



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, October 3, 2024

**Time:** 1130 hrs.

**Location:** MS TEAMS

**Agenda:** Monthly Executive Board and Committee Chairperson Meeting

**Attendees:** Michael Moyers (President), Megan Truong (Vice President CASCOM), Shanna Burnett (Vice President DeCA), 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).

**Not in attendance:** Lisa Headrick (Vice President DCMA), Simone Woodford (Vice President IMCOM), Joshua Deneffield (Vice President DLA), and LaTonya Edmonds (Scholarships & Awards Chair)

#### GENERAL AND NEW BUSINESS

- No general or new business to report this month.

#### COMMITTEE CHAIRS

- **Treasurer** (Millicent Howard) – Banking – Disbursement to the credit card of \$253.35 for pizza. A cash reimbursement to the checking account for \$253.35. The balance in the checking account is \$11,953.79.
  - Checked the PO Box on Tuesday, only had Comcast literature.
  - Faxed letter to the IRS today to update the name, address, and principal officer on the account. Ms. Shanna Burnett and Ms. Brenda Fifield signed the memo. **ACTION – Millicent will provide this information to Marina to be included in the chapter activities report.**
  - Millicent spoke with Mrs. Rakes and she is going to provide Mr. Strimple with all of the documents needed to complete the audit for 2024. Mrs. Rakes has not provided Mr. Strimple the documents needed for the audit. **ACTION – Mr. Moyers will reach out to Mrs. Rakes to get Mr. Strimple the documents needed to complete the audit.**
- **Chapter Competition** (Marina Goode) – Everything is on track, no new updates to report. Audit is due November 18<sup>th</sup>.



- **Programs** (Vacant) – Not Reported.
- **Newsletter/Publicity/Webmaster** (Yoenid Gordon) –
  - Publicity. Ways to gather membership again - Social/happy hour to promote networking. Trapezium Brewing. October 23<sup>rd</sup> from 4-9pm. No cost to the chapter, this would be at the member's cost. Marina agreed this is a great idea and Lisa second the idea. ***ACTION – Yoenid will create flyer with date and time and that it's at the member's cost.***
  - Website. No updates.
  - Communication. Sending out survey to the survey in October to the Chapter to see out they felt about the hybrid training for CETs.
  - Newsletter. The newsletter for December, need input by November 15<sup>th</sup> short stories, grants, scholarship information. ***ACTION – LaTonya will get the scholarship, grant and short story information to Yoenid for the December newsletter.***
- **Community Service** (Yoenid Gordon) –
  - Past Events:
    - **Sept 21st: Festival of Grapes and Hops** 6 volunteers, we received credit for 29 hours.
    - **Sept 20-22: St. Benedict Ocktoberfest:** 8 volunteers, we received credit for 32 hours. Received 50 points.
  - Chapter has a total of 200 out of 250 competition points for community service.
  - Upcoming Events:
    - **Oct 27th (Sunday): Trunk-or-Treat:** Bring candy to trivia night. Yoenid will need all candy donations by October 24<sup>th</sup>.
    - **Nov 10th (Sunday): Veteran Bike Rally** – 5 volunteers so far. Need 15 volunteers for this event.
  - ACTION – Yoenid is requesting pictures from anyone volunteering at these events so they can be included in December's newsletter.***
  - **Jan. 15: Ronald McDonald DIY Project-** Items collection (added to Sept Newsletter) After the items are collected; will set up a date to request volunteers to make the bags (Feb). ***ACTION – Yoenid and Shanna will make up a flyer to put up our offices.***
- **Membership** (Mark Patterson) – We have around 200 members currently. Most of the members are from DLA and Ft. Gregg-Adams.
- **Ways and Means** (Mark Patterson) – No new income for the month. Looking for opportunities for some fundraisers.
- **Professional Development Training (PDT)** (Erica Chambliss) –
  - Mini-PDI –
    - Asked the VPs to send out an email looking for volunteers for planning the PDI, no responses yet. Will send out another request as we get closer to March.
    - Starting lining up speakers, working on the agenda, meeting with AGA.



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- Will have a more thorough update at the next meeting. ***ACTION – Erica will provide Yoenid a summary for PDI volunteers needed to be included in the December newsletter.***
- **Scholarship and Awards** (LaTonya Edmonds) – Not present to report.

Mark brought up the pizza luncheon for the October training session being held at DeCA HQ and wanted to encourage a good turnout.

In closing, Michael thanked everyone. The meeting adjourned at 1203 hrs. The next meeting is scheduled for November 7, 2024.

Michael Moyers  
Southside VA Chapter SDFM, President

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