

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Minutes

7 August 2019

**IN ATTENDANCE AT THE FAIRFAX:** Connie Semonite, Kim Houston, Michelle Funkhouser, Heather Kaiser, Jackie Caldwell, Launa Klimowicz, Bette Meuleners, Mary Alice Jakso, Kim Gibbs, Basia Kent, Kay Burlin, Terri Stevens, Kara Anderson, Michelle Tyler.

**IN ATTENDANCE VIA ZOOM:** Wendy Owen, Sheila Kelly, Vanessa Joly.

**CALL TO ORDER**: at 1015

***PRESIDENT***: Launa Klimowicz

1. Launa thanked Kay Burlin for arranging the meeting space at The Fairfax and for her hospitality during the July planning meeting.
2. Launa recognized and thanked the volunteers who worked the Castle Boutique in June and July. The next Castle Boutique will be at the Cocktail Party; Amy Rhodes has volunteered to run the Boutique there.
3. Launa contacted several members to serve in an AESC elected position. She will continue to work with Vanessa to fill vacant positions.
4. Our next meeting is 4 September at Starbucks in the Mall Food Court in Crystal City from 0900-1100. Newcomers Luncheon to follow at 1130-1330 at Sine. We will use and send the 2018 flier; Michelle Funkhouser will update and send to Sheila for distribution.

***VICE*** ***PRESIDENT***: Mary Alice Jakso

1. Mary Alice confirmed Staff Sergeant Kim will work the cocktail party. Basia and Mary Alice will coordinate contract for SGT Kim for one hour before and after event.
2. Marine Museum tour is set up for 9/18 at 10:30am.
3. Woodrow Wilson home tour is set up for 8/14 at 10:30am.
4. Information fliers about both tours were made for CastleGram and submitted to Susan.
5. Discussed best ways to reach people. Evite list is from 2017; Mary Alice will update and send events through Evite. She will also send to Sheila to send out through circulation. Carolyn will post on Facebook. Terri will post on website.
6. Evites were made for both events; will be sent via evite and through circulation.
7. Evite was made for Newcomer’s Luncheon on 9/4/19 at Sine Restaurant; will be send via evite and circulation.
8. Sign up genius was set up for cocktail party food, bartenders, and Castle Boutique volunteers; will be send via evite and circulation.
9. Susan has generously agreed to make soaps for the Newcomers Luncheon as take away gifts (thank you so much!). Mary Alice and Bette will meet at Susan’s home to help package.
10. Raffle items (3) from Castle Boutique are needed for Newcomer’s Luncheon. Unsure if there are tickets in hospitality box; may use names written on paper instead for raffle tickets.
11. Mary Alice retrieved all position boxes from the storage closet at 249th EN.
12. Mary Alice will obtain VP Box from Rosemary Davis this month.
13. Mary Alice requested that Terri link VP email to her personal email.
14. Mary Alice will contact POC for Belvoir and Army Spouses Kickoff events and consider participating for AESC exposure.
15. Cocktail Party Discussion:
16. Connie will inventory alcohol and soda and will check expiration dates to determine how much we need to purchase.
17. Castle Boutique will be held in tent outside; if it rains, will be in upstairs bedroom. Need volunteers to arrive 1600 for set up.
18. Four Bartenders will be needed. Two Castle Boutique (at least) will be needed. Food will be provided by Board. Teens can volunteer and assist with coats, clearing plates and glasses, etc. Sign up genius in progress.
19. Note will be added to sign up genius about food items being brought on crystal or silver serving plate if brining it on a serving plate.
20. Michelle has submitted invitation to legal for review and should hear back this week regarding approval. As soon as invitation is approved, she will submit to the SGS for distribution.

***SECRETARY***: Kim Gibbs

1. The 2019-2020 Board roster, summer planning agenda, due-out list and July minutes were sent to Board for review and corrections.
2. Motion to approve the July meeting minutes was made by Jackie, seconded by Kara, and approved unanimously by all Board members.
3. Upcoming goals are to complete August minutes, August due out list and September agenda and send to Board.

***TREASURER***: Basia Kent

1. Reconciliation:
2. Account Balances (as of 4 August 2019)
* BB&T Statement, $21,767.05 (outstanding checks: $270 The Fairfax, $65 Christy Preston, paid $26.78 for new checks)
* Register and General Ledger, $24,216.20
* PayPal, $3599.81 (membership and W&M)
* Cash/Check Deposit, $815 (membership and W&M)
* Petty Cash, $0
* Credit Card, $0
1. Basia reviewed treasurer report and 2019-2020 budget and noted there was a great deal of Castle Boutique spending.
2. Michelle F. inquired what was expected of Historian regarding end of year albums. Connie noted that generally a book is provided for Club, President, Honorary President and Vice President. Michelle will look for coupons for Shutterfly and Snapfish to keep costs low for 4 books. This will also be a way for other Board members to be able to order their own books.
3. Michelle made a motion to increase the Historian budget to $300. 00 for album expenses. Jackie seconded motion, all Board members approved.
4. Kim G. noted that she did not have any expenses to report as Secretary. Secretary budget reduced to $0.00.
5. Basia will be available for support at the Cocktail Party.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Kara and Laura met for AEMA Chairperson review.
2. Kara is transferring the AEMA files to a thumb drive for Laura. Laura will provide a report next month.
3. Kara and Laura will be working towards cleaning out the AEMA hard copy files. We plan to purge files older than 7 years. We will of course keep old copies of charters and historical documents like the book of awardees and AEMA /GKM scrapbooks. They are looking to purge old award applications mainly and financial documents older than 7 years. Any item that has any personal information will be shredded.
4. Basia, Kara and Laura will complete budget audits in August. Be on the lookout for an email from Laura on scheduling an audit and assembling the finance committee.
5. Laura requested use of the community center from Michelle F. and will coordinate timing with her.

***SCHOLARSHIP:*** Kara Anderson

1. Kara met with Laura Putnam to conduct turnover/share AEMA information.
2. Two GKM award letters were returned; reached out to individuals and forwarded via certified mail.
3. Kara checked the mailbox; received six (6) renewals with payment; bringing hard copies and checks to meeting. Kara has both keys to the mailbox at this time and will continue to keep both unless someone else needs a key. Kara lives near the mailbox, so checking is very convenient and not an issue.
4. Kara organized final audit notebook; Laura agreed to help organize the actual audit; Kara has offered to attend, if desired.
5. Laura, Launa and Kara need to go to Pentagon Federal Credit Union to update signatory cards.
6. Laura and Kara will be going through all AEMA bins to determine what we need to store and pare down unused/unneeded items going forward.
7. Kara will prepare thumb drives of actual 2018 and 2019 files for Laura.

***CIRCULATION***: Sheila Kelly

1. Sheila changed circulation email name. Thank you, Laura, for your guidance. It should now read “Army Engineer Spouses Club” when you receive emails. Note that if you previously saved “AESC” in your email contacts it may not have changed the wording.
2. Please send information to Sheila in circulation for membership emailing.
3. Sheila emailed August Castle Gram mailed six copies.
4. Basia will send current membership paid list to Sheila to keep current email roster.
5. Sheila emailed postage receipt for reimbursement to Basia.
6. Emails Sent:
* 7/4 Membership renewal (All)
* 7/10 Planning session (Board)
* 7/24 Castle Boutique Volunteers needed (Local)
* 7/24 Evite Workshop day for Castle Boutique (Local)
* 7/25 Twilight Tattoo (All)
* 7/30 Workshop cancellation (Board)
* 8/1 Castle Gram
1. Board decided that on October 31, will stop sending emails to those that have not renewed membership.
2. Sheila asked how to reach out to Engineers to share information. Connie recommended that we share with 249th EN and Mr. Arthur for Engineer Blast. Sheila will send fliers to him for Newcomers Luncheon and Cocktail Party.

***WEBMASTER:*** Terri Stevens

1. Terri updated President's response to online membership application and added photos to Home page and Events page.
2. Terri edited the June, July, August and September events.
3. Terri attended June and July board meetings.
4. She updated forwards for email addresses to new board members: President, Treasurer, Vice President, & AEMA.
5. Terri added May and June board meeting minutes to Members Only page.
6. Terri updated Contact Page with new board members.
7. Terri added LTG Graves and MG Rebh to In Memoriam.
8. Terri deleted Treasurer email after evidence of hacking - not used by treasurer.
9. Terri added 25% coupon code for bottle sweaters.
10. She updated membership forms and added link for descriptions of vacant board member positions.
11. She added August Castle Gram to Members Only page.
12. Terri discussed every 3-year renewal of Weebly package, due Sept. 17, 2019. Prices quoted were same Pro Package we have at $360.00 or a Prime Package with the same Pro features plus additional security and backup features for $250.00.
13. She reviewed newer website templates that will adapt to various user devices; phones, etc. This is a complicated fix, requiring her to redo/update the entire website. Nothing is very far out of place with current mobile viewing. Board agreed to keep as is.
14. Terri reviewed User sign-in, (additional $10 per month) vs. Password to view Members page. This is recommended by Weebly and nice for returning members – can add renewal message with login and link to renewal page.
15. Domain name, https://armyengineerspouses.org is available. Annual cost is $8.99. Can set up to re-direct from armyengineerspouses.com.
16. Motion was made by Terri to renew website with Prime package at $250.00, add user login at an additional $10.00 per month and add .org domain name and link to .com website for $8.99 per year. Kara seconded motion, Board passed motion unanimously.

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

1. CastleGram: the first issue of the new membership year was published on August 1.
2. Susan is working on September issue. Submissions are due the weekend before September 1. CastleGram will be published September 1.
3. Susan will need all contributions for upcoming events:
* Newcomer’s Luncheon – Flyer
* Annual Cocktail Party – Flyer
* AESC 2019-2020 Calendar of tours/events – at least up to December. Mary Alice will send to Susan.
* Castle Boutique calendar – when will it be set up for local events, sales, soap advertisements?
* Membership Join/Renew flyer reminder
1. Susan is requesting a list of new district commanders for Korea, Alaska and FLW to reach out to for additional distribution and inclusion. Kim Houston will forward the PCC list of commanders to Susan.
2. Feedback provided to Susan was that the protocol information was very much appreciated.
3. There is a POC from LRD who would like to write for the CastleGram.

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

1. Vanessa has been in contact with Launa about vacant positions and will continue to assist Launa in filling positions. The Newcomers Luncheon and Cocktail Party are traditionally good recruiting times.
2. Vanessa will be working next month and may not be as accessible for monthly Board meetings but will continue to serve on Board.

***HOSPITALITY/ RESERVATIONS*:** Vacant

1. Michelle Funkhouser updated invitation to Cocktail Party and sent to legal for review. Anticipating response from SGS today (8/7/19).
2. Michelle will send out approved Cocktail Party invitations ASAP.
3. Michelle will also update flier for Newcomers Luncheon and send out.

***WELFARE/SERVICE:***

1. No updates noted

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

1. No updates noted

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

1. Jackie and Laura are processing 2019-2020 memberships.
2. To date, we have 75 members who have joined AESC for 2019-2020, which is ahead of 2018-2019 schedule.
3. Although most memberships arrive via PayPal, mailed memberships continue to be an important option.
4. Thank you to Kara who kindly checks the AESC mailbox and sends the checks to Basia and membership forms to Laura. There are often notes on the paper forms and it’s nice to give the older members a connection to AESC.
5. Jackie and Laura will continue to process memberships as they arrive.

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

1. Kay scheduled The Fairfax for summer planning meeting.
2. Kay scheduled August Board meeting at The Fairfax.
3. Kay will coordinate and schedule 2019-2020 Board meetings at The Fairfax with Mary Alice.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle volunteered to be AESC Historian.
2. Michelle Funkhouser will meet with Michelle Tyler to acquire Historian items.

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

1. We have 657 follows on our page!!!
2. Carolyn posted items on Facebook:
	* Created Twilight Tattoo Event
	* Pictures of events
	* Castle Gram Reminders
	* Answered messages as we received them. There have not been many over the summer.
3. Carolyn noted that group pictures generate the most interest on our page. Please send as you have them. Thank you!
4. Moving forward, Carolyn plans to post happenings a couple of times per week.
5. Board discussed also having Instagram account and linking to current Facebook site. Launa will reach out to Carolyn to discuss setting this up.

***PARLIAMENTARIAN***: Michelle Tyler

1. Michelle accepted the position as AESC Parliamentarian.
2. Parliamentarian boxes and binders this month.

***CASTLE BOUTIQUE:*** Vacant

1. Connie has been filling online orders with Kim Houston filling in Connie’s absence.
2. Thanks to Terri, website looks great. Moving forward, would like to keep up with inventory and have small business capabilities.
3. Every month, we plan to have a web discount. The August special is 25% off freakers.
4. Thank you to the June and July Castle Boutique volunteers; we sold more than $3,000.00 in merchandise at each event. However, with the high sales, merchandise is now depleted.
5. Connie noted we have tiles that are slightly orangish in color but could be made into magnets and sold for $3.50 each or 10 for $30. We can create these at the jewelry party, place in bags and give as favors at the Cocktail Party.
6. Connie ordered bottle openers, since stock is depleted, for $4.00 each, will sell for $8.00 each. Connie also ordered muslin bags; cork coasters with “go army” and “essayons” for $2.00 each; bamboo trivets with “engineers” and bag and tissue paper supplies. She will be submitting her receipts for reimbursement to Basia.
7. Connie is also looking into purchasing Sparta pewter shot glasses, wine charms and Susan Wright’s soaps.
8. Board discussed having copies of The Army Spouse’s Handbook by Ann Crossley ad Ginger Perkins, available on web and in spouse’s clubs only. All clubs have agreed to sell for $27.00 each. We must purchase is in groups of 14 books, and Board agree that is a big investment for a small club. Michelle Funkhouser agreed to sell AESC 7 books from the Army Spouses Club for $20 per book. AESC Board agreed to this.
9. Connie provided lists of items we have sold in last 2 sales and current inventory, as well as how much we purchase item for, how much we sell item for and % of profit. She asked Board to review, see which items could be repriced and which items could/should be deleted. She also asked to think about additional items we would like to be added.
10. Board noted we need to schedule a jewelry making day. Connie and Launa will coordinate this event.
11. Board noted we need to find a Castle Boutique Chairperson.
12. While Connie did receive all merchandise from Sally, she still needs to obtain binders and paperwork.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. Shannon requested to be removed from all Board emails.
2. She is still willing to be Corresponding Secretary and will continue correspondence as indicated.
3. Shannon will receive information on correspondence through President.

***NOTES:***

1. Connie and Kim Houston presented Kay with a card signed by all present Board members and a signed tea towel to thank her for all her help with scheduling The Fairfax and for hosting our summer lunch during our July meeting.

**TIME OF ADJOURNMENT: 1200.**