



**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, December 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), Shanna Burnett (Vice President DeCA), Brenda Fifield (Secretary), Millicent Howard (Treasurer), Marina Goode (Chapter Competition Chair), LaTonya Edmonds (Scholarships & Awards Chair), Mark Patterson and Irene Vance (Membership Chair; Ways and Means Chair).

**Not in attendance:** Joshua Denefield (Vice President DLA), Megan Truong (Vice President CASCOM), Simone Woodford (Vice President IMCOM), Yoenid Gordon (Newsletter/Publicity Chair; Webmaster; Community Service Chair), and Erica Chambliss (Education & Training Chair).

### **GENERAL AND NEW BUSINESS**

• **Holiday Party.** Location – Wabi Sabi, Date: December 11<sup>th</sup> 1200-1400. VPs were provided a flyer made by Ms. Shanna Burnett to send out to all members. Shanna and Marina are working on games and asking for any donations of gift cards towards the games for prizes \$5 to \$10. We talked about providing some appetizers from SDFM funds. ***ACTION – Marina, Irene, and Mr. Moyers will bring gift cards for the games. Shanna will bring a speaker to play holiday music.***

### **COMMITTEE CHAIRS**

- **Treasurer** (Millicent Howard) – Mr. Strimple has all the documentation to complete the audit review. Banking - The savings account balance is \$5088.80. The balance in the checking account is \$12,963.94. One disbursement for \$12.00 to Lee Golf Course for November luncheon. One outstanding check for \$50.51. Ms. Shanna stated check was deposited the day she received it. ***ACTION – Millicent will follow up on why it is still showing outstanding.***
- **Chapter Competition** (Marina Goode) – Bylaws – chapter bylaws have been reviewed and updated. All President-Elect documentation and citing has been removed. ASMC has been replaced with SDFM. Ft Lee was replaced with Ft Gregg-Adams. Added all incoming chapter Presidents must have served as the Chapter Executive Board or on the Chapter Executive Committee based on decision from previous meetings. Does anyone know the official colors are going forward? Mark responded that Yoenid has been including yellow and green. There is a statement in the bylaws in regards to our Insignia which has changed, this has also been updated. ***ACTION – Shanna will send the color information to Marina to***



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*update in the chapter bylaws. Each competition chair needs to review their section for review and then we will need to vote and approve the changes by March 31<sup>st</sup>.* Competition – Audit was due November 18<sup>th</sup>, so we are a little past due. This happened once historically and nobody held this against us, just to give everybody comfort. IRS form 990-N filing, due March 31<sup>st</sup>.

- **Programs** (Vacant) – Not Reported.
- **Newsletter/Publicity/Webmaster** (Yoenid Gordon) – Not Reported.
- **Community Service** (Yoenid Gordon) – Not Reported.
- **Membership** (Mark Patterson) – Mark sent updated list to Joy for the upcoming Mini PDT.
- **Ways and Means** (Mark Patterson) – Ronald McDonald has a standing service at VCU Men's Basketball games. They run a food and drink kiosk. Its strictly volunteer based and would not generate cash for the chapter, but something to consider.
- **Professional Development Training (PDT)** (Erica Chambliss) – Not present to report. Mark reported the following
  - Mini-PDT –
    - Erica is working on Sponsorship information to post.
    - Nationals provided a lead on a potential sponsor to follow up on so Erica is working on that.
    - Checked with the Golf Course to cater the event, the event is too large for them to cater.
    - Looking to do a continental breakfast and snacks that SDFM would handle and then cater the lunch.
- **Scholarship and Awards** (LaTonya Edmonds) – No items to present.

In closing, Michael thanked everyone and is looking forward to seeing everyone on Wednesday. The meeting adjourned at 11:59 hrs. The next meeting is scheduled for January 2, 2025.

Michael Moyers  
Southside VA Chapter SDFM, President

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