



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, February 6, 2025

Time: 1132 hrs.

Location: MS TEAMS

Agenda: Monthly Executive Board and Committee Chairperson Meeting

Attendees: Michael Moyers (President), Shanna Burnett (Vice President DeCA), Joshua Denefield (Vice President DLA), 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), Megan Truong (Vice President CASCOM), Marina Goode (Chapter Competition Chair) and LaTonya Edmonds (Scholarships & Awards Chair).

Not in attendance: Lisa Headrick (Vice President DCMA), and Mark Patterson and Irene Vance (Membership Chair; Ways and Means Chair).

GENERAL AND NEW BUSINESS

- **Secretary.** Certification process to operate on Fort Gregg-Adams. Expires in May. Brenda is waiting on the Liability Insurance Coverage paperwork from Nationals to complete the revalidation package along with the financials from Mr. Strimple. Once these items are received the package will be sent for review. We are still within our deadline for review. ***ACTION – Brenda will send the package to AJ Bohne for review and renewal.***
- **Paint Night Date.** This is being pushed out until summer.

COMMITTEE CHAIRS

- **Treasurer** (Millicent Howard) – Banking - The savings account balance is \$5092.01 The balance in the checking account is \$12,8050.53. Two deposits, one for \$33 from the 50/50 raffle from Christmas and one for \$12 from the November luncheon. Audit – Received the audit report February 4th and sent to Marina and also provided a copy to Brenda and Mr. Moyers.
- **Chapter Competition** (Marina Goode) – Annual audit was submitted to national headquarters. Currently, the chapter bylaws and form 990 are coming due in March, deadline is March 31st.
- **Programs** (Vacant) – Not Reported.
- **Newsletter/Publicity/Webmaster** (Yoenid Gordon) – Publicity – VPs; keep sharing the flyer for the upcoming PDT. There haven't been many members registering for the training. Need to get the participation number up. Newsletter - coming out in March. If anyone has information to share such as promotions, new jobs, FM articles, let Yoenid know, deadline February 24th. Website – is always being updated. ***ACTION – Megan will provide Yoenid a Bio of the new G8 Comptroller for CASCOM to put in the Newsletter.***
- **Community Service** (Yoenid Gordon) – The Ronald McDonald DIY Project – Lisa is the only one who has communicated that she has items for this donation project. Yoenid is going to assemble them and drop them off on behalf of SDFM. We met our quota for the chapter competitions to maximize



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community service. We might have an event in April and the scholarship luncheon in May but will kick things off in June.

- **Membership** (Mark Patterson) – Not Reported.
- **Ways and Means** (Yoenid reported) – Mark reached out to Richmond Raceway in January and is waiting for a response. Yoenid has a spreadsheet in the chapter email with their contact information along with contact information for VCU for basketball games to try and work the concessions. Race isn't until October.
- **Professional Development Training (PDT)** (Erica Chambliss) – Catering options and wanted to bring to the board to discuss and vote. Yoenid and Mr. Moyers are going to donate water for the event. Three vendors provided menu options and prices.
 - Brocks BBQ \$18.13/Per Guest
 - Marias Old Town 21 \$28.50/Per Guest
 - Nanny's Southern Style \$17.99/Per Guest

The board reviewed what was being offered and the cost. These are all based on having a minimum order of 80. The caterers will not provide food if there are less than 75 participants. Mr. Moyer's asked if the chapter is augmented the cost for the catering? Yoenid stated that the cost should be split with AGA. The board voted with a majority vote for Nanny's.

Millicent asked about paying for the catering for the PDT. Mr. Moyers put it to a vote asking the board if they are ok with using chapter funds to pay for the PDT luncheon estimated at \$1300. The board did not oppose, vote passed unanimously. The PDT will generate funds for that the chapter will recoup to cover the cost of the luncheon. ***ACTION – Mr. Moyers will email Joy to find out the process for the cost for the PDT.***

- **Scholarship and Awards** (LaTonya Edmonds) – Sent emails to the schools that scholarships are open. Flyer and applications were provided. The application period is open until April.

Michael asked if anyone else was having trouble trying to sign up for the National PDI, he could not find the link. The event is listed but not the link.

Megan Truong, CASCOM VP is transitioning to new position and nominated Jennifer Barilow to replace her as the new CASCOM VP. Yoenid voted yay and Mr. Moyers, Marina, and Simone also voted yay. Jennifer Barilow will replace Megan as CASCOM VP.

In closing, Michael thanked everyone for attending the meeting. The meeting adjourned at 12:12 hrs. The next meeting is scheduled for March 6, 2025.

Michael Moyers
Southside VA Chapter SDFM, President

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