



MINUTES
CHAPTER MEETING
August 24, 2023 – 10:00 A.M.
Chapter House North

CALL TO ORDER

- Meeting called to order by President Kelly Bocanegra at 10:00 A.M.
- Flag Salute – led by Julee Barry.
- Permission to deviate from the agenda was approved by general consent.
- President's Remarks
 - Code of Conduct Rules established in 2019 were reviewed by President Kelly Bocanegra.
- Minutes: There were no minutes to approve because of the new fiscal year. The proofreaders for this month's minutes will be Cathy Fresquez and Ann Bach.
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- Host Committee for August was acknowledged.
- Ice Breaker: "Name That 70's Song Artist", was led by Sue Geddes.
- New members were introduced and presented with their name badges by President Kelly Bocanegra.
- Ann Bach presented an Educational Minute about the History of Operation School Bell® which was started in 1953 by Ruth Ann Montgomery.
- The Operation School Bell Executive Committee was acknowledged as the highlighted committee of the month. Members of the committee were introduced.

BOARD AND COMMITTEE REPORTS

Treasurer Cindy Reilly

- Members were given a copy of the Monthly Statement of Activities Summary and Balance Sheet as of July 31, 2023.
- The Check Reimbursement Form process was explained.

Report on file

Vice President Membership Sue Geddes

- The Membership Committee was thanked for making phone calls to all members reminding them of today's meeting.
- Total voting membership is now 112 which includes 10 new members joining after June 1, 2023 in new fiscal year.
- Volunteer Hours
 - In June 92 members reported 2,260 hours (including 4 non-member hours)
 - In July 78 members reported 1,898 hours (including 10 non-member hours)
 - August to be determined at month's end
 - Val Eberle was thanked for keeping such great track of the hours.
- Members who joined Assistance League in the months of June, July and August were recognized for their years of service. Photos were taken.

Report on file

Vice President Philanthropic Programs Toni Mueller – Report given by Sue Zajicek

AL Bear: Chair Linda Combe

- We have a new stock of bears totaling 20 boxes, with 24 in each. Two boxes were recently sent to San Antonio Hospital.
- The new bear committee discussed ideas to successfully serve our agencies. Chair Linda Combe sent out a questionnaire to all agencies we currently contract with and 4 have responded or promised to respond. From these questionnaires we will now get a better idea of the following:
 - Do you currently have a stock of bears on hand? How many?
 - What do you project your needs for bears will be this year?
 - What is the response from those receiving the bears?
 - What is the response from those in charge of distributing the bears?
 - Do those receiving the bears know who is providing them?
 - What is the procedure for distribution?
- The committee was also asked to personally contact their assigned agency, and report back at the upcoming meeting.
- We decided not to add any new agencies at this time until we monitor the responses. A few committee members suggested adding Senior Living Homes. Toni reported she would find out if the current "description of recipients" fits senior citizens.

- We are beginning the year at a slower pace, delivering 2 boxes at a time to hospitals and agencies until we know more about overall agency needs and in keeping with our \$8,000 budget. Our budget must last throughout the year. Just over \$4000 was spent on the first order in August 2023.

Operation School Bell Closet: Chair Sue Goding

- The start-up clothing was delivered to the Chaffey Joint Union High School Closet including:
 - Men's and women's zip hoodies, joggers, underwear and socks.
 - Two bags of men's and women's jeans from the Thrift Shop.
 - Tennis shoes from the Thrift Shop.
 - Next month we will include children's clothes from the Thrift Shop.
- Book Drive
 - Donated high school level books will be collected during August and September.
 - The books will be wrapped and handed out as Christmas gifts in November at Eileen's Hope Closet located on the Chaffey Joint Union High School District Continuation School campus.
 - If ideas for the type of books that would be appropriate are needed, talk to some of our retired teachers.
 - A collection box is in Chapter House North for the donations and it will remain there until the September Chapter Meeting.

Fostering New Beginnings: Chair Sue Smith

- On July 5, Aspiranet picked up ten sets of household goods, kitchen supplies, bed/bath linens, cleaning and grooming kits.
 - Aspiranet currently has seven sets available for move-ins.
 - Committee members are now ordering items for ten more sets.
 - The next meeting is October 17 at 11:00 a.m. in Chapter House South
 - Members were asked to see Sue Smith after the meeting if they would like to join this committee.

Waste Not: Chair Chris Shovel

- The Heart of Jesus – 47 boxes and 119 bags
- Santa's Inc. – 4 bags
- Animal Shelter– 2 bags

Operation School Bell Dressings – Chair Toni Mueller

- Chair Toni Mueller has contacted all 8 school districts we serve and have agreements with, and gave them the updated forms needed for Fall 2023 Dressings.
 - There will be 13 dressings beginning Thursday, September 14th.
 - The Executive Committee hosted an Orientation meeting on Wednesday, August 16th to share information about the dressing event. 15 members attended.

- Students will also receive a grooming kit and a book at each dressing event.
- Members interested in volunteering should contact Sue Zajicek.

All Philanthropic Program reports are on file.

Vice President Resource Development Karolyn Bragg

Thrift Shop: Chair Nina Jelinek

- The month of July, 2023, the Thrift Shop has earned \$25,348 after taxes and before expenses. Year to date revenue is \$54,931 compared to \$58,279 last year.
- Hilary Johnson has joined the Scheduling Committee and will be doing the telephoning when necessary to ask for volunteers to work the Thrift Shop. Sign up today at the Thrift shop table.

Annual Fundraiser: Chair Linda Combe

- Linda Combe and Ellen Ponder, recently appointed co-chairs of the Annual Fundraiser, have had several meetings and the Annual Fundraiser is underway.
- Membership has been asked to give names and addresses of friends and family they would like to receive an invitation to the Annual Fundraiser. These names and addresses can be sent or given to Linda Combe/Ellen Ponder or put in their Annual Fundraiser box in the office.

Direct Mail: Chair Laurie Milhiser

- A “Stuffing Party” was held on August 8 to assemble the Fall Back to School mailer appealing for donations to support our philanthropies. 10 volunteer members attended and we stuffed approximately 460 envelopes.
 - Extra donation cards and envelopes are available in the office on the counter for anyone who needs them.

Grants and Donations: Cindy Hall Chair

- Year to date our grant total is \$2521.
 - Received in July: Edelstein Foundation \$2500

All Resource Development reports are on file.

Chair Strategic Planning: Sue Goding

No report

Chair of General Services Patti Nonemaker

Buildings:

- A new AC unit was installed in the Thrift Shop.
- Chapter House north and south windows and blinds have been cleaned.

Grounds:

- New fencing and repairs to gate with new green covering installed on the portion leading to the back parking lot.
- Automatic exit gate repaired when chain broke.

Report on file

Liaison to Assisteens® Wanda Courey

- The Assisteens® Governing Body and committee chairs met for leadership training and planning for 2023-2024.
 - Their focus was enthusiasm and engagement.
- Governing Body met August 7, 2023 to discuss and continue to plan the year's activities as well as plan for first Assisteens General Meeting August 14th.
- Assisteens General Meeting August 14th - 45 members attended.
 - Governing Body and Vice Chair of Membership organized Assisteens by AL Crews.
 - Assisteens divided into crews each with a crew leader who did introductions, explained our various activities, collected hours and signed up for committees.
 - Governing Body encouraged participation by having a raffle.
 - Volunteer sign-ups were taken for Operation School Bell® Dressings and Thrift Shop.
 - Thrift Shop continues to be staffed by Assisteens 2nd, 3rd and 4th Saturdays of the month.
 - Thrift Shop summer volunteers contributed 340 service hours.
- New Assisteens Parent Orientation Night was August 9th.
 - Met with new members and parents and discussed expectations.
 - Assisteens co-chairs explained the importance of communication of activities through App Remind.
- OSB Grooming Kit party Aug. 21.

- Twenty-five Assisteens and parents filled 800 Ziplock bags with toiletries.
- WeCare Committee will meet August 27 to plan yearly activities.

Report on file

Chair of Strategic Planning Sue Goding - presented by Kelly Bocanegra

- Copies of the 2023-2024 Strategic Plan were distributed to the membership and the importance of a Strategic Plan as the road map for the year was discussed.

Capital Improvements Committee: presented by Kelly Bocanegra

- President Kelly Bocanegra discussed the capital improvements that have been done over the last few months. These include interior and exterior painting of all three buildings on campus. Also included are Chapter House North carpet, lighting, kitchen cupboard painting and vinyl flooring.

UNFINISHED BUSINESS

- The 2022-2023 Annual Report, developed by the previous year's Board and was given to all members and highlights were presented.

NEW BUSINESS

- New Member Directory
 - A Member Information Special Committee has been appointed by President Kelly Bocanegra and approved by the Board. The members are Val Eberle, Wanda Courey, Cathy Horn, Thel Ross and Sue Geddes. This committee will be researching with our insurance carrier the information that should be included in our chapter Member Directory and in the Assisteens Member Directory.
 - Members were presented with a printed copy of the Member Directory and those not picked up by the September Chapter Meeting will be mailed to members

ANNOUNCEMENTS

- The following members made announcements about signing up to volunteer for the following:
 - Thrift Shop: Hilary Johnson
 - Operation School Bell: Sue Zajicek
 - Monthly Chapter Meeting Host Committee: Ellen Ponder and Linda Combe

- September Social: Marilyn Olson and Sally Hogan gave information and passed out a flyer with details about the September 30 Social to be held at the home of member Chita Johnson. Reservations are due by Saturday, Sept. 23.
- Annual Fundraiser: Linda Combe and Ellen Ponder presented a skit to launch the Annual Fundraiser Holiday Boutique to be held in Chapter House North on Saturday, November 4 from 10:00 a.m. to 4:00 p.m.
 - Donations for gift cards were requested from members.
 - Ideas for how to request donations from local businesses and the forms needed were presented.

CALENDAR

- Next Chapter Meeting: September 28, 2023, in Chapter House North - Social at 9:30 a.m. and meeting at 10:00 a.m.
- September 2023 calendar was given to members.

ADJOURNMENT

- The meeting was adjourned at 11:50 a.m.

President Kelly Bocanegra

Secretary Debbie Gunderson

Chapter Meeting Minute Proofreaders:

Member Cathy Fresquez

Member Ann Bach