



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, September 5, 2024

Time: 1130 hrs.

Location: MS TEAMS

Agenda: Monthly Executive Board and Committee Chairperson Meeting

Attendees: Michael Moyers (President), Lisa Headrick (Vice President DCMA), Simone Woodford (Vice President IMCOM), Megan Truong (Vice President CASCOM), Shanna Burnett (Vice President DeCA), Joshua Denefield (Vice President DLA), 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: All members present for the meeting.

GENERAL AND NEW BUSINESS

• **President-Elect resignation.** Mr. Shea McCullough, President-Elect resigned August 20, 2024, position currently open. Yoenid Gordon stated 1 of 6 chapters currently that have this position. Ms. Gordon moves that we remove this position as it is a hard position to fill. We are revising the by-laws would be a good time to eliminate the position. Mr. Moyers seconds the motion to remove the position. Board votes to make this an initiative to remove this position from the by-laws. We will need to look at National By-laws to see who would replace the President should the president step down, such as a Vice President or another chair as long as National by-laws allows it. ***ACTION – Marina will reach out to Nisha to confirm and follow up during next meeting.***

• **First SSVA Hybrid Training 22 August 2024.** Success. 53 online participants and 16 In-person attendees for the training event.

COMMITTEE CHAIRS

- **Treasurer** (Millicent Howard) – Banking – Balance in checking account is \$11,953.79. Received reimbursement of \$750.00 from NASCAR and \$800.00 from ASMC. Had a disbursement of \$256 to the United States Post Office.
 - A letter is being mailed to the IRS today to update the chapter name. ***ACTION – Working on chapter name with the IRS and SAMS subscription.***
 - 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.



- Mr. Moyers and Ms. Howard both received their debit cards for the checking account.
- The Post Office Box account was updated to add Ms. Millicent Howard and Mr. Michael Moyers to the account.

- **Chapter Competition** (Marina Goode) – Administrative, SSVA Officer updates and the meetings and activities planned for the year were submitted to Nationals.
 - Annual Audit due 18th November.
 - Chapter Bylaws are due March 31, 2025. ***ACTION – Marina is going to start reviewing them next month.***

- **Programs** (Vacant) – Not Reported.

- **Newsletter/Publicity/Webmaster** (Yoenid Gordon) –
 - Publicity. Ways to gather membership again - Social/happy hour to promote networking. 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 call a few places to accommodate around 20 people and then email the board to vote on one of the locations.***
 - Website. Need Board pictures for the website for LaTonya, Irene, Lisa, Melissa and Brenda. ***ACTION – Board members will need to email Yoenid a picture or let her know they would prefer not to have a picture on the website.***
 - LinkedIn Account Issue – Keeps flagging the account because our organization is technically a business and cannot have a private account. Yoenid is voting to dissolve the account rather than pay for the LinkedIn account. Marina expressed that managing the LinkedIn account requires a lot of effort that Yoenid is currently doing in addition to managing the website and newsletters and we may need another volunteer to manage the LinkedIn account. ***ACTION – Yoenid is going to find out how much the cost is for the account and the board will vote at the next meeting.***
 - Chapter Merchandise. Stored at DeCA in a cubicle by Mark's desk (3rd Floor). Bring to events.
 - 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 September is ready pending Mr. Moyers approval. Mr. Moyers gave the go ahead to send the newsletter. ***ACTION – Brenda will send the newsletter to the VPs for distribution.***
 - Holiday CETs. Are we continuing to do a Holiday CET in December? Mark stated that shouldn't be a problem. Shanna volunteered to assist with planning for games but does not want to head it up. ***ACTION – Mark will provide Yoenid with a list of speakers. Board will revisit who will be heading the holiday event.***
 - CETs. Mark is working on lining some speakers up. Megan stated that Mr. Hall from CASCOM will be speaking in October. ***ACTION – Megan will provide Yoenid with a Bio of Mr. Hall; the dates and topic and she will make up a flyer to send out to the members.***
 - Scholarships and Awards. Yoenid is requesting that 2 or 3 motivational sentences for the Mark Patterson Grant, scholarships and awards we currently have for the chapter to go in the



December newsletter by November 15th. ***ACTION – LaTonya will provide Yoenid the scholarship information for the December newsletter.***

- Volunteer to Interview – Why become a member. Yoenid will provide a few questions on what the membership has done for you.
- Newsletter/Chapter Competition Points. Member Promotions. If members have been promoted to new positions, received certifications, or even birthdays, these are highlights that can be included in the newsletters. This also includes interesting FM articles. ***ACTION – Board members provide these details to Yoenid if they come across any of these instances.***
- 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. Shanna Burnett volunteered to learn. ***ACTION – Yoenid will share the newsletter template link for editing with Shanna.***
- **Community Service** (Yoenid Gordon) – Yoenid has created an excel spreadsheet to track events the chapter participates in listing the points of contact.
 - Richmond Raceway had 11 volunteers, 10 were members. Volunteered a total of 51.5 hours and received credit for 46 hours.
 - Upcoming Events:
 - **Sept 21st: Festival of Grapes and Hops** 9 volunteers, 7 are members, we will receive credit for 24 hours.
 - **Sept 20-22: St. Benedict Ocktoberfest:** 1 chapter member confirmed to volunteer. Still need volunteers for this event.
 - **Oct 27th (Sunday): Trunk-or-Treat** – Yoenid paid for 2 spaces for this event and purchased decorations for the trunk. We do need donations of candy. Ask your supervision to put out boxes for donations. Last year there were approximately 500 kids at the event.
 - **Nov 10th (Sunday): Veteran Bike Rally** – Need 15 volunteers for this event.
 - Possible Volunteer Opportunities:
 - Ronald McDonald DIY Project – Collect entertainment for the children at the Ronald McDonald house and make bags. Coloring books, crayons, card games, crafts, etc. ***ACTION – Yoenid and Shanna will make up a flyer to put up our offices.***
 - Miracle League with the Richmond YMCA – March or April (One Saturday). Team up with special needs individuals and help them participate in baseball. Assist by pushing a wheelchair, cheering, directing the participants, give them a day of fun.
 - Habitat for Humanities – Tracking projects, thinking this is something we could look at for May or June based on events currently going on.
 - Continue Saturday Food Distribution in January and February for Feed More.
 - Yoenid put these options out to the board to vote as potential add ins. Shanna voted that she likes all of the options and that perhaps we can add any of them in throughout the year as time allows. Lisa and Simone also liked doing the Ronald McDonald DIY Project.
 - Project Local - Additional volunteer opportunity that can also bring in funds for the chapter.



- Shamrock the Block-March
- Carytown Watermelon Festival-August
- Scott's Addition Pumpkin Festival-October
- Possible Ways and Means:
 - VCU Basketball Concessions-Stuart C. Siegel Center – Yoenid is trying to get a point of contact. Would receive 10% of food and beverages sales and tips. Would volunteer at home games only. Volunteer shift would be 3.5 hours.
 - Brown's Island Concerts
 - Squirrels Baseball Games – Could be a potential Mini-PDI sponsor.
- **Membership** (Mark Patterson) – We have around 200 members currently. Most of the members are from DLA and Ft. Gregg-Adams. ***ACTION – Mark will send the updated membership listing to Brenda.***
 - Mark reminded the VPs to make effort to keep up with those coming and going from your organization. Yoenid suggested doing a presentation to the military financial managers at the bases to help grow our membership.
- **Ways and Means** (Mark Patterson) –
 - NASCAR: Mark thanked all the volunteers for showing up. We received a \$750 check for the chapter by volunteering for event. Mark stated they also do evening concerts that we can volunteer at as well. Mark will follow up with his contact to see what options are available for the chapter.
- **Professional Development Training (PDT)** (Erica Chambliss) – Training event was a success. Thank you everyone for your assistance and participation.
 - Mini-PDI – Erica would like to send out a request to the SDFM members who would like to participate in the planning committee. ***ACTION – Erica will be emailing the SDFM members to formulate a planning committee for the Mini-PDI.***
 - Date Finalized: March 27th 2025
 - Location: Deca HQ, Multi-purpose Rooms. Joy from AGA toured the location with Erica and Mr. Moyers. The DLA location was not toured. Joy made a recommendation that we could alternate locations for the Mini-PDI each year. Yoenid stated that she thought the board was going to vote on the location for the Mini-PDI. Mr. Moyers, Mark and Erica were under the impression the that August Hybrid training was the test for the DeCA location being used for the Mini-PDI.
 - Format: Hybrid using Microsoft Teams
 - Refreshments will be provided during the event and most likely a catered lunch, but more to come on that. Erica will be sending out an email with suggestions on a theme.
 - Speakers. Mark and Brenda drafted a memo for Michael Beaupre, Director of Human Capital and Resource Management to speak at the event. Ms. Franceschi is another potential speaker we can ask. Erica stated we are also considering assembling at least one panel. Looking to have a total of 8 speakers for the event.
 - Payment platform needs to be finalized, more to come at the next meeting.



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- **Scholarship and Awards** (LaTonya Edmonds) – No new items to report. Tasker for Yoenid for November for the newsletter.

Shanna Burnett asked about CET template to complete for the August training sessions. Lisa mentioned she sent it out to the VPs with the Power BI trainings as well so they should have the templates. ***ACTION – Yoenid will send the template to the VPs.***

In closing, Michael thanked everyone. The meeting adjourned at 1243 hrs. The next meeting is scheduled for October 7, 2024.

Michael Moyers
Southside VA Chapter SDFM, President

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