

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Minutes

4 December 2019

**IN ATTENDANCE AT CONNIE SEMONITE’S HOME:** Connie Semonite, Mary Alice Jakso, Priscilla Noah, Bette Meuleners, Brenda Schultze, Basia Kent, Betsy Rayfield, Terri Stevens, Lucy Fratello, Ria Etheridge, Jackie Caldwell, Launa Klimowicz, Kimberly Gibbs, Susan Wright. **No Zoom at the December Meeting.**

**CALL TO ORDER**: 1034

***PRESIDENT***: Launa Klimowicz

1. Launa supported Castle Boutique sale at HECSA.
2. She attended November Board meeting.
3. Launa will support the December Castle Boutique sale at HQ.
4. In January, Launa plans to support Board members as needed.
5. Launa thanked everyone for coming today and kicking of the Holiday season with this annual event.
6. Our January meeting will be via zoom Wednesday, December 8 at 10:00am.

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

1. In November, Mary Alice attended the National Building/Law Enforcement Museum, the AESC Board Meeting, attended HEC Castle Boutique Sale and attended AAR meeting regarding cocktail party.
2. She sent out evite for Cookie Exchange.
3. She coordinated and emailed White House Tour attendees.
4. She sent pictures of events sent to historian, webmaster and castle gram.
5. Mary Alice made name tags for all events.
6. Mary Alice noted she will be out of town from January 2-9th.
7. Mary Alice has planned upcoming events:
	* ICE on 12/6,
	* NYC Tour on 12/11
	* White House Tour 12/12 at 8:30am
	* US Capital Tour 1/30/19
8. In addition, Blue Star Family White House tours have availability on 12/18.
9. Mary Alice thanked Michelle Funkhouser for including AESC to join NYC and White House tours with Army Spouses’ Club.
10. Mary Alice is starting to plan for events in 2020. Connie complimented Mary Alice on her event planning – all Board members concur that there are great events planned.

***SECRETARY***: Kim Gibbs

1. Kim sent the December Board meeting agenda to Board.
2. Kim send the November Board meeting minutes to Board.
3. Kim thanked Mary Alice Jakso for taking minutes for November.
4. Mary Alice motioned to approve the November Board meeting minutes as distributed, Priscilla seconded the motion, all Board members present approved, none opposed.
5. Upcoming goals include completing December minutes and sending to Board, preparing and sending February agenda to Board, completing 2018-2019 Motion List and updating 2019-2020 Motion List.

***TREASURER***: Basia Kent

1. Reconciliation:
2. Account Balances (as of 3 December 2019)
3. BB&T Statement, $26,677.47
4. Register and General Ledger, $26,253.47
5. PayPal, $1527.75 (Membership and W&M)
6. Cash/Check Deposit, $1040.50 (Membership and W&M)
7. Humphreys Engineer Center CB Sale - $1,553.00
8. Basia thanked all the volunteers at HEC remarked that talking to the POC worked well – the executive director sent an email notification from Betsy and we saw many shoppers.
9. Jackie noted that Jacky and Molly O’Neill were instrumental in AECS CB sales at HEC many years ago.
10. Moving forward, Basia will complete reconciliation for December.
11. Basia looks forward to supporting the CB Sale at the USACE HQ.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. The AEMA application was posted to the website Nov 1st.
2. Laura coordinated with Kara to update the AEMA application She has not heard if we have received any applications yet.
3. Laura deposited all the donations from the cocktail party.
4. ANNOUNCEMENT: Please remember to use Amazon smile and choose AEMA as your charity when doing your online shopping this holiday season! Thank you!
5. Laura wants to set the date for the AEMA Brunch. She thought this was set already, but now unsure. Per Connie and Launa, this needs to be set and, on the calendar, as soon as possible.
6. Laura plans to establish PayPal Here account AND get Ann Marie Cox’s name off PayPal account. She needs a letter from Launa on AESC Letterhead stating that Laura is the new AEMA treasurer. She will also complete paperwork to officially get on the signature cards for the AEMA accounts. Launa and Laura need to set a lunch date and get this done. This will require another letter stating that Laura is the new AEMA Treasurer.

***SCHOLARSHIP:*** Kara Anderson

1. Kara started reaching out to the School Liaison Officers, US Army requesting support in getting the AEMA and GKM scholarships information to qualifying students.
2. She checked the mail, copied memberships and forwarded to Jackie, Laura, Sheila and Basia.

***CIRCULATION***: Sheila Kelly

1. The December/January Castle Gram emailed and mailed.
2. Sheila assisted with the Red Book review and editing.
3. Ongoing: Sheila will update email roster as members join, verify payment received with Basia’s list; any brand-new members will receive the latest Castle Gram and any important info
4. PLEASE send all correspondence to the circulation@armyengineerspouses.com email.
5. PLEASE text Sheila at 912-271-7835 if you have sent me an email that needs to go out asap. With the holidays and Hotmail with so much junk mail she is worried that she will miss something.
6. Connie noted that Sheila is very responsive to messages.
7. Monthly goal is to submit receipts for CG postage.
8. Emails Sent:
	1. 11/12 Meeting AAR for cocktail party
	2. 11/15 Castle Boutique volunteers needed for sales event
	3. 11/18 NYC Trip
	4. 11/19 Giving Tree and Wreaths Across America
	5. 12/1 December January Castle Gram

***WEBMASTER:*** Terri Stevens

1. Terri put nutcracker picture on the webpage.
2. Terri asked if there was a coupon for the Castle Boutique ornaments – yes per Betsy.
3. Terri asked about the Castle Boutique site being down for the holidays. Betsy said it was fine to leave it up, just add a message that orders may be shipped later.

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

1. CastleGram December/January issue completed. Launa remarked that the CastleGram was awesome this edition!
2. Susan thanked everyone for help with formatting and with all the recipes.
3. Susan is still researching new software that doesn’t give her so much problems. Publisher crashes often and she spends way too much time on exporting to a .pdf.

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

1. Vanessa and Bette are ready to support as needed.
2. Bette asked us to spread word about AESC and 2020-2021 Board opportunities and thank you so much for volunteering!
3. Launa reminded us to consider giving the gift of an AESC membership as a Christmas gift.
4. Connie asked Board if we are not transitioning, please consider remaining in current position for continuity of next Chief of Engineers.

***HOSPITALITY/ RESERVATIONS*:** Lucy Fratello and Ria Etheridge

1. Lucy and Ria logged in to Hospitality e-mail account and checked mail. No new mail.
2. They brainstormed invitation design ideas for upcoming Farewells.
3. Lucy and Ria met with Launa and Mary Alice to discuss AAR for Cocktail Party.
4. Lucy typed up changes for AAR and provided clean copies for review. Ria helped to edit report. AAR was handed out for review, comments, and questions. Please submit changes to Lucy and Ria ASAP.
5. Lucy assisted with the Humphreys Castle Boutique sale.
6. Upcoming goals include attending December board meeting, checking Hospitality e-mail account, and providing general assistance to other committee chairs as needed.

***WELFARE/SERVICES***: Brenda Schultze

1. Lynch Creek-Continued to advertise and monitor LC Fundraiser. To date we have earned $695/$1000. Thank you to everyone who is advertising and purchasing beautiful Lynch Creek. Fundraiser ends Dec 15, 2019. We earn 15% per sale.
2. Yankee Candle-Continued to advertise and monitor YC Fundraiser. To date we have earned $142.80. I am turning in a check for $38.80 that came to me in the mail from Yankee Candle. Fundraiser ends Jan 8, 2020. We earn 40% per sale.
3. Salvation Army Giving Tree-coordinated donors and items for our two siblings AESC sponsored for this year’s Giving Tree. Thank you to Basia Kent for volunteering to be a drop-off location. Thank you to all that donated items. We were able to fill both lists. Brenda dropped off the items to SFC Martinez-Valazquez on Dec. 3rd at USACE HQ.
4. She coordinated November date for Fisher House. Thank you to Laura Putnam for delivering a meal in Nov. December-March are filled. Need to fill April 27 and May 18, 2020. Thank you to everyone who volunteered.
5. Brenda advertised Wreaths Across America wreaths sponsorship. The deadline for sponsoring a wreath was Dec. 2.
6. Brenda attended board meeting at Fairfax on Nov 6 and supported the Castle Boutique Humphries sale on Nov 20th.
7. Wreaths Across America- We will support WAA at Arlington Cemetery on Dec 14 for anyone who wishes to participate in laying wreaths. She will advertise for anyone who would like to meet as a group NLT 8 am on Saturday, December 14th at the Old Fort Myer Chapel. Have your DoD ID on you to be able to re-enter the gate. Park on Fort Myer. You can meet at the McClellan Gate for the parade and trucks. Per Susan, go to the back of the cemetery for more wreaths. Text Brenda to meet, she plans to arrive at 0745. Sheila will send out to local members.
8. Brenda will have pictures of all the items we donated to put into February CastleGram along with a thank you to all who donated.
9. Brenda will keep advertising and monitoring fundraisers and Wreaths Across America.
10. She will coordinate Fisher House meals for December with Michelle Tyler. Thank you for volunteering Michelle.
11. Brenda will wrap up the Lynch Creek fundraiser and follow-up with monies received.
12. Launa thanked Brenda for all the fantastic work she does.

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

1. Priscilla plans for Annual Bake Sale on Wednesday, April 22. We will arrive at 0900 to set up, sale to begin at 1000. We will have lunch together after at Knollwood.
2. Ann Kem will give us a tour of her apartment.

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

1. Red Book is completed! It will be mailed out on December 4 to non-local members and handed out to locals at the Holiday Party.
2. 181 total members this year.
3. Thank you to Laura and Sheila for proofreading.
4. The new liaison at Springfield Printing is helpful and we were able to save a few pages.
5. The Army Spouses Book design is pretty this year, consider formatting changes for next year.

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

1. Kay has no updates but is ready to assist as needed.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle will be out of town for the Cookie Exchange. She requests someone to please take photos for her.

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

1. Thank you for all the great pictures for posting!
	1. AESC Humphrey Sale
	2. ASCGWA Festival of the Firs Luncheon. Sally Beck made a “transitional” wreath to tree. She will send picture to Carolyn to post on Facebook and Web Page.
2. Carolyn had a Veteran’s Day post and Thanksgiving post.
3. She highlighted items from Castle Boutique:
	1. Tailgate bundle
	2. New Engineer ornament
4. Carolyn posted event reminders:
	1. AUSA Annual Meeting
5. She posted Information about our fundraisers:
	1. Yankee Candle & Lynch Creek Farm
6. She also posted a Castle Gram Reminder.
7. Carolyn plans to continue to post happenings a couple of times per week. Connie remarked how responsive Carolyn is to updates.

***PARLIAMENTARIAN***: Michelle Tyler

1. The Constitution was updated in the new Red Book.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Successful sale at HECSA. Big thank you to Basia, Mary Alice, Lucy, Brenda and Launa for your help that day. Also, thanks to Connie and Sally for having great merchandise to sell!
2. Betsy updated the CB Website to include current in-stock items.
3. Castle Boutique Sale at USACE HQ on Wednesday, December 18th 10-2 (set up at 9:30). Current volunteers for this sale are Launa, Basia and Amy Rhodes. Tentatively, also Jackie and Brenda. Anyone else is welcome.
4. She will research new merchandise, specifically screen-printed items for sale. Betsy is also looking for a new rhinestone pin. Betsy will have a bow tie sample soon from Basia and is considering preorders, mailing for $2.00? New cookie cutters are also ordered in multiple sizes. Basia has been helping with all the new merchandise – thank you!

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. Shannon will continue correspondence as indicated through notification by President.

**NOTES:**

1. The AESC Cookie Exchange kicks off the holiday season for both Connie and Launa. Thanks to all for attending.
2. Connie encourages spouses to keep up this tradition.
3. Connie and Kim Houston have a gift for group. Launa has a gift for Board Members as well.
4. Reminder that the Holiday Reception is December 15 at the Semonite’s home.

**TIME OF ADJOURNMENT: 1119**