



## RANDOLPH FIELD EDUCATION FOUNDATION

11 August 2016

### MEMORANDUM FOR RANDOLPH FIELD EDUCATION FOUNDATION BOARD OF DIRECTORS

SUBJECT: RFEF Meeting Minutes, 9 August 2016

1. Pursuant to the authority contained in the RANDOLPH FIELD EDUCATION FOUNDATION Operating Polies, Section IV.1.b., dated 27 June 2016, the Randolph Field Education Foundation Board convened on 9 Aug 2016.

2. The following members were present:

Mr. Karl Schwehm	Chairman
Mr. Mike Miller	Vice Chairman
Lt Col Jason Campbell	Secretary
Ms. Hellen King	Treasurer
Mr. Lance Johnson	Ex-officio Member
Mrs. Barbara Miller	Member At Large
Mr. John Bender	Member At Large
Mr. Bruce Cannon	Member At Large
Mr. Charles Stubblefield	Member At Large
Mr. Nunzio Previtara	Member At Large
Mr. Mike Scott	Member At Large
Ms. Charity McCurdy McMEnamin	Member At Large
Mr. Mike Berish	Member At Large
Mr. John Cotellesse	Member At Large

3. Order of Business:

a. Introduction of New Members included Ms. Charity McCurdy McMEnamin and Mr. John Cotellesse.

b. Old Business:

- (1) **Military Child Musical Benefit.** Mr. Schwehm, Mr. Miller and Mr. Johnson discussed the updates to plans for this benefit, currently scheduled for 2 Oct 2016 on RFISD property. They are waiting on a firm commitment of the entertainment and have established a 22 Aug 2016 deadline/cutoff date, after which the event may be postponed. Lt Col Campbell is awaiting a revised legal review and 502 ABW/CC request form for alcohol sales on JBSA-Randolph, RFISD Campus. Mr. Bender also offered up his brother in-law as a subject matter expert (business/bar owner) related to serving alcohol at events. Lt Col Campbell also offered to set up an offline meeting with the 502 FSS, 502 FSG/SJA to discuss alcohol and food sales on RFISD leased property. Ms. McCurdy McMEnamin suggested including a raffle for door prizes. Mr. Johnson and Mr. Schwehm are also discussing an alternative venue (Blue Bonnet). Status: **OPEN**

- (2) **Social Media.** Ms. Evelyn Neal was not present, but Mr. Schwehm and Mr. Berish have both purchased web site URLs which may be used to launch the forthcoming RFEF web site. The Board discussed the need for a “repository” for our Foundation documents and the possibility that the new web site may be used by both customers and Board members. Status: **OPEN**
- (3) **Printed Media.** Mr. Previtera is continuing to develop the Foundation Trifold; a handout pamphlet designed to present potential donors with information about the Foundation and how to contact us and donate to our cause. Pictures for the trifold are being collected at various events in the next few weeks. In the interim, Mr. Miller created a one-page printed Foundation Flier containing some basic and similar information. Lt Col Campbell made a motion for the Board to accept the ‘Foundation Flier’ created by Mr. Miller. Mr. Schwehm seconded the motion and the Board voted unanimously to accept the flier. Status: **OPEN**
- (4) **RFEF T-shirt.** Mr. Bender and Mr. Scott both researched and found sources for RFEF T-shirts. Each provided information and web site links for Board Members to review and comment on. Status: **OPEN**
- (5) **CFC.** Application for CFC numbers and inclusion are accepted in March each year. Mr. Schwehm proposed to discuss this issue again at the November Board meeting and the proposal was unanimously accepted. Status: **OPEN**
- (6) **RFEF Golf Tournament Fund Raiser.** Mr. Schwehm asked Mr. Miller to provide an update on the proposed Golf Tournament fund raiser. Mr. Miller suggested the best time to hold such a tournament would be in the Spring. His suggested location is the Randolph Golf Course. The greatest concern at this point is access to the installation for non-DoD affiliated participants. Lt Col Campbell mentioned there is a form to fill out with a recommended lead time of at least 10 days and could provide the form to the Board. Status: **OPEN**
- (7) **Next Board meeting:** 23 August 2016, 1600 (4 p.m.) at RHS conference room.

c. New Business:

- (1) **Bowl-a-thon fundraiser.** Mr. Miller provided an update on a meeting he had with the JBSA-Randolph Bowling Center manager, Mr. Steve Barinque. Mr. Barinque agreed to work with RFEF organizing a 9-pin No Tap bowling tournament to be held Saturday, 12 November 2016. The Bowling Center and RFEF would split the proceeds of the tournament entry fees. RFEF would also be able to have a raffle with door prizes, etc. Entry fees might include free shoe rental and small meal (e.g. sandwich and chips). Mr. Schwehm made a motion to accept and move forward with plans for this fund raiser; Mr. Previtera seconded the motion and the motion passed unanimously. Status: **OPEN**
- (2) **Change in Board meeting venue.** Lt Col Campbell asked if any Board members were having issues accessing JBSA-Randolph to attend the Board meetings; if so, would the Board entertain a change in venue to some place off installation such as the Schertz Chamber of Commerce. No Board members indicated they had much difficulty accessing the installation, so the issue was tabled. Status: **CLOSED**.

d. Open Discussion:

- (1) **RHS Cafetorium Inauguration.** Mr. Miller notified and invited Board members to attend the RFISD inauguration event to introduce JBASA-Randolph and Lt Gen Roberson to the new RHS Cafetorium scheduled to open in March 2017. Mr. and Mrs. Miller announced they would man an RFEF Information table at the event and Board members were welcome to stop by.
- (2) **Event tables.** Mr. and Mrs. Miller notified the Board that they would also have an RFEF table available on the 18<sup>th</sup> and 19<sup>th</sup> of August 2016 at the Elementary School for the Back to School and Meet the Teacher events respectively. Board members were invited to man the tables if available and hand out the newly accepted 'Foundation Flier' and pledge sheets.

4. Board Chairman Comments: Mr. Schwehm once again welcomed the new Board members and thanked everyone for coming.

5. If you have any questions or comments regarding these minutes, please call me at 210.565.2120 or 571.577.7252 or via email at [jsncmpbll@gmail.com](mailto:jsncmpbll@gmail.com).

JASON L. CAMPBELL, Lt Col, USAF  
Secretary, Board of Directors  
Randolph Field Education Foundation