



SDFM | Chapter

Southside Virginia

P.O. Box 5099, Fort Gregg-Adams, Virginia 23801-0417



2024-2025 Southside Virginia SDFM

Executive Board and Committee Chair Meeting

Date: Thursday, August 1, 2024

Time: 1130 hrs.

Location: MS TEAMS

Agenda: Monthly Executive Board and Committee Chairperson Meeting

Attendees: Michael Moyers (President), Shea McCullough (President-Elect), Lisa Headrick (Vice President DCMA), Simone Woodford (Vice President IMCOM), Brenda Fifield (Secretary), Millicent Howard (Treasurer) and Yoenid Gordon (Newsletter/Publicity Chair; Webmaster; Community Service Chair), Marina Goode (Chapter Competition Chair), Erica Chambliss (Education & Training Chair), Mark Patterson and Irene Vance (Membership Chair; Ways and Means Chair), Irene Vance (Ways and Means Chair) and LaTonya Edmonds (Scholarships & Awards Chair).

Not in attendance: Megan Truong (Vice President CASCOM), Shanna Burnett (Vice President DeCA), Joshua Deneffield (Vice President DLA).

GENERAL AND NEW BUSINESS

- **Transition to New Board.** Michael Moyers installed Irene Vance and Marina Goode for the Southside VA Chapter SDFM Board for the 2024-2025 term. Megan Truong will be installed at the next meeting.
- **Membership Picnic.** 18 July 2024. Success. 29 participants. 7 Non-members attended and at least 3 showed interest to sign up. Provided the board with the financial review, total picnic cost was \$408.34, the chapter had \$342.79 in credits, leaving a balance of \$65.55 that needs to be reimbursed to Yoenid Gordon.

• **FY24-25 Chapter Selections.**

Board	Committee
President: Michael Moyers (DeCA)	Chapter Competition: Marina Goode (DeCA)
President-Elect: Shea McCullough (DLA)	Membership: Mark Patterson (DeCA)
Treasurer: Millicent Howard (DeCA)	Publicity: Yoenid Gordon (DLA)
Secretary: Brenda Fifield (DeCA)	Community Service: Yoenid Gordon (DLA)
Vice President: Megan Truong (CASOM)	Programs: VACANT
Vice President: Lisa Headrick (DCMA)	Ways & Means: Mark Patterson (DeCA) & Irene Vance (DAU)
Vice President: Shanna Burnett (DeCA)	Education & Training: Erica Chambliss (DeCA)
Vice President: Joshua Deneffield (DLA)	Scholarship & Awards: LaTonya Edmonds (DeCA)
Vice President: Simone Woodford (IMCOM)	



COMMITTEE CHAIRS

- **Treasurer** (Millicent Howard) – Banking - Millicent reported all scholarships checks have cleared. Received the reimbursement from National and the PO Box was renewed.
 - Thank you notes were received and electronically submitted to Yoenid to include in next newsletter.
 - Millicent received letter from Nisha and Monica to update the bank account and change the name from ASMC to SDFM. ***ACTION – Working on updating bank account and SAMS subscription.***
- **Chapter Competition** (Marina Goode) – Administrative, SSVA Officer updates to Nationals are due 30 days after the Officer Installation. New officer installation became effective July 18th 2024. ***ACTION – Marina will provide 2024-2025 update to Nationals.***
 - Activities planned for the year. The first Thursday of each month will be the Executive Committee Meetings. Training events, Mini PDI will be based on the calendar. ***ACTION – Marina will build this out based on the calendar and provide these updates to Nationals due 30 days from Officer installation.***
 - The audit is due 90 days from Officer Installation. Millicent has already spoken to Mr. Rob Strimple, due October 18th, 2024. ***ACTION – Millicent will provide Marina with this update to submit to Nationals.***
 - Chapter Bylaws are due this year. ***ACTION – Board will need to review and submit by April 10th 2025.***
 - Community Service Update – Requirement is 5 members and a minimum of 3 hours of work by each member to receive 50 points for community service.
- **Programs** (Vacant) – Not Reported. Mark Patterson stated that they are still looking to fill this position and currently looking for a speaker for August’s meeting. Erica is on standby for the August meeting.
- **Newsletter/Publicity/Webmaster** (Yoenid Gordon) – New Website is ready. <https://sdfm.southsideva.org/> Need Board pictures for the website. ***ACTION – Need Board pictures for the website.***
 - Newsletter and Meeting Minutes: How far out do we want to keep posted on the website? Currently, keeping 3 years. Board voted – will continue to keep 3 years available on the website. ***ACTION – Yoenid will add note to the website stating prior year meeting minutes available upon request.***
 - Scholarship program flyer, will start sharing with the schools now. Also available on the chapter website.
 - LinkedIn Account Issue – Trying to change the name, unable to update, still says ASMC. Working with LinkedIn help desk. ***ACTION – Yoenid is working with LinkedIn Helpdesk to update account name, may end up creating new account. Will provide update at next meeting.***
 - Banners ordered with new design approved by previous board. Will be stored at DeCA.



- Created signatures for President, Secretary, Community Service Chair, Scholarship Chair, General Chapter Chair to be used if sending an email from Chapter email address.
- Do we want to send out a survey to members to see what they are looking for from the chapter in terms of training or events to increase participation? Board voted and agreed this is a great idea. ***ACTION - Marina is going to provide Yoenid results from a survey that was sent to members last year and see if any of the responses are still current and use that for this survey.***
- Newsletter – Initially wanted to do this every 2 month; request to vote that the chapter moves to every 3 months. Board agreed to move to every 3 months. ***ACTION – Yoenid will move Newsletter to every 3 months going forward.***
- Yoenid needs someone else to learn how to update the website and create the event flyers. She would like to start teaching someone as soon as possible.
- **Community Service** (Yoenid Gordon) – Yoenid has created an excel spreadsheet to track events the chapter participates in listing the points of contact.
 - Upcoming Events:
 - **Sept 21st: Festival of Grapes and Hops** (Respond with volunteer numbers by August 20th)
 - **Sept 20-22: St. Benedict Ocktoberfest:** Sign up link available on website.
 - **Oct 27th (Sunday): Trunk-or-Treat** - Last year, the chapter did one trunk. Yoenid suggested a competition between organizations, each organization decorates a trunk. Board voted: Marina and Lisa think one trunk is plenty with all the competitions already going on. Yoenid is going to still pay for 2 spaces but we will stick with one trunk.
 - **Nov 10th (Sunday): Veteran Bike Rally**, more details to come in September.
 - All upcoming events will be posted in the next newsletter. ***ACTION – Yoenid is requesting pictures from anyone volunteering at these events so they can be included in December's newsletter.***
- **Membership** (Mark Patterson) – Hopefully they were able to get some people signed up. Mark should be able to see enrollments in a month or so to determine if the numbers have increased. Reminded officers they are required to keep membership current.
 - Mark reminded the officers to check your login and verify that your email address is still current to ensure you are receiving emails.
- **Ways and Means** (Mark Patterson) –
 - NASCAR: August 11th. 2 shifts: 4-8 or 4 -10. Still looking for more volunteers: Shea volunteered for the first shift. Yoenid suggested Mark provide contact person for continuity for future event scheduling, she would like to add to the community event tracker. ***ACTION – Mark will email Yoenid the contact information for this event so it can be added to the community event tracker.***
 - Looking for a speaker for August training session. Ms. Erica Chambliss is the standby speaker.
- **Professional Development Training (PDT)** (Erica Chambliss) –



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- Mini PDI – Mark, Joy (AGA), Shea, and Erica had an initial meeting to determine the date, type and venue for the mini PDI to bring to the board.
 - Date: March 27th, 2025
 - Location: DeCA HQ: Multi-purpose Room or Defense Supply Center in Richmond
 - Type: Virtual, In-Person, or Hybrid
 - The survey showed high interest in the hybrid option.
 - What are the requirements of training availability if go with In-Person, Virtual, or Hybrid?
 - The board would like some more clarification from Joy (AGA) before voting.
 - DeCA IT should be able to provide support for the entire PDI if we go with the hybrid option. ***ACTION** – Mark and Erica will get with Joy to find out their requirements for TDY. Board will vote on the type of Mini PDI at next meeting.*
- **Scholarship and Awards** (LaTonya Edmonds) – No news to report. Received the FIAR from Ms. Joy and will get with Shanna to review.
- Yoenid requested the Bylaws be updated for the website and the Pledge of Professionalism with the new name and LOGO. The current Pledge of Professionalism has the old letterhead. Marina stated Bylaws are due April 2025 and suggested to post the old Bylaws. Yoenid suggested putting a due date out there for review. Michael suggested mid-October. ***ACTION** – Board members will review their portion of the bylaws by Mid-October, Marina will send the bylaws to everyone for review.*
- In closing, Michael thanked everyone. The meeting adjourned at 1238 hrs. The next meeting is scheduled for September 5, 2024.

Michael Moyers
Southside VA Chapter SDFM, President

Minutes were prepared by
Brenda Fifield
Southside VA Chapter SDFM, Secretary