**Sample Meeting Minutes**

UNIT CODE HERE DATE HERE

MEMORANDUM FOR RECORD

SUBJECT: Fort Hooah BOSS Committee minutes from 01 MAR 2016

1. Meeting was called to order at 1415 by SPC Smith.

2. Attendance was taken by SPC Doe, meeting roster attached.

3. Meeting minutes from previous meeting were reviewed and approved by majority voted.

4. Reports of Officers.

 (a) President

 (1) SPC Smith updated the garrison command team, through garrison command and staff, on the upcoming events with BOSS. Asked for help getting command teams involved.

 (2) SPC Smith sat on the garrison health promotion council and updated the council on current issues single Soldiers are experiencing.

 (b) Vice President

 (1) NSTR

 (c) Secretary

 (1) There are units who still have not provided additional duty appointment orders for our files, see attached roster.

 (d) Treasurer

 (1) Remaining budget for this fiscal year is $15,180.23

5. Subcommittee Reports.

 (a) Community Service Subcommittee.

 (1) The BOSS Easter Egg Hunt is scheduled for the Saturday before Easter, 13 APR 16 at 1000 at the Lake stand Park. Dianna Chandler at Youth Service estimates an attendance of 100 kids. SGT Adams needs two individuals to accompany him Friday afternoon at 1400 to the commissary to pick up eggs. Additional volunteers are needed Friday night at 3/14 ADA dining facility to assist with dying eggs. On Saturday, 20 volunteers are need to assist in hiding eggs, registering children, and act as guides. Anyone planning on volunteering needs to notify SGT Lucci (555-1234; 956 MP Co, Box 239).

 (2) Single Soldier Day will be 9 Aug 16. CPL Brook and SGT Trelod met with CSM Smith and she expressed her full support. Soldiers interested in attending Single Soldier Day will be authorized a ½ day. The subcommittee is planning a variety of sports activities, a picnic, and live band. Mr. McGee is currently lining up bands for the subcommittee to review. At the next meeting the subcommittee will present their proposed budget for committee approval. Anyone with suggestions should contact CPL Brook (555-2345; 35th FIN BN).

 (b) Brainstorming Subcommittee.

 (1) The subcommittee spent time brainstorming for fall ideas. Subcommittee representatives will take the suggestions back to their unit and determine the level of interest. Ideas will be discussed at the next meeting and the fall calendar finalized.

 (a) BOSS Football challenge – Coed flag football tournament.

 (b) Halloween Costume Party

 (c) Parents night out – BOSS will baby-sit children for a night.

 (d) $0.25 Lunch – BOSS provide bag lunches for a quarter

 (e) Bowling tournament

 (f) Dating game

6. Old Business

 (a) Parking allocations. The Well Being BOSS form 2-R has gone through the plans and operations office. They approved our recommendation to limit the number of reserved parking around barracks and reline parking areas to have small car parking. They did not agree with paving some of the grassy areas around the barracks for additional parking. The issue will be forwarded to the DCPA.

7. New Business

 (a) Mr. Rees from AAFES addressed the committee. He requested input on improving Soldier attendance at the post theater. Me. Rees states that attendance at the theater has fallen by 22%. SPC Smith wants each representative to survey their units and provide him their input by 14 May 16, and then he will prepare committee recommendations to Mr. Rees.

8. Announcements

 (a) The 3/14 ADA St. Patrick’s Day Car wash is Saturday 16 MAR 16 from 0900-1600. Fees are $4.00 for cars and $5.00 for trucks. Individuals wearing green will receive a $2.00 discount. For more information contact SPC Bettner (555-1234; B Co. 3/14 ADA).

 (b) Shirt sizes for those individuals volunteering for the Easter Egg Hunt are due to SGT Lucci by 20 March 16.

9. Adjournment

 (a) The meeting was adjourned at 1620 by SPC Smith.

 JOHN A. SMITH

SPC, USA

BOSS President