**Goddard Employees Welfare Association**

**End of Year Report**

**Fiscal Year 2011**

**Prepared: February 28, 2012**

**President's Remarks**

The NASA Exchange Goddard Employees Welfare Association (GEWA) hereby provides its Annual Report for FY11. As stated in Article II, Section 1 of the GEWA Constitution, GEWA's purpose is to stimulate and strengthen the esprit de corps and morale of the GSFC - Greenbelt employees. This document has been prepared in accordance with Article II, Section 3 of that same Constitution, which requires an Annual Report of committee activities.

Khrista White

**EXECUTIVE SUMMARY**

Prepared by: GEWA Operations Manager, Deborah Sharpe

A new concessionaire’s agreement was awarded in May 2011 for the food services on Center. The main cafeteria in building 21 and the café in building 34 opened in June. It was followed by the opening of a second café in September in building 33. The dining area in the building 21 cafeteria was remodeled. The building 1 food service, expected to open by June 1, 2012, will offer a branded food service, featuring Starbucks, Subway, Hana Noodles and Sushi, and ROTI, a Mediterranean chipotle. The reliability of vending machines continued to be a problem in FY 2011, however, older machines are now gradually being replaced with new ones. The reliability of vending machines is very important since this a service heavily relied upon by employees and serves as a primary source of revenue for GEWA. Updated signs were posted on the vending machines to provide information on reporting problems to GEWA and receiving refunds. This has resulted in vending machine issues being worked more aggressively with the vendor.

In August 2011, Nancy Abell, the Associate Center Director and GEWA Executive Sponsor, established a 6-month detail for a GEWA Operations Manager. The purpose of the position is to direct and manage the GEWA facilities/exchange operations business and management activities and represent its interests to senior Center management, the GEWA Council, the Agency Exchange Council, and external entities. This position is responsible for developing, recommending and implementing business management plans and policies for the operational units of the Exchange and associated facilities that are approved by the GEWA Council. In January 2012, the GEWA Operations Manager position was made permanent and is currently occupied by Deborah Sharpe, following her 6-month detail in the position.

The Goddard Child Development Center (GCDC) was integrated into the GEWA Exchange in September 2011. The GCDC Association remained incorporated as a non-profit for activities in support of GCDC. A new Board of Directors of the GCDC Association was established with four appointed civil servants, President, Treasurer, Education Advisor and Facilities Advisor, and four officials elected from the general membership. An employee handbook was developed for the GCDC employees who became NAFI employees. The GEWA Operations Manager established regular communication with the GCDC Director, the GCDC Association and their Board of Directors. The emphasis for GCDC in FY 2011 and FY 2012 is achieving accreditation from the National Association for the Education of Young Children (NAEYC).

A new GEWA governance model was approved in October 2011 that engages Center management in providing strategic vision, long-term commitment and stability for GEWA. The new model establishes a Goddard Exchange Management Team comprised of an executive from the Office of Human Capital Management, Management Operations, and two rotating Directorates, along with the presidents of GEWA and Wallops Employee Morale Association (WEMA). The Exchange Management Team is chaired by the Associate Center Director and co-chaired by the Director of Wallops Flight Facility. The Chief Counsel and Chief Financial Officer serve as advisors. Implementation of the new governance model is planned for FY 2012.

In October 2011, the decision was made by the GEWA Council and senior Center management to close the GEWA Exchange Store based on its ongoing financial situation, benchmarking with other NASA Exchanges, and feedback from Goddard Greenbelt employees obtained through a Center-wide on-line survey confirming that the store no longer addressed their needs. An after-Thanksgiving sale was held for six days to liquidate the remaining inventory, yielding $40K in proceeds to help cover the $50K in unpaid invoices. The positions of four store NAFI (non-appropriated fund instrumentality) employees were eliminated. In December, agreement was reached on a design for the renovated store, demolition occurred and construction began. The construction of the GEWA Exchange Store is concurrent with the food services and dining area in building 1. While construction of the food services and dining areas will be completed in late May 2012, the store will not open until Center funding becomes available for the final configuration of the area into retail space.

The financial stability of GEWA continued to erode this year with a loss of $131K. The challenge for GEWA in FY 2012 is to improve service to the Greenbelt employees while eliminating the loss in GEWA assets. This can be accomplished in a number of ways:

* Begin receiving profit in June and September 2012 from the cafes that opened in buildings 34 and 33, after the agreed upon one-year delay;
* Plan for the stocking of the renovated GEWA Exchange Store to ensure it is a self-sustaining operation, should funds become available to complete configuration into a retail space;
* Identify changes in merchandise carried by the Visitor Center Store that will address feedback received from employees;
* Investigate the expansion of Goddard’s on-line Space Shop as a potential source of revenue;
* In the absence of a GEWA Exchange Store, support mobile sales at large Center events, such as Celebrate Goddard Day and the Summer Intern Orientation;
* Develop and implement a new model for the operation of the Recreation Center so that it becomes self-sustaining;
* Develop a plan to address maintenance and upgrades needed to the Recreation Center infrastructure;
* Implement a solution for providing uninterrupted Post Office service when the Postmaster is on leave;
* Update position descriptions for NAFI employees and develop an employee handbook; and
* Implement the new GEWA Governance model that establishes a Management Operations Team.

**FY 2011 GEWA Executive Council**

|  |  |  |
| --- | --- | --- |
| **Officers** | **Code** |  |
| Khrista White, President | 110 |  |
| Courtney Ritz, 2nd Vice President | 750 |  |
| Betty Pyles-Harris, Treasurer | 152 |  |
|  |  |  |
| **Food Services** |  |  |
| Theresa Stevens, Chair | 210 |  |
| Robert Jannone, Co-Chair | 220 |  |
| **Clubs** |  |  |
| Courtney Ritz, Chair | 750 |  |
|  |  |  |
| **Facilities** |  |  |
| Harvey Walden, Chair | 581 |  |
|  |  |  |
| **Newsletter** |  |  |
| Rebecca Elliott, Chair | 130 |  |
| Caroline Maswanganye, Co-Chair | 660 |  |
|  |  |  |
| **Property Administrator** |  |  |
| Dana Unkle, Chair | 600 |  |
| **Special Events** |  |  |
| Rebecca Elliot, Chair | 130 |  |
| Caroline Maswanganye | 660 |  |
|  |  |  |
| **Stores** |  |  |
| Kevin Carmack, Chair | 476 |  |
| Sharla Rice-Moore, Co-Chair | 100.1 |  |
|  |  |  |
| **Website** |  |  |
| Courtney Ritz, Chair | 750 |  |
| Mary Collins, Co-Chair | 720 |  |
| **Members-At-Large** |  |  |
| \*Ray Rubilotta | 200 |  |
|  |  |  |
| **Liaison to the Director**  \*Nancy Abell | 100 |  |
| **GEWA Operations Manager**  \*Deborah Sharpe | 100 |  |
| **GEWA Business Manager** |  |  |
| \*Robin Mahoney | 100.1 |  |
|  |  |  |
| \* Non-Voting |  |  |
|  |  |  |
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**1. TREASURER**

Chair: Betty Pyles-Harris

PURPOSE

Two of the main roles of the treasurer are to:

(1) Develop GEWA’s annual budget for non-appropriated funds, and

(2) Monitor and control GEWA’s non-appropriated funds.

STATUS

**GEWA’s Annual Administrative Non-appropriated Funds Budget :**

For fiscal year 2011, GEWA’s annual administrative budget for receipts and expenditures was $374,000. Below is a summary of GEWA’s annual budget for the last seven years.

|  |  |  |  |
| --- | --- | --- | --- |
| **SUMMARY OF GEWA's Administrative BUDGET** | | | |
| FY 2011 |  | $ 374,000 |  | |
| FY 2010 |  | $396,000 |  | |
| FY 2009 |  | $412,000 |  | |
| FY 2008 |  | $442,000 |  | |
| FY 2007 |  | $469,000 |  | |
| FY 2006 |  | $512,000 |  | |
| FY 2005 |  | $529,000 |  | |

As the above chart indicates, GEWA’s budget has decreased from prior years due to a decrease in revenue to support GEWA sponsored activities. An administrative assistant position was eliminated in September 2011 as a result of GEWA’s changing support requirements and reduced income.

**GEWA’s Overall Operating Status**

GEWA’s expenditures include such major items as salaries, Directorate allocations, insurance, and Randolph-Sheppard payments. Prior to the new cafeteria contract being awarded in Spring 2011, a payment was made to the prior cafeteria contractor as an incentive to continue their services at Goddard. Below is a breakout of major expenditures for FY 2011:

* Salaries and benefits - $150K
* Directorate Allocations - $31K
* Insurance - $11K
* Randolph-Shepherd Payments - $29K
* Cafeteria contractor incentive payment - $18K
* Ground/Rec Center operations and maintenance - $11K
* Depreciation and amortization - $17K

GEWA’s main sources of revenue income are from cafeteria and vending commissions, rental of the Recreation Center, concession fees and profit transfers from the Visitor Center Store. In FY 2011, the amounts received from the above revenue sources were as follows:

* Vending/Cafeteria Commissions – $130K
* Rental of Recreation Center - $10K
* Concession fees - $6K
* Profit transfer from the Visitor Center Store - $35K

**GEWA’s Overall FY 2011 Financial Position (Includes the Exchange Stores)**

GEWA’s financial position has resulted in substantial losses in five of the last seven fiscal years. See the Summary of Losses/Profit below. During the beginning of FY 2012, the GEWA Exchange Store was closed for renovation and the existing inventory liquidated to offset the outstanding invoices for inventory purchases and address the gap in meeting the needs of the Goddard Greenbelt employees. The Store Committee section of this report provides further details.

**Summary of Losses/Profits**

FY 2005 ($146,000)

FY 2006 ($ 8,000)

FY 2007 ($ 24,000)

FY 2008 $ 9,000

FY 2009 $ 4,000

FY 2010 $ (41,000)

FY 2011 $ (131,000)

In FY 2011, GEWA had a loss of $131,000 in net assets, attributed to the following:

* Cafeteria contractor was given $18K as incentive to remain open temporarily;
* Vending/cafeteria commissions decreased by $18K with cafeteria closing;
* Inventory purchases increased by $119,000 but gross profit percentage decreased from 55% to 49%; and
* For the FY 2010 Financial Statements, the independent auditors restated inventory reported by the prior auditors from the prior year. In FY 2011, the inventory team misstated the ending inventory because the wrong ratios were applied.

FY 2011 ACCOMPLISHMENTS

Each year, all NASA Exchanges are required to have an annual audit of their financial position from an independent auditor. GEWA has continuously received an unqualified opinion for FY 2011 and the prior years.

FY 2012 PLANS

* Implement a point-of-sale system to eliminate the problems encountered in the past with misstated inventory;
* Begin receiving profit from the cafes that opened in buildings 33 and 34, after one year of opening; GSFC agreed to a one-year delay;
* Plan for the stocking of the renovated GEWA Exchange Store to ensure it is a self-sustaining operation, should funds become available to complete configuration into a retail space;
* Identify changes in merchandise carried by the Visitor Center Store that will address feedback received from employees;
* Investigate the expansion of Goddard’s on-line Space Shop as a potential source of revenue;
* In the absence of a GEWA Exchange Store, support mobile sales at large Center events, such as Celebrate Goddard Day and the Summer Intern Orientation;
* Develop and implement a new model for the operation of the Recreation Center so that it becomes self-sustaining; and
* Implement the new GEWA Governance model that establishes a Management Operations Team to provide strategic vision and stability for GEWA.

1. **GEWA BUSINESS MANAGER**

Business Manager: Robin Mahoney

PURPOSE

The Business Manager monitors food services and other contracts that use government appropriated funding in support GEWA and the Wallops Exchange Morale Association (WEMA) functions. The major responsibility of the Business Manager is formulating and executing the Center Management & Operations (CM&O) appropriated operating budget for GEWA & WEMA.

STATUS

In FY11 the allocated budget was as follows:

CM&O: $604.2K

Institutional IT: $21.4K

FY 2011 ACCOMPLISHMENTS

Specifically, monies were spent for the GEWA & WEMA annual financial audits, office supplies and materials for the Goddard Child Development Center, GEWA, WEMA and maintenance of cafeteria equipment. Notably this fiscal year, additional monies were obtained from GSFC management to renovate the building 21 cafeteria with new and exciting dining options, including but not limited to; soft upholstered banquette seating, bar high counters with concentrated laptop usage, casual lounge areas that surround coffee tables for informal conferencing, individual lounge chairs with tablet arms for reading and emailing while eating, lighting fixtures, rolling sun shades at the windows and new flooring. Renovation of the building 21 cafeteria was recommended in an effort to boost employee participation and morale. Results from a July 2010 GSFC cafeteria survey indicated 80 percent of employees would dine on Center if there were value pricing, healthy choices and a more inviting atmosphere.

FY 2012 PLANS

In December 2011, funding was obtained from GSFC management to renovate the building 1 cafeteria dining area with similar finishes and fixtures that were included in the building 21 cafeteria renovation.

GEWA is requesting additional funds to complete the final configuration and construction of the GEWA Exchange Store. See Store Committee report for more information.

1. **FOOD SERVICES COMMITTEE**

Chair: Theresa A. Stevens

Co-Chair: Bob Jannone

PURPOSE

The Food Services Committee oversees the cafeteria, café, catering and vending services provided by the GEWA contractor and advises the GEWA Council on food service operations.

STATUS

A new concessionaire’s agreement was awarded in May 2011 that provides food and vending services to Goddard Greenbelt. The main Greenbelt cafeteria, in building 21, and a café in building 34 were opened in June. A second Greenbelt café was opened in building 33 in September that was newly constructed and furnished with new seating, tables and equipment. The opening of the building 21 cafeteria included a remodeled dining area. All three food service areas are profitable. GEWA is earning commissions on the food service in building 21, based on an agreement to defer commissions on the remaining food service areas until they have been open for one year.

The overall age of the equipment continues to be of concern. A number of equipment items were replaced or are in the process of being replaced through GEWA appropriated funds, GEWA non-appropriated funds and from the Director’s funds as problems with the older equipment arises.

Renovation of the cafeteria in building 1 began in December 2011. The building 1 food service, expected to open by June 1, 2012, will offer a branded food service, featuring Starbucks, Subway, Hana Noodles and Sushi, and ROTI, a Mediterranean chipotle. The dining area is being remodeled and will be similar to the dining area in building 21.

The reliability of vending machines continued to be a problem in FY 2011, however, older machines are now gradually being replaced with new ones. The reliability of vending machines is very important since this a service heavily relied upon by employees and serves as a primary source of revenue for GEWA. Updated signs were posted on the vending machines to provide information on reporting problems to GEWA and receiving refunds. This has resulted in vending machine issues being worked more aggressively with the vendor.

Two third party quarterly food inspections were conducted and the food services vendor, I.L. Creations, was rated extremely well in all areas of the inspection. This was not the case with the previous food service vendor.

Customer service has improved tremendously with the new food services vendor. Many compliments on the food quality, variety and service have been received with very few complaints being surfaced. The vendor has accommodated special food requests such as more vegan and vegetarian dishes and some gluten-free options. Box lunches have been provided for numerous Center events and special catering requests have been accommodated.

FY 2011 ACCOMPLISHMENTS

* Award of new concessionaire’s agreement for food services at Greenbelt;
* Remodeling of building 21 cafeteria and construction of building 33 café;
* Opening of building 21 cafeteria and cafes in buildings 33 and 34;
* Completion of a design and plan for food service and dining area in building 1;
* Began construction of food service and dining areas in building 1;
* Posting of updated signs on vending machines for reporting problems and refunds; and
* Began systematic replacement of aging vending machines

FY 2012 PLANS

* Complete construction of the food service and dining areas of building 1;
* Offer branded food service in building 1;
* Begin to receive profits from the cafes; and
* Improve reliability of vending machines through continued replacement of aging equipment.

1. **CLUBS COMMITTEE**

Chair: Courtney Ritz

Co-Chair: Vacant

PURPOSE

The following quote, from the GEWA Policy Book, recognizes the establishment of employee Clubs at the GSFC:

*“The Goddard Employees Welfare Association (GEWA) encourages and supports the organization of group activities and functions at the Goddard Space Flight Center dedicated to social, athletic, educational, cultural, and welfare interests of its members. To this end, GEWA provides services and facilities for the benefit of employees at NASA/GSFC-Greenbelt and their families. It supports numerous clubs and activities.”*

While employees are free to develop their own group activities independent of GEWA, many clubs find their programs are enhanced by GEWA sponsorship, as this enables them to utilize Goddard equipment and facilities, as well as obtain assistance from GEWA. In the past, GEWA was able to offer loans to clubs, if needed. However, due to the financial strains of GEWA in recent years, it is not in a position to make loans to clubs.

There are currently 45 active clubs (listed below) operating under GEWA sponsorship at GSFC. Clubs are not initiated by the GEWA Executive Council, but the Council may sanction a club after its constitution is reviewed and after 10 or more GSFC civil servants meet stated requirements relating to the formation, management, and operation of that club.

The Clubs Committee of the Council a) acts as a liaison between the GEWA Council and

GEWA-sponsored clubs, b) presents requests for assistance from GEWA Clubs to the GEWA

Council, c) coordinates between clubs as necessary, and d) ensures all Club information is up to

date on the GEWA website.

STATUS

Below are the highlights of club activities for FY 2011.

1. Several clubs actively participated in Celebrate Goddard Day in June 2011.
2. Due to GEWA restructuring, the Goddard Child Development Center now falls under GEWA and is no longer considered a club as defined by GEWA policy. Any health and safety inspections of the Goddard Child Development Facility were forwarded to the appropriate GCDC individuals who resolved any issues.
3. Health and safety issues were found at the Softball Field concession stand. Most issues were corrected, but one appears to be outstanding, the condition of the roof. The Clubs Chair will work with the Softball club to make sure that the remaining issue is corrected and reported back to the appropriate individuals.
4. Two new clubs, the Eurogaming Enthusiasts Club and the Electronic Gaming Club, were presented to the GEWA Council and approved.
5. The Clubs Chair and others on the GEWA Council worked with FMD, Center management, the Flying and Amateur Radio Clubs to resolve issues resulting from moving their trailers from their original location near Bldg 27 to Area 100. The Radio Club is anticipated to be up and running in their new location by May 1, 2012. One outstanding issue is the provision of telephone and network connectivity to the new trailer in Area 100. GEWA is waiting for a proposed solution and a cost estimate from the Information Technology and Communications Directorate.
6. It was brought to the attention of the Clubs Chair that some of the information requested via the annual call for information from GEWA clubs contains Personally Identifiable Information (PII). In examining the information request, it was found that these PII items are no longer necessary for GEWA to collect and will be removed from information request beginning in FY 2012. The Clubs Chair will also work with the GSFC privacy Act Manager to determine the best way to store previous years' documentation still containing PII until which time that it can be deleted.

Club Budget Requests

The GEWA annual call for Club officer and membership information was sent out. However, due to GEWA’s continued budget constraints, no grants or loans were offered.

The GEWA homepage, http://gewa.gsfc.nasa.gov, includes a list of all GEWA clubs with club

officer contact information and links to club web sites for those clubs that have homepages.

Goddard Employee Welfare Association Clubs

Aerobic Fitness Club

African Development & Technology Club

Amateur Radio Club

Archery Club

Art of Living Club

Association of Postdoctoral Scholars

Astronomy Club

Auto Tech Center

Bible Club

Blacks in Government

Chinese American Club

Cuong Nhu Karate Club

Dance Club

Diversity Club

Eurogaming Enthusiasts Club

Electronic Gaming Club

Explorers Club

Flying Club

Garden Club

Hispanic Heritage Club

Islamic Study Group

Model Aircraft Club

Muscle and Fitness Club

Music & Drama Club

Orbital Club

Photo Club

Retirees & Alumni Association

Running & Orienteering

Sailing Club

Sea Venturers (Scuba) Club

Ski Club

Slow Pitch Softball Association, Coed League

Slow Pitch Softball Association, Men's League

Soccer League

Sport Fishing Club

Sportsman Club

Stamp Club

Table Tennis Club

Tae Kwon Do Club

Tennis Club

Toastmasters Club

Ultimate Frisbee Club

Mixed Volleyball League

Yoga Club

Zymurnauts

Currently Inactive Clubs:

Art Club

Asian Indian Association

Basketball League

Conservation Club

FedGLOBE

Kenpo Karate Club

Scrapbooking Club

FY 2011 ACCOMPLISMENTS

* Assisted the Radio Club in obtaining the necessary services in their new location;
* Approved two new clubs, the Eurogaming Enthusiasts Club and the Electronic Gaming Club; and
* Updated annual club information.

FY 2012 PLANS

* Ensure Personally Identifiable Information (PII) is not collected from clubs during the annual collection of club information by GEWA;
* Complete the relocation and retrofitting of the trailers for the Radio Club; and
* Determine insurance requirements of clubs or if waivers will suffice. Investigate the option of offering clubs an easy and cost effective way to obtain insurance, if needed.

1. **FACILITIES COMMITTEE**

Chair: Harvey Walden

PURPOSE

The GEWA Facilities Committee is responsible for the Barney and Bea Recreation Center (Building 92), the Picnic Pavilion (Building 90A), the United States Post Office (located in Building 1), and the tennis courts adjacent to the Recreation Center.

STATUS

The reservations process for use of the Recreation Center was changed as a result of the closing of the GEWA Exchange Store in Building 1. A NOMAD calendar called GSFC-CAL-REC-CENTER can now be used to check availability and to submit requests for use of the Recreation Center. Reservations are made using the revised version of GSFC Form 16-5, “Permit to Use GEWA Recreation Center,” which is available on the GEWA web site, http://gewa.gsfc.nasa.gov, through the “Facilities” link. Signature of a member of the GEWA Executive Council is no longer required on the form. The reservation fee is $75.00, and payment may be made to Lila Howarth at x6-2280 in Building 1, Room 223. The Recreation Center Manager, Randy Schum, at x6-8440 provides a catering service at the Recreation Center, independent of GEWA.

Reservations for use of the GEWA Picnic Pavilion, located near the Goddard Child Development Center, may be made through the GEWA web site by clicking on the “Facilities” link. There is no charge for use of this facility, and an automatic scheduling calendar is maintained on-line.

The Post Office in Building 1 is open Mondays through Thursdays (closed Fridays) with expanded hours from 7:30 a.m. to 2 p.m. The Postmaster, Pattana Ratana, may be reached at x6-2349.

FY 2011 ACCOMPLISHMENTS

The Recreation Center Manager, Randy Schum, was presented a plaque, letter of commendation, and a cash award from GEWA by the Center Director for providing food services in Buildings 1 and 34 during an interim period when the Building 21 Cafeteria was closed.

The transformer serving the GEWA Recreation Center suffered a leak and had to be taken out of service. It was replaced and is now operational. No scheduled events at the Recreation Center were adversely affected by this outage.

New chairs were purchased for use in the Recreation Center to provide more comfortable seating at events.

Improvements were made to the Recreation Center reservation process to allow Greenbelt employees to check availability and request a reservation through the use of a NOMAD calendar. Previously, reservations were initiated and confirmed through the GEWA Exchange Store and use of a paper calendar.

Post Office hours were extended to provide for a 7:30 a.m. opening instead of 9:00 a.m. In addition, the 11:00 – 11:30 a.m. closure for lunch was eliminated through providing a backup for the primary Postmaster.

FY 2012 PLANS

* Develop a backup solution that will provide uninterrupted Post Office service when the Postmaster is on leave;
* Develop and implement a service model that will allow the Recreation Center to become self-sustaining; and
* Identify maintenance and upgrades needed to the Recreation Center infrastructure.

1. **NEWSLETTER COMMITTEE**

Chair: Rebecca Elliott

Co-Chair: Caroline Maswanganye

PURPOSE

Continue to provide the GEWA community with a timely means of receiving the latest information from GEWA and a convenient means for the GEWA membership to advertise items for the following:

* Non-commercial classified items from the Goddard community including NASA HQ;
* Articles of interest concerning GEWA, special events from GEWA clubs; and
* Other NASA activities.

FY 2011 ACCOMPLISHMENTS

* Sent a regular weekly, electronic copy of Newsletter to registered subscribers; and
* Enabled the GEWA Newsletter on the internal Dateline homepage.

FY 2012 PLANS

* Respond promptly to the various requests from the GEWA community to advertise in the Newsletter;
* Encourage the GEWA community to subscribe to the Newsletter for electronic distribution;
* Provide a method for automating the creation of the newsletter through the Office of Communications’ mechanism for accepting requests for and generating a daily Dateline announcement; and
* Provide a central clearinghouse for disseminating information about the role of GEWA in promoting “quality of life” activities and organizations at GSFC.

1. **PROPERTY ADMINISTRATOR**

Chair: Dana Unkle

Co-Chair: Vacant

PURPOSE

The Property Administrator is administrator for all property in the custody of GEWA. Duties of this committee include conducting periodic inventories of selected property and annual inventories of all property.

FY 2011 ACCOMPLISHMENTS

The Property Administrator attended and completed property management training. The Property Administrator also serves as the Property Liaison for GEWA.

The Property Administrator accounted for all GEWA tagged property that falls under the responsibility of the Property Administrator. The GEWA Shed was cleaned out July 2011and historical files are being transferred into plastic storage containers. There are file cabinets that still need to be cleaned out and excessed.

FY 2012 PLANS

* Continue the cleaning out and organizing of GEWA files;
* Investigate scanning archive to an electronic media; and
* Excess file cabinets as needed.

1. **SPECIAL EVENTS COMMITTEE**

Chair: Rebecca Elliot

Co-Chair: Caroline Maswanganye

PURPOSE

The GEWA Special Events Committee develops, plans, coordinates, and conducts specials events for the Goddard (Greenbelt) community (active duty, retired civil service, and contractor employees), including their families and friends.  Also included is the partnering with NASA Headquarters Exchange Council Special Events Committee to maximize offerings to the HQ and GSFC employees.  HQ and GSFC employees may participate in each other’s events as well as the shared events throughout the year.  The events can include, but are not limited to, concerts, craft fairs, parties, and guest chefs, NASA day at theme parks, meetings and picnics.

FY 2011 ACCOMPLISHMENTS

The Spring and Fall Craft Fairs were very well attended and all 31 tables were sold out at each fair.

FY 2012 PLANS

* To draw in more vendors that offer a variety of crafts; and
* To appeal more to the Goddard community so attendance to the craft fair continues to increase; and
* To explore offering different types of special events as revenue available to support such invents increases.

1. **STORES COMMITTEE**

Chair: Kevin Carmack

Co-Chair: Sharla Rice-Moore

(Report submitted by Deborah Sharpe, GEWA Operations Manager)

PURPOSE

GSFC maintained two point-of-sale facilities at its Greenbelt, MD location, the Visitor Center Gift Shop and GEWA Exchange Store. The Visitor Center Gift Shop, located adjacent to the GSFC Visitor Center, serves the public and the civil servants and contractors at the Greenbelt location. The GEWA Exchange Store, located within the Center in building 1, served the employees of GSFC and their guests. An on-line Space Shop, www.spaceshoponline.com, is available to both the public and employees, offering the same merchandise that is available through the Visitor Center Gift Shop.

STATUS

In October 2011, the decision was made by GEWA and supported by GSFC management, to close the GEWA Exchange Store for renovation based on feedback from employees, benchmarking with other NASA Center Exchanges, and the store’s financial status. Survey feedback in October revealed that the GEWA Exchange Store did not offer merchandise that is of interest to a large number of Greenbelt employees. The number #1 survey response from Greenbelt employees was that the store had outdated merchandise of inferior quality. The store had not generated enough revenue to cover the staffing costs for many years and was resulting in the gradual depletion of GEWA funds. Benchmarking revealed that all other NASA Center Exchange stores focus on NASA-themed merchandise and are generating a profit. The Johnson Space Center Exchange graciously offered their NAFI Store Manager to visit GSFC, do a walk-through of our stores, and offer recommendations for improvement.

A sale was conducted from November 29 through December 7 to liquidate the merchandise in the GEWA Exchange Store. The first two days of the sale offered a 50% discount to employees and guests, followed by a 75% discount for the remainder of the sale. The GEWA Council members and the GEWA Business Office personnel planned, advertised and staffed the renovation sale, contributing largely to the success of the sale. The sale resulted in proceeds of $40K. These proceeds were used to pay outstanding invoices of the GEWA Exchange Store that totaled $50K. Merchandise remaining after the sale was donated to the Veterans Advisory Committee for care packages being sent to the military in Afghanistan and to Goodwill.

The positions of three NAFI (Non-appropriated federal instrumentalities) employees were eliminated as a result of the GEWA Exchange Store closure. One position associated with the store was retained to handle invoices from the Visitor Center Gift Shop, retirement gift processing, Recreation Center reservations, and to serve as backup for the post office services offered to employees. A fourth position was eliminated in January 2012 when an employee on extended medical leave requested to return to her position. Four weeks of severance pay was provided to the four employees whose positions were eliminated.

A design for the renovation of the GEWA Exchange Store was completed. Demolition began in December. Construction is being done at the same time as the adjacent food service and dining areas are being renovated. Opening of the food service and dining areas is scheduled for late May 2012. However, the configuration of the GEWA Exchange Store as retail space is on hold until completion of an analysis on the final configuration of the space and availability of additional funding. The following services, previously handled through the GEWA Exchange Store, continue to be available: Recreation Center Reservations, Retirement Gift Orders, Business Card Orders, Twin Springs Fruit Farm on Thursdays, and Discount Ticket Purchases.

The Visitor Center Gift Shop operated at the same level of profit as the previous year, generating $35K in revenue for sustaining GEWA operations. The volume of on-line Space Shop transactions remained low, with total merchandise sales at $5.1K, resulting in a lossof only $746 after cost of goods and salaries.

FY 2011 ACCOMPLISHMENTS

* Obtained feedback from Greenbelt employees on the Visitor Center and GEWA Exchange Stores;
* Benchmarked with other NASA Center Exchanges regarding their stores and best practices;
* Developed and implemented a plan to liquidate the GEWA Exchange Store in preparation for renovation;
* Developed a design for a new GEWA Exchange Store; and
* Sustained operation of the Visitor Center Store at previous profit level

FY 2012 PLANS

* Implement a point-of-sale system to eliminate problems with inventory tracking;
* Obtain funding to complete the configuration and construction of the GEWA Exchange Store;
* Develop a plan for stocking the renovated GEWA Exchange Store;
* Identify changes in merchandise carried by the Visitor Center Store that will address feedback received from employees;
* Benchmark with other NASA Centers regarding their on-line stores to determine if the GSFC on-line Space Shop should be expanded; and
* Go mobile with the Visitor Center Store to increase sales, offering merchandise at large Center events such as Celebrate Goddard Day.

**10. WEBSITE COMMITTEE**

Chair: Courtney Ritz

Co-Chair: Mary Collins

PURPOSE

GEWA's Website Committee manages all matters associated with electronic communications with our members, including the dedicated server and the web pages.

FY 2011 ACCOMPLISHMENTS

GEWA’s web pages continued to be served from our dedicated server. The GEWA home page is located at: http://gewa.gsfc.nasa.gov/. The server OS was kept patched in compliance with GSFC/NASA web server and security policies. The GEWA web pages are available to the public.

The server is available to all clubs. Currently, 19 clubs are hosted by the GEWA server: Aerobic Fitness, Archery, Art of Living, Association of Postdoctoral Scholars, Astronomy, Bible, Blacks in Government, Chinese American, Dance, Garden, Islamic Study, Running & Orienteering, Sailing, Ski, Sport Fishing, Tae Kwon Do, Mixed Volleyball, Yoga, and Zymurnauts. All clubs web pages are managed by the individual clubs webmasters. A page is provided to assist club web masters with their pages, including links to HTML information, and NASA/GSFC security and web policies. The web committee was assisted in the maintenance of the clubs pages by Jennifer Ash-Poole, who generously

donated her time and considerable skills as a volunteer.

The Web Committee Chair coordinates with the Information Technology and Communications Directorate to make needed changes to the GEWA Pavilion Scheduler, accessible at http://gewapavilion.gsfc.nasa.gov. She also coordinates with TIMS whenever updates to the Rec Center Reservation Form are needed.

In addition, the site was regularly updated to have the latest news, cafeteria menus, club officers, newsletter, and advertisements for the Exchange and Visitor Center stores; other pages are

updated on an as-needed basis, under the direction of the corresponding committee chairs. There

are also pages for GEWA public documents, and another which includes documents for the

internal use of the Council.

FY 2012 PLANS

* Assess IT support requirements and personnel needed;
* Update the look-and-feel of the GEWA website; and
* Explore ways of restructuring the site code and content to make it easier and more efficient to maintain.

1. **GODDARD CHILD DEVELOPMENT CENTER (GCDC)**

GEWA Operations Manager: Deborah Sharpe

PURPOSE

Goddard Child Development Center (GCDC) is a Maryland State Department of Education (MSDE) certified Nonpublic Nursery School for children aged two through kindergarten, overseen by a Board, and located in building 90 at Goddard Space Flight Center (GSFC).

GCDC’s mission is to provide a developmentally appropriate preschool through kindergarten program where children learn and develop in the following areas of development:

* Social/emotionally: through interaction with classmates and teachers, children learn to demonstrate a sense of self, responsibility of self and others, and pro-social behavior;
* Cognitive: children learn problem-solving strategies, logical thinking, and representation and symbolic thinking through a variety of learning experiences in the language arts, mathematics, music, art, and creative play;
* Language: Children learn how to express themselves using words and expanding sentences, listening and speaking, reading and writing and demonstrating an understanding of print concepts; and
* Physical: children learn to control small muscles, coordinate eye-hand movements, demonstrate basic large/gross motor skills and show balance while moving.

The mission of the GCDC is to empower all young children to become effective, enthusiastic and socially competent learners and to create a community of learners that bond among children, their families, the school and the community.

The GCDC Director, with the help of an Assistant Director and Business Manager, manages GCDC operations. GCDC is licensed for a maximum enrollment of one hundred twenty three (123) children. The GCDC is divided into eight age-appropriate classrooms under the guidance of teachers and Associate/Assistant Teachers trained in the field of early childhood education.

The GCDC Director reports to the GEWA Operations Manager. All of the GCDC employees are NAFI (non-appropriated fund instrumentalities) employees. A GCDC Association exists to support the GCDC in all of its endeavors: 1) promote and enhance the education of GCDC students; 2) promote open communication and cooperation between GCDC administration, GCDC parents and GEWA; 3) provide volunteer assistance to teachers and other staff members; and 4) raise funds in support of the goals of the Association.

The business and affairs of the GCDC Association are managed under the direction of the Board of Directors, consisting of nine members and the GCDC Director who serves as a non-voting ex-officio member. Four of the members are Goddard civil servants who are appointed by GSFC senior management and serve as non-voting ex-officio members: the President, Treasurer, Education Advisor and Facilities Advisor.

FY 2011 ACCOMPLISHMENTS

* GCDC was integrated into the GEWA Exchange, benefiting from GEWA’s insurance, workmen’s compensation, and financial audits and involvement of the GEWA Operations Manager;
* GCDC Association remained incorporated as a non-profit for supporting GCDC;
* The new Board of Directors of the GCDC Association was established with four appointed Goddard civil servants and five elected officials from the GCDC general membership;
* Developed an employee handbook;
* Prepared for the accreditation process from the National Association for the Education of Young Children (NAEYC); and
* Established regular communication between the GEWA Operations Manager, the GCDC Director, the GCDC Association and the Board of Director for the GCDC Association.

FY 2012 PLANS

* Evaluate options for consolidating GEWA and existing GCDC insurance plans and consolidate where it is beneficial;
* Publicize GCDC at Goddard for the purpose of increasing enrollment to maximum capacity;
* Conduct a book drive at Goddard to update the GCDC book collection;
* Evaluate options for improving compensation, benefits and the working environment to minimize turnover in teachers; and
* Achieve NAEYC accreditation.