

CAPE CANAVERAL LADIES MEETING

June 27, 2016

Board Members Present: Chairman Cozette Merritt, Ruth Oblack, Diane Baxter, Shirley Jaffe, Angel Keller

The meeting was called to order by Cozette Merritt at 2:00 p.m. She welcomed everyone and introduced the Board members.

Chaplain Shirley Jaffe said an opening prayer and led the Pledge of Allegiance to the Flag.

Cozette informed the members of new rules given by Don Murphy.

All cell phones need to be turned off or on vibrate so there is no noise in the office. Our conversations need to be very quiet when we are in the work trailer. We need to take our phone calls outside.

The services that are listed at 6:00 a.m. will be performed between 8:00 and 8:30 and we need to be there for those. Be there no later than 8:30 a.m. We can have a card ready, just in case there is a funeral director present, but we don't need to send a card for this. Cozette once again explained there are cards in the desk drawer.

The golf cart cannot be used because of interference by a member. The VA says we can't use it, but we can ride with the VA volunteer in his golf cart.

The office breakroom is open to everyone, including the refrigerator. We are not to eat at our desk.

We are now to park on the side of the trailer by the green chain link fence, not in parking spaces.

If the phone rings in the office and no one is around, do not answer it. They have an answering machine to take all the calls. Do not do anything unless asked. They have a system that we don't want to interfere with. Diane Manahan says, "I'm a volunteer. Someone will be with you in a minute."

Everyone can take the TB test and fingerprinting if they want to. Debbie Colangelo will put the phone number of the VA on the website so you can make an appointment.

We have some slots open that we need volunteers to work. Please come up and fill in a time if you can cover one.

The next meeting for training will be the second Monday of every month, 11:30-1:00. Cozette went through the application process. Cozette provided the catalog with our uniform in it for anyone who needed it. Grey, navy blue or black uniforms are required.

Someone suggested the meetings be rotated in the county since some people have to drive a long way. Cozette said the meetings will stay at the Brevard Veterans Memorial Center because it's free and they are very good to us.

Secretary Shirley Jaffe did not read the minutes of the last meeting done by Gail Holder as everyone got them in their email. The electronic minutes were approved.

Diane Baxter is the Corresponding Secretary. Everyone will give their birthdates and she will send out birthday cards. She will also send out get well cards.

Cozette said we will also plan on having two or three social events a year. She asked to appoint three ladies to be in charge of the entertainment. Cheryl Woodman and Janice Korintus volunteered. We need one more.

Treasurer Ruth Oblack said as of the last meeting on May 23, 2016, we have a balance of \$490.16. We received a donation from Philip Perry NSDAR's Flag Luncheon of \$145.00. We've collected \$148.00 from members for scarves, nametags and yearbooks. We've written checks for cards and nametags for a total of \$338.81. We've submitted the form for incorporation for non-profit status to the State of Florida with a check for \$78.75. The balance as of June 27, 2016, is \$365.60.

Ruth explained we won't be a 501(3)(c). It doesn't apply to us because we won't have income or receipts of \$5,000 or more. We can't receive donations that are tax deductible. We don't need a lot of money.

Debbie Colangelo is in charge of the website. Not much new with the website. The schedules seem to be working well. She will post the next meeting date on the website. Nothing will be put on the website without Cozette's directive.

When you have a substitute working for you, send the name to Cozette and copy it to that person.

Cozette mentioned the VA training is not that important. It has nothing to do with the cemetery.

The only business cards needed need to have Cozette's name and contact information on them.

Everyone needs to sign the attendance sheet.

We will all now pose for our Cape Canaveral Ladies photo. Thank you to Walt Petty for being our photographer today.

The meeting was adjourned at 2:50 p.m.

Shirley

Call to Order

Shirley, Prayer and Pledge

Reports:

Chairman

Photo will be taken at the end of the meeting:

You ladies make me happy, you are the best.

There are a few issues that have been brought to my attention:

We need to go over the RULES of our place at the CCNC trailer

1. We have been asked to put all cell phones on vibrate.

This goes for readers set on speakers also.

if you wish to call, or carry on a conversation, please go outside.

2. If you need to talk with someone, speak softly, as sound travels in the small space and others are interrupted by your voices.

Let's just take our books and handiwork for the day

3. The services that say 6a.m. are between 8 and 8:30. We are ask to be there at the latest 8:30. These are the ones being buried alone. No card is expected, but if a funeral director is there hand him one as a family member who may not have been able to be there would be happy to receive it.

4. Because of interference by one of our members we are at a stand still on the golf cart and have no permission as of today to use it. In Jan. I was ask by Don to get a cart however now that the VA has been informed they do not have answers to its legal use.

Let's hope this will be settled as we get services further away from our home base.

5. Everyone is welcome to the break room. Since there is no eating at the desk you may eat in the break room and keep your lunch in fridge. These are all rules Don expects of his staff and we also need to follow.

6. Park on the side of the building from now on.

We have a crisis in service help. Mary Dunagan has had to leave her post due to medical problems. We will need to have a replacement for her. Her slot is the 4th Monday. Please note on the board the available slots and see if you can cover them. Also check to see if your day is correct.

Secretary: Shirley Jaffe

Reading and approval of the minutes as read **electronically**. Corrections?

Treasurer: Ruth Oblack

Corresponding Secretary: Diane Baxter

name tags? Member ill?

Committee Reports

appoint an entertainment committee for special occasions, **3 ladies** volunteer please.

Debbi Colangelo: Web site

cost of patches, t-shirts? vote for

lacey on vacation

Unfinished business:?

New Business: New members please see Angel for signing pledge and receiving information.

If you need name tag, scarf or directory see Diane

ADJOURN ————— PHOTO

Cape Canaveral Ladies, Inc

Treasurer's Report

June 27, 2016

Cape Canaveral Ladies Checking Account balance at the last meeting on May 23, 2016 was \$490.16. We had a donation of \$145 from the Philip Perry NSDAR 50/50 from their May 24 meeting. We collected \$148 from members for scarves, year books and nametags. We wrote checks for cards and name tags for a total of \$338.81. We submitted the form for Incorporation for Non-profit Status to the State of Florida with a check for \$78.75. The balance as of June 27, 2016 is \$365.60.