are appointed
- **COMMUNICATIONS CHAIR - Mallory**

- How to communicate with members?
  - We rely on Facebook. We'll take any other ideas. WhatsApp was thrown out there as an idea. *Not solidified at this meeting with pursuing.*
  - If it's open to a member - having an event on the website or on Facebook.
  - The communications chair will also be sending out a monthly newsletter.
  - Sub clubs would have their own private group as a paid member
- Vote on Merch in the future?
  - Established: Bring the idea to the meeting to then vote on for the website
- **SOCIAL CHAIR - Mallory**
  - August Event (Maybe virtual giveaway)
    - Community Swap at the Four Winds. Plan: Everyone brings their items to swap with one another for a day.
    - Members can come an hour early.
    - Leftover items will be donated.
    - *This opportunity was not established at this meeting.*
- **FUNDRAISING CHAIR -Mallory**
  - Currently held by the President, which creates a conflict of interest
  - All fundraising events should be directed to the Fundraising Chair to facilitate and coordinate with the Philanthropic Committee
  - There isn't a Fundraising email, so we'll need to create one in order to separate this duty from the President

## **HISTORIAN - Vacant**

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- **MEMBERSHIP CHAIR - Erin Jonnel**
  - Coffee Club Social Turnout: 7 spouses attended
  - Splash Session on PI Turnout: 10 spouses attended
  - Seashell Decoupage Head Count (as of 7/7): 8 spouses
  - Appointment Nominations:
    - Historian Chair Position interest: Katey Wekenmann
      - Motioned by Erin Jonnel Keener, Second by Grace Gerth, Voted Unanimously by the Board

- Communications Chair Position interest: Natasha Pinney
    - Motioned by Grace Gerth, Second by Erin Jonnel Keener, Voted Unanimously by the Board
  - Social Chair Position interest: Ariel Blankenship
  - Social Chair Position interest: Victoria Andia
    - Motioned by Erin Jonnel Keener to have Ariel and Victoria co-chair, Second by Grace Gerth, Voted Unanimously by the Board
- This leaves us with two open positions: Fundraising Chair, which is currently held by the President, Mallory, and Membership Chair, which is currently held by the Secretary, Erin Jonnel.
- Zahisia and Hayleigh expressed interest in being Fundraising Chair, and will submit a 'Contact Us' form through the website to be nominated at the next board meeting.
- Membership Chair will still need a volunteer, and if it is separated from the Secretary, will require a separate email address, since the Secretary shares an email with Membership.
- **PRIVATE PEPPERS & SUB CLUBS**
  - (Private Peppers) *Rebecca & Jennifer*
    - The possibility of a donation letter specific to PP, so that they can try to get donations of food (Chick-Fil-A, DD, etc) for PP.
    - Amazon Wishlist was a huge success! They're good on items, but we can push it out again once they get low on items.
  - (Coffee Club) *Roxine*
    - None (Did not attend)
  - (Book Club) *Zahisia*
    - *Just For The Summer* by Abby Jimenez | July 30 at 6 PM, Maria's Mexican Restaurant|
- **OPEN FLOOR:**
  - None
- **ADJOURNED AT: 7:13 PM**

### **Action Items**

- Hayleigh and Z will need to send a Contact Us form through the website for their interest in Membership
- Parliamentarian will draft up appointed letters for the following positions and volunteers:
  - Natasha Pinney for Communications Chair
  - Victoria Andia and Ariel Blankenship for Social Co-Chairs
  - Katey Wekenmann for Historian Chair
- Parliamentarian will reach out to the Board on forming a committee to revise the ByLaws & Constitution
- VP/President to confirm Four Winds for September 27th at 1 PM for Welcome Aboard Event
- VP to confirm timeframe for Mini Photoshoot session
- Membership will create a SignUp Genius for Mini Photoshoot session
- Executive & General Board members will fill out the Leadership Form that the VP will send in the General Board chat NLT July 21st

**Next Meeting: (Tentatively) July 28th at 6 PM |Location: TBD|**