



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, January 8, 2025

Time: 1131 hrs.

Location: MS TEAMS

Agenda: Monthly Executive Board and Committee Chairperson Meeting

Attendees: Michael Moyers (President), Lisa Headrick (Vice President DCMA), Shanna Burnett (Vice President DeCA), Brenda Fifield (Secretary), Millicent Howard (Treasurer), Simone Woodford (Vice President IMCOM), Yoenid Gordon (Newsletter/Publicity Chair; Webmaster; Community Service Chair), Erica Chambliss (Education & Training Chair), and Mark Patterson and Irene Vance (Membership Chair; Ways and Means Chair).

Not in attendance: Joshua Deneffield (Vice President DLA), Megan Truong (Vice President CASCOM), Marina Goode (Chapter Competition Chair), and LaTonya Edmonds (Scholarships & Awards Chair).

GENERAL AND NEW BUSINESS

- **Secretary.** Need to start the certification process to operate on Fort Gregg-Adams. Expires in May. Yoenid emailed Brenda in November with the guidance and process for this application. ***ACTION – Brenda will send the package to AJ Bohne for review and renewal.***
- **Trainings.** Are there any trainings scheduled for January or February? - Erica booked a speaker for January 30th from AGA. Mark has a lead on a speaker for the February training. ***ACTION – Erica will provide Yoenid confirmation and details for the January training so the flyer can be provided to the VPs for distribution.***

COMMITTEE CHAIRS

- **Treasurer** (Millicent Howard) – Banking - The savings account balance is \$5067.01. The balance in the checking account is \$12,805.53, with a total balance of \$17,897.54. One disbursement for \$50.51, check 1785 to Shanna Burnett for the cake for Mr. Hall. Another disbursement to Wabi Sabi for appetizers purchased during the holiday party for \$107.90. Received \$33 in donations for the 50/50 Christmas raffle and an additional \$12 donation that will be deposited today to bring the checking account balance to \$12,850.53. Audit – Millicent has not received any updates on the audit. Mark expressed concerns; Brenda stated the due date for the audit was November 18th. ***ACTION – Mr. Moyers stated he knows Mr. Robert Strimple and will follow up with him on the audit.***
- **Chapter Competition** (Marina Goode) – Not Reported.
- **Programs** (Vacant) – Not Reported.
- **Newsletter/Publicity/Webmaster** (Yoenid Gordon) – Website – Added the upcoming PDT flyer and details are now uploaded including a registration link and information summary link. This information is also listed on the SDFM website so we will hopefully receive participation from other chapters. Will



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also be adding the January CPE information to the site. Mark will provide Yoenid the February training information once he has it and Yoenid will add this to the website and create the flyer. Yoenid stated the PDT flyer should be distributed to everyone, pricing includes both member and non-members. Newsletter - was sent out in December. Yoenid would like to receive similar feedback to incorporate January happenings in the Newsletter.

- **Community Service** (Yoenid Gordon) – The Ronald McDonald DIY Project – Yoenid hasn't received any feedback if anyone has received any donation. Original timeline was set for January 15th. Recommends the committee moves this to February 15th. Mark, Millicent and Michael all voted to move the project to February.
- **Membership** (Mark Patterson) – Yoenid suggested doing a Paint Night to raise money for the summer membership picnic. Millicent and Michael agreed this would be a great idea. Shanna also stated this would be a great idea and would participate. ***ACTION – Yoenid will put together some details on date and location.*** Membership – Mark sent out the new membership listing to the committee January 7th and encourages the VPs to reach out to the members that have expired to renew their memberships.
- **Ways and Means** (Mark Patterson) – Mark has the POC listing for the Richmond Raceway and believes Irene has this as well but will forward this to Brenda.
- **Professional Development Training (PDT)** (Erica Chambliss) – Met with AGA on Monday to go over items for the PDT. January 30th there will be a joint speaker using Zoom. This will be a trial run for the spring PDT as there may be some features that can help facilitate the event and layout.
 - Mini-PDT –
 - Registration is open.
 - DeCA Employees can select the pay later option.
 - Mark and Erica are working on a caterer for the event.
 - Following up with the speakers to get pictures, bios, and the titles of their presentations.
- **Scholarship and Awards** (LaTonya Edmonds) – Not Reported.

In closing, Michael thanked everyone for attending the meeting. The meeting adjourned at 11:59 hrs. The next meeting is scheduled for February 6, 2025.

Michael Moyers
Southside VA Chapter SDFM, President

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