

MWR Meeting Minutes, 1/20/04

Attendees: Valerie Carpenter, Yvette Jefferson, Suzanne Earley, Sarah Kotecki, Bruce English, Robin Labby, Fred Myers, Jon Winkler, Anthony Farmer, Paige Flores, Lesa Archie-Barnes, Steven White, and Lori Harris

Leadership Changes (effective January '04)

- 2004 MWR Officer Elections
 - Start recruiting for new officers (PDCs, SECNAVs, LD applicants, etc.) – this type of position provides exposure to the command
 - Charter requirements
 - Elections
 - Supposed to take place during the spring
 - Propose elections take place during August 2004 with complete turnover in January after the Fall Picnic and the Holiday Party

Status of MWR

- ESG Representative – Phil Smith
- Jon Winkler met with the Vice to discuss the need for more involvement from the command and MWR funding issues
- Funds
 - See Treasurer's report (not included in these minutes)
 - Currently have approximately \$19,143, but the MWR has not been invoiced for the Holiday Party yet

Fundraising

- Snack/Concession Sales
 - Lesa Archie-Barnes getting things set up and organized for the LRA sales
- Civilian Cafeteria Fund
 - Represents approximately 25% of the operating budget in past years
 - Losing more than expected revenue this year since the IPTs will be moving to LRA sooner than originally scheduled
- Other – LANTDIV Attire
 - MWR will hold one last LANTDIV Attire Sale before switching over to the NAVFAC logo

2004 Spring/Summer Picnic

- Cost impacts: Losing \$1,000 - \$1,500 for each family picnic
- Discussion as to whether to keep the picnic as a family picnic or make it an employee only picnic, similar to the fall picnic
 - Spring picnic, with more events catered to the children, requires more effort

- Discussion tabled on whether to stick with catering or change to LANTDIV employees cooking the food, similar to the fall picnic
 - Will need a larger number of volunteers if not catered
 - Would cost less to not cater
- Date: Primary/rain dates - June 17 and June 24, 2004 (These dates were sent to the front office last fall, so we should try to maintain them)
- Checking into booking Fleet Rec Park

2004 Holiday Party

- Tentative Date: December 3, 2004 or December 4, 2004
- Norfolk Yacht Club reservations cancelled
- Checking into cost of having the party at the Holiday Inn on Greenwich Road
 - Food: 3-piece buffet w/chicken, beef, and fish (possibly change the fish to pork) and cheese, cracker, and vegetable trays
 - Current price for food and room = \$20/head (Yacht Club was \$40/head last year for everything...food, room, bar service, dj, etc.)

General Items

- Fred Myers has resigned as Events Coordinator and Lori Harris is taking over planning the 2004 Holiday Party
- Spring Golf Outing: Rick Kahler is planning for the last week in April to hold this event
- Earth Day:
 - Lesa Archie-Barnes/EV would like to purchase more/different tree seedlings, but needs money upfront to do this and has asked the MWR for \$150
 - MWR should be able to accommodate this request
 - Lesa plans to develop a fundraising idea in order to reimburse the MWR
 - Lesa to see if she can do a raffle
 - EV looking to expand the hot dog and hamburger sale from last year and do more “show and tell” activities
 - Event will occur either 4/22 or the following week depending on the base/Navy activities
- **Next meeting: 10 AM, February 18, 2004 at LRA**

ATTENDANCE – January 20, 2004

<u>Name</u>	<u>Location</u>	<u>Phone Number</u>
Valerie Carpenter	LRA - B	322-8346
Yvette Jefferson	N-26	322-8322
Fred Myers	LRA - A	322-8366
Jon Winkler	N-26	322-4227
Suzanne Earley	LRA - A	322-4731
Anthony Farmer	N-26	322-4261
Paige Flores	LRA - A	322-4985
Bruce English	N-26	322-4220
Sarah Kotecki	LRA - A	322-4769
Lesa Archie-Barnes	LRA - A	322-4752
Steven White	LRA - D	322-4930
Robin Labby	LRA - A	322-4789
Lori Harris	N-26	322-4345