

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

3 April 2019

**IN ATTENDANCE:** Cathy Hanson, Priscilla Noah, Kay Burlin, Susan Wright, Christy Cramer Preston, Mary Alice Jakso, Kara Anderson, Roz Riley, Lois Cook, Sally Beck, Terri Stevens, Kim Houston, Connie Semonite, Kim Gibbs, Michelle Funkhouser.

**Per Zoom:** Kimberly Shaeffer Oborski, Sheila Kelly, Deborah Kalisz Weir

**CALL TO ORDER**: 1007 by Christy Cramer Preston

***PRESIDENT***: Christy Cramer Preston

1. Christy attended the March Board meeting.
2. Christy attended the March walk through Old Town Alexandria.
3. Christy responded to Club emails and assisted Board members as needed. Christy additionally is actively searching for President and Treasurer candidates for next years’ Board.
4. Christy reminded us that the May board meeting will be the Knollwood Bake Sale at 1000, followed by lunch and the May Board meeting.
5. Christy also reminded us that the Cherry Blossom walk will be April 4 and she is planning to attend that event as well.

***VICE*** ***PRESIDENT***: Lois Cook

1. March events included the Museum of the Bible, a walking tour of Old Town Alexandria and the Social Group met at Northside Social for dinner.
2. April events include a walk around the Tidal Basin to view the Cherry Blossoms on April 4. Meet at the Old Post Office at 1030.
3. On April 18, a tour of Fredericksburg Battlefield is planned, evite will be sent this week.
4. The Social Group will have happy hour at MGM on April 24 at 1900, evite will be sent this week.

***SECRETARY***: Kim Gibbs

1. Kim thanked Sally Beck for compiling March meeting minutes and sending to Board.
2. Kim sent April agenda was sent to Board
3. Board members reviewed March meeting minutes. Motion to approve March minutes initiated by Kim Gibbs, seconded by Kara Anderson and approved unanimously by Board members present.

***TREASURER***: Kimberly Oborski

1. Reconciliation:
* Account Balances (as of March 29, 2019):
* BB&T Statement, $20,095.74 (transferred $1,549 from PayPal on 4/2. Will appear in next month’s report)
* Register and General Ledger, $20,095.74
* PayPal, $50.00 ($50.00 always stays in account) with an additional $1,500.00 4/2/19
* Petty Cash, N/A
* Credit Card, $0 (Zoom fee)
* Memberships:
	+ One new member since last meeting.
* BB&T:
* $.16 interest earned

Misc.:

* Renewed PO Box for $122.00
* Will send President annual donation checks for Knollwood and The Fairfax this month
1. Kimberly is unable to attend the luncheon on April 28th. Kim Gibbs volunteered to collect luncheon costs from attendees. Kim will meet later this month to collect supplies from Kimberly for event.
2. Kimberly will reimburse Sheila Kelly for March and April Circulation costs. Kimberly will pay Sally Beck’s invoice today,

***AEMA CHAIRPERSON*:**  Kara Anderson

1. Kara met with Marguerite to copy remaining applications and essays and delivered copies to three judges. Twenty-one applications were received. Kara noted that several were not members and recommended that for next year, this requirement is made clear.
2. Kara noted 4 judges scored the essays with blind scoring. She tallied judges scores and provided to Marguerite. Kara reviewed and scored applications with Marguerite and Mollie Pearson, then reviewed scores and prepared award recommendations with Marguerite.
3. Kara provided a spreadsheet with proposed awards (Attached). She noted 44.1 was cut off score. Discussed how many awards to give. Noted in past years all submissions received money. This year, $8,500 available to award. Kay felt scholarships were a morale builder. Kara wanted to credit hard work in high school, giving to as many as possible, but with a meaningful gift awarded.
4. Board discussed options of giving to 5 or 7 recipients. Christy thanked Kara for all hard work and voiced she liked 7 awards. Kim Houston agreed. Susan and Kara both liked reaching more people. Motion made by Susan to award to 7 students. Kim Gibbs seconded motion. Approved unanimously by Board.
5. Kara confirmed luncheon on April 28 at The Fairfax at 1300. She is working with Michelle Funkhouser and Deb Wehr for the formal luncheon invite. She is also preparing program and photos for display at luncheon.
6. Kara provided information to Susan Wright for the Castle Gram.
7. Kara reached out to Chief’s office and other USACE leadership inviting them to the luncheon.
8. Kara sent letters to past GKM winners for updated transcripts and overview of their progress. Kara discussed Morris Award charter stating no more than 4 at a time will be awarded. Past award winner was off for 2 years fulfilling Mormon obligations, then began school. The Morris family verbally agreed to award 5 this year. Kara noted we have a wavier as AESC is the steward of the money and this is a special situation with Morris family’s awareness and approval. Motion was made by Cathy Hanson to award 5 GKM awards this year due to special circumstances this year, as approved by Morris Family. Priscilla seconded motion. Motion passed unanimously.
9. Kara has 2 mailbox keys. Scholarship needs 1 key – discussed who needs another key. Christy felt treasurer should also have 1 key. Roz noted in past; membership has had a key. Determined that next treasurer will have a key.
10. Kara’s upcoming goal is organizing financial paperwork for audit. She will also update the scrapbook with award winner’s names (AEMA) and the 2018 GKM winner in book. She will also send declination letters to those not receiving awards.

***SCHOLARSHIP:*** Marguerite Theisen

1. No updates noted

***CIRCULATION***: Sheila Kelly

1. April Castle Gram emailed and mailed six copies. Cost for postage $5.10. Emailed postage receipt for reimbursement to Kimberly
2. Emails Sent:
	* 3/5 Sent Board meeting w/zoom info (All)
	* 3/7 2019-2020 Nominations info (All)
	* 3/8 Events and Social (Local)
	* 3/11 Event reminder Museum of Bible (Local)
	* 3/15 Yankee Candle fundraiser (All)
	* 3/24 2019-20 Nominations info (All)
	* 4/1 April Castle Gram (All)
	* 4/2 Event Cherry Blossom Walk

***WEBMASTER:*** Terri Stevens

1. Terri added Nominations article for Elected Board Members and meeting minutes to web site.
2. She met with Sally to discuss the Castle Boutique page and inventory on the website
3. Terri added a coupon for members to receive a 10% discount on Tervis water bottle.
4. Terri added upcoming April events: Cherry Blossom Tour, Fredericksburg Battlefield, Social Group at MGM, and AEMA Luncheon
5. Terri added April Castle Gram
6. She met with New Zealand Engineer spouse who plans to join AESC next year.
7. Terri added scrolling pictures to home page of website – this was her biggest accomplishment.
8. Terri plans to continue to add photos to Members Only and Events page and review website statistics.

***NEWSLETTER/CASTLEGRAM:*** Susan Wright

1. Susan asked when to remove 2018-19 membership application from Castle Gram and web. She planned to then add new board members after election. Christy noted that removing membership application was discussed last month. She felt after applications for scholarship were in, we should change membership for 2019-2020. She will check with Laura and Jackie.
2. March minutes were read regarding addressing constitution for ½ price memberships. Roz noted that this must be changed in bylaws at the end of the board year if we were to adjust pricing. Kara felt this was a lot of work for a price change. Discussion ongoing regarding memberships for scholarship application only, not member activity. Board agreed to change fee structure for next year when reviewing bylaws.
3. Susan confirmed she would change application title for 2019-2020 year.
4. Additional questions for Terri and Laura regarding filling out form, but no payment noted on roster. Do we cross check with treasurer before adding members now? Sally also noted we can check pay pal to see if any boutique orders have been placed or if membership was processed.
5. Susan brought sample soaps for all Board members. She also showed her wood and 3 -D printer castle soap molds. Board interested in purchasing soaps and the 3-D printer Castle for personal use as well as for the Castle Boutique.

***NOMINATIONS***: Vanessa Joly and Bette Meuleners

1. We contacted Board members about remaining in their position on the board.  This is the information that we currently have:
2. Nominations:

VP - Mary Alice Jakso
Secretary - Kim Gibbs
AEMA - Kara Anderson

1. Remaining Board Members:
Castle Boutique - Sally Beck and Susan?
Castle Gram - Susan Wright
Circulation - Sheila Kelly

Historian – Michelle Tyler confirmed
Hospitality/Reservations - Michelle Funkhouser and Deb Wehr (pending on assignments)
Knollwood Bake sale - Priscilla Noah
Membership - Jackie Caldwell and Laura Putnam
Nominations - Vanessa Joly
Publicity/Facebook - Carolyn Hudson
Webmaster - Terri Stevens

1. Vacant Positions:
President
Treasurer
Parliamentarian
Welfare Services
AEMA (Marguerite's position)
2. We are still looking for a nominee for President and Treasurer.  We have contacted members in the DC area that we know personally, but none have been able to take a position at this time.  If you have a suggestion of someone in the area or moving to the area, please let Vanessa know!  We saw some new faces in the social club pictures in the Castle Gram.  If you think any of them would be interested in serving on the board, please pass along their names. Connie noted that being a Board member is fun and only a little bit of time is needed. Bette noted this was longest time she could remember without a nominee. Christy noted that it was easy to delegate and easy to be the President of this Board.
3. Board members discussed rewarding experiences of connecting and serving with other spouses. Connie noted Zoom meetings makes involvement easy and encouraged participation.
4. We had Sheila send out an email requesting nominations, and Carolyn posted on Facebook. Terry posted a request on the website.
5. We corresponded with Bette and Roz about nominations and what needed to be in Castle Gram.
6. We sent an article as well as the nominations and voting procedure to Susan for the Castle Gram.

***HOSPITALITY/ RESERVATIONS*:** Michelle Funkhouser and Deborah Kalisz Wehr

1. In coordination with Scholarship chair, Kara Anderson, Michele and Deborah updated the 2019 Scholarship Award Brunch invitation. Michelle provided Kara three different versions, which can be used for the Recipient invitation, the CastleGram, and Circulation.
2. Requested that circulation sends email invitation to members; Kara sends hardcopies and email invitation to awardees.
3. Upcoming tasks include to acknowledge each RSVP received for the above event, create a name tag for each guest, provide an IPR to Treasurer and Scholarship chairs of positive response RSVPs NLT 22 April 2019, and attend the scholarship brunch.

***WELFARE/SERVICES***: Cathy Hansen

1. March meal was delivered to Ft. Belvoir Fisher House. April and May will finish out this year’s meals to Fisher House at Ft. Belvoir.
2. Cathy forwarded Yankee Candle info to CastleGram, Website, Facebook page, and Circulation.
3. Yankee Candle fundraiser is set up for the Spring season, updates of specials will go out through Circulation, Facebook page, and Website. Specials are usually sent to me from Yankee Candle with a 1-day notice. April 12 is the deadline for Mother’s Day deliveries.
4. Honor flight information is coming in and will be sent to CastleGram Facebook and email. Family members and dogs are welcome too. Times are usually in the early mornings or afternoons.
5. Cathy thanked Kara for her assistance. Susan asked me about Amazon Smiles. As I do not have any oversite on this account, I referred her to Kara. It was set up prior to my Welfare/Service predecessor. Its profits go straight to AEMA. Kara was able to provide who originally set it up.
6. Cathy’s upcoming goal is working on her continuity book.

***KNOLLWOOD BAKE SALE***: Priscilla Noah

1. May 1 has been approved as the Bake Sale date, beginning at 1000.
2. Priscilla reminded us to also include appetizers, diabetic and gluten free offerings.
3. Christy reminded that lunch would be at noon and the Board meeting would begin at 1300 with a check presentation to Knollwood.
4. Drop off locations for food will be forthcoming in email.
5. Christy noted driving directions are tricky and location is approximately 1 hour from Fort Belvoir, in the Bethesda area. Please use your GPS.

***MEMBERSHIP***: Laura Putnam and Jackie Caldwell

1. No updates noted

***THE FAIRFAX LIASON***: Kay Burlin

1. No updates noted

***HISTORIAN/FACEBOOK:*** Michelle Tyler

1. Michelle looked through past editions of the CastleGram article which could be shared again (Tidal Basin and Cherry Tree Planting).
2. Michelle noted more pictures needed! Please share pictures you take at any of the events/gatherings.
3. She will continue to look through previous newsletters and photo albums to find something to share in the May newsletter.

***FACEBOOK/PUBLICITY:*** Carolyn Hudson

1. Carolyn posted items on Facebook
	* Castle Gram Reminders
	* Created Events
	* Posted reminders immediately prior to events
	* Posted pictures of events after they occurred
	* Answered messages as they were received
2. Pictures are always appreciated! Thank you!
3. Carolyn will continue to post items a couple of times per week

***PARLIAMENTARIAN***: Roz Riley

1. Roz is coordinating with Nominations to publish the Slate of Officers and developing the ballot for CastleGram Editor
2. Roz is preparing for the virtual voting of the upcoming election of the Executive Board with the same virtual voting format that has been used in past.
3. Upon review of the constitution, there is guidance in absence of president, but not guidance if there is no president.
4. Currently, no nomination for president or treasurer. Bette suggested asking Launa. Laura Putnam is interested, but also has concerns with work and small children. Kim Houston is recruiting at events and tracking who is coming in. Betsy Rayfield would be good; Kim Gibbs to reach out to her.
5. Roz is planning for bylaw revision and checking job descriptions this summer to change constitution. Bylaws are revised by Board vote and constitution is voted on by members for changes.
6. Upcoming goals include monitoring email/US mail for votes, acting as a voting teller, providing President with results of election, and preparing Parliamentarian files and Binder for transition to the next Parliamentarian.

***CASTLE BOUTIQUE / WAYS & MEANS:*** Sally Beck

1. Opened Leaders Emeritus pop up store with Jackie and was very busy with approximately $2,100.00 in sales. Sally sold the handmade chest for $300.00 and had an additional order for one.
2. Sally inquired about knitted bottle cover orders. Volume ordered is approximately 100 for $600, not sure of set up or shipping fees. Planning to sell for $10 each. Connie has no issue with pricing. Board was able to view Sheila’s samples via zoom. Board decided if we can make $2.00 in profit per item, we will move forward with ordering red with white castle or gray with red castle design.
3. Michelle F. suggested marketing to Engineers at CGSC at Ft. Leavenworth. We can send merchandise to her son in time for the June 14 graduation. Also, would sell items for spouse PCC and Organizational Day in June. Considering these opportunities, may order more than 100 if pricing is better.
4. Connie will talk to protocol about Organizational Day set for June 21. She suggested selling limited Boutique items from 1100-1300 at the lunch.
5. Sally noted that we needed to make more jewelry and will coordinate with Connie for a date.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. No updates reported

**NOTES:**

1. Connie thanked Kara and Marguerite for their months of work with scholarship awards. Sally is doing excellent work with the Boutique. The CastleGram and website are wonderful. Connie is in awe of our Engineer Spouses!
2. Kim Houston noted that another GO spouse remarked that she was jealous of our strong club involvement and reputation– this makes her proud to be part of this organization.
3. Terri suggested that we wear our red Board shirts to Knollwood in May. Connie also suggested we wear our Board shirts to Honor Flights.
4. Roz noted concern about Susan’s financial investment in the soaps and how she could be reimbursed. Sally stated she can purchase directly from Susan and she could roll her time and set up costs into the price for soaps. Susan was not thinking about selling, she just wanted to contribute to scholarships. Sally suggested Susan set up as an Esty vendor and sell to the Boutique.
5. Christy reminded Board that May’s meeting would follow the bake sale at Knollwood and lunch.

**TIME OF ADJOURNMENT: 1147.** Motion made by Bette, seconded by Priscilla and unanimously approved.