

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

6 February 2019

**IN ATTENDANCE:** Connie Semonite, Kim Houston, Christy Cramer Preston, Cathy Hansen, Kay Burlin, Kimberly Gibbs, Roz Riley, Lois Cook, Susan Wright. Per Zoom: Wendy Owens, Sheila Kelly, Deborah Weir, Michelle Funkhouser, Michelle Tyler, Kimberly Shaeffer-Oborski, Laura Putnam.

**CALL TO ORDER at 1018 by Christy Cramer Preston.**

***PRESIDENT***: Christy Cramer Preston

1. In December, Christy supported Wreaths Across America (wreaths laying). She stated the weather was rainy, crowds were lighter than the previous 3 years, and she and her family were able to lay multiple wreaths. Christy also noted more crowds gravitated to Vietnam to present day zones; the Civil War area where she was had light crowds. Parking was difficult; unless you had a military ID, parking was at the Pentagon.
2. In January, Christy supported Wreaths Across America (wreaths removal). The weather was nicer, more people present. Cathy and family were also present and reminded to bring rakes if going, not enough available. She also stated more areas were needed for disposal of wreaths.
3. Christy additionally responded to Club emails throughout the month and aided Board members as needed.
4. A meeting schedule with Kera at the Fairfax to discuss the AEMA Awards Brunch on April 28. She reported they have a new food vendor whom she hears is easy to work with. Connie is pleased to have the awards at the Fairfax to allow us to interact with the former engineers.
5. Christy reminded Board that the next Board Meeting is 6 March at 10:00 am at the Fairfax.
6. Christy noted that there will be open AESC Board positions for next year for President (moving), Treasurer(moving), and Parliamentarian (resigned, but wishes to stay active in AESC). Vice President, Secretary and AEMA positions will remain filled with current board member. Brenda Schultze was mentioned as a potential board member. Christy will contact and discuss.

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

1. In December, members enjoyed A Christmas Carol at Ford’s Theater, toured Madame Tussaud’s Wax Museum. The social met at Launa Brown’s home for a white elephant gift exchange.
2. In January, members were scheduled for a tour of Mansion on O Street and Wine Tasting at Georgetown Olive Oil Company. Unfortunately, due to the lack of interest/RSVPs, both events were cancelled. The social met at Kimberly Gibbs’ home for a Superbowl themed party.
3. Lois noted each month we offer 3 events; 2 outings and 1 social. She questioned if we want to scale it back to just 1 outing and 1 social or if members interested in having all 3 options. Kim H. and Connie both like the having multiple events to choose from. Group noted that January is a traditionally slow month in DC and advised to give more time to gauge interest. Lois already has Evite set up for upcoming events, will release in advance for ease in scheduling and planning. Two outings and one social will continue to be scheduled monthly.
4. In February, we will have a distillery tour and tasting on Feb 15th. This will be a valentine event with guests welcome. The tour begins at 6:00pm and cost is $10 per person. Dining on own is available following the tour.
5. The social will meet at Northside Social in Arlington on Feb 19.
6. We will also visit National Portrait Gallery on Feb 26th. A tour with gallery highlights is scheduled. Cathy remarked that the highlight tour is excellent. Lunch prior to tour at a nearby restaurant is planned.
7. Connie praised Lois’s event planning and inclusion with activities.

***SECRETARY***: Kim Gibbs

1. December minutes were completed and sent to Board. Revisions were made to AEMA and Membership sections. Minutes were resent to Board as amended.
2. February agenda sent to Board.
3. Motion made by Kim G. to approved amended December minutes, seconded by Cathy and approved as amended.
4. Upcoming plans are to complete February minutes and send to Board and prepare and send March agenda to Board.

***TREASURER***: Kimberly Oborski

1. **Reconciliation:**
	1. Account Balances (as of February 5, 2019):
	2. BB&T Statement, $21,711.73
	3. Register and General Ledger, $21,711.73
	4. PayPal, $244.61 ($50.00 always stays in account)
	5. Petty Cash, N/A
	6. Credit Card, $14.99 (Zoom fee)
	7. W&M
	8. 1,786.75 total deposited to BB&T from Castle Boutique Sales since Dec meeting
2. **Membership:**
	1. Processed 3 memberships
3. **BB&T:**
	1. $.34 interest earned
4. **Misc.:**
	1. Deposited $52.75 from Yankee Candle ($107.35 total for the year)
	2. Deposited $677.67 from Lynch Creek Farms
	3. Total fundraising amount: $785.02
	4. Need to vote on distribution of funds:

 50% AEMA: $392.52

 25% Knollwood: $196.25

 25% The Fairfax: $196.25

1. Cathy asked about number of checks from Yankee Candle, as she was expecting 3 checks/$148.60. Kimberly stated she has 3 checks sent by Kara at this time totaling $107.35. Cathy will follow up with Yankee Candle about the discrepancy between checks and total sales. Kimberly will follow up with Kara regarding additional checks in PO Box.
2. Cathy acknowledged Lynch Creek totals were correct and closed out.
3. Cathy noted Wreaths Across America was an easy fundraiser with 49 wreaths sold at $5.00 each.
4. Connie asked how fundraising money spent via Amazon Smile gets to us. Kimberly stated that those funds go directly to AEMA and will be reflected in their budget totals.
5. Connie inquired about how funds are distributed. Kimberly stated that last year, checks were hand delivered at a presentation at The Fairfax and presented at the Bake Sale at Knollwood. Board reviewed distribution totals in above Misc d. Connie asked about legal requirements for rounding funds to $200.00 each for Knollwood and Fairfax and giving rest to AEMA. Kimberly stated no issues with that, especially since there is an outstanding Yankee Candle check. Roz reminded that many Knollwood residents present checks at the bake sale as well. Connie noted that Priscilla has cash on hand at Knollwood Bake Sale and cashes out checks given on site.
6. Christy noted that money can be disbursed to Fairfax next month, but we could also wait and present at brunch in April. She agreed we should maintain the current breakdown percentages but wait until March for rest of funding to be completed. Kimberly noted there is $6,000 in AEMA Budget at this time.
7. Cathy motioned to hold fundraiser distributions and discuss further at March Board meeting, seconded by Lois and approved by Board.
8. Kay asked when we began giving funds to Fairfax and Knollwood; Connie stated she believes it began with the Lynch Creek fundraising years ago.
9. Kimberly reminded Board that the budget was adjusted to accommodate $5,000.00 for Ways and Means.
10. Kimberly’s upcoming February goals include processing PayPal transactions for deposit to bank account, reimbursing Sheila Kelly for Circulation costs, and securing outstanding Tervis invoice.

***AEMA CHAIRPERSON*:**  Kara Anderson

1. Kara has been responding to AEMA application inquiries/questions as they come in. She currently has two applications and will get them to Marguerite to begin processing and is working on finding three essay judges. There was concern voiced regarding only 2 applications at this point. Cathy and Roz noted that applications must be complete when submitted to be considered. Christy felt that High School Seniors may procrastinate, and we will see applications at the end of the month. Cathy reminded us that Fairfax County school transcript release is delayed until the first week in February; Kim noted Prince William County School transcripts will also be delayed. Connie asked if SAT transcripts could be printed from SAT website or if must be generated by the school, board was unsure.
2. Christy confirmed with Marguerite that the AEMA application was sent to all 2018 distribution locations. Sheila also sent reminder. Christy will follow up with Bill Arthur to see if advertised in Blast. Roz has seen application of Facebook.
3. Kara also plans to update the scrapbook with award winner’s names (AEMA) and the 2018 GKM winner in book.
4. She checked the mailbox and forwarded checks to Kimberly.
5. Kara made and delivered the Fisher House meal for January.
6. Kara reported reaching out to Kay Burlin to schedule the AEMA luncheon. She hasn’t heard back from her so will contact the Fairfax directly. Kay reported that the luncheon is confirmed for 4/28/2019 at the Fairfax.
7. Kara and Laura Putnam are organizing financial paper work and upcoming goals for this month are to finalize finance records and set up an audit.

***SCHOLARSHIP:*** Marguerite Theisen

1. No updates noted

***CIRCULATION***: Sheila Kelly

1. Sheila reported February Castle Gram emailed and mailed. Kimberly Oborski reported that hers is still going to spam. Sheila noted that this is due to people’s individual privacy settings and must be fixed on receiver’s end.
2. Sheila has designated separate printer ink & copy paper and will see how cost effective it is. Follow up: she has not run out of ink after printing 414 pages (December and February Castle Grams). Six people are receiving paper Castle Grams; the rest are online.
3. Castle Gram and Red Book corrections were emailed per request.
4. It was brought to my attention that some members were not receiving Event info and reminders. Terri was able to decipher and fix this through hostmonster. It was determined it was the links. Terri and I had many back and forth emails to make sure all was now working. Evite is fixed per Terri. Thank you to Terri for all your continued help and guidance!
5. Reimbursement receipts for October, November, and December were sent to the Treasurer.
6. Sheila will sometimes combine Events and Social Group info when emailing, usually because she saw both at the same time. Sheila requested board feedback to determine if this format is confusing. Sheila will also contact Allison Chamberlayne for feedback. Connie requests that AESC start on title; she likes this for ease of sorting and following. She feels the combination of both events can be confusing when searching for a particular event. It was determined by the group that the subject line should have the exact event for easier sorting. Lois asked if hyperlinks to evite links can be put in one place on Castle gram calendar for easier RSVPs. Susan agreed to make this change. The board also decided that 2 reminder email blasts per month for events instead of individual reminders will be implemented.
7. Sheila continues email communication with Laura, Jackie, (Membership), Kimberly (Treasurer) for accurate and up to date memberships.
8. Emails Sent:
* 12/4 Canceled Board Meeting &amp; Cookie Exchange (All)
* 12/11 Board Meeting &amp; Cookie Exchange. Lynch Creek info (All). Madam Tussauds (Local)
* 12/13 Fisher House meal (Local)
* 12/16 Madam Tussaud’s Reminder (Local)
* 12/28 January Events: O Street Mansion &amp; Olive Oil Tasting (Local)
* 1/2 Yankee Candle (All)
* 1/9 Event &amp; Social Group info (Local)
* 1/16 Event &amp; Social Group (Local)
* 1/17 AEMA &amp; GKM 2019 Application (All)
* 1/22 AESC Events Olive Oil Last Call
* 2/2 February Castle Gram

***WEBMASTER:*** Terri Stevens

1. Terri removed the ornament discount code in Castle Boutique and removed old events and fundraisers from home page. She added photos of past events to Events page and request all members continue to send more content.
2. Her upcoming goals include replacing the heading on home page with scrolling photos and reviewing website statistics.

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

1. Susan reported that the Castle Gram is sending better. She reached out to Kimberly O. to let her know to adjust her settings submission will go through.
2. Susan thanked all for getting information to her on time (one week prior to publication) as it takes about a week to format.
3. The Board all agreed Susan is doing a fabulous job with the Castle Gram.
4. The Board noted that the quiz and puzzles are hard but lead to discussion and family fun.
5. Connie feels that the Castle Gram has a broad, exciting focus beyond her expectations. She enjoys seeing things we have not seen before. Roz noted all the connections being made in Germany and Japan. Follow ups with Korea and Hawaii are needed. Connie praised Susan’s inclusive involvement for all Engineers. The Castle Gram gives additional reasons to be a member of AESC: additional insight into the Engineer world.

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

1. The AESC Board members were contacted about remaining in their positions on the board.  This is the information that we currently have:
2. Remaining Board Members:
Vice-President - Lois Cook
Secretary - Kim Gibbs
AEMA Chairperson - Kara Anderson
Castle Boutique - Sally Beck and Susan?
Castle Gram - Susan Wright
Circulation - Sheila Kelly
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
3. Vacant Board Positions:
President
Treasurer
Parliamentarian
Welfare Services
AEMA (Marguerite's position)
4. One name was given for a vacant position.  Bette has two people in mind. Brenda Schultze and Tonya Pelham were mentioned, and Christy will reach out to both. Rea Ethridge was mentioned and is interested in volunteering but unable to commit to the Board. Christy asked if we find interest to let her know and she will contact.
5. Please let me know if you plan to keep your board position next year and let Vanessa or Christy know if you are interested in a different position or know of anyone that may be interested in serving on the board. The goal is to fill vacant positions.

***HOSPITALITY/ RESERVATIONS*:** Michelle Funkhouser and Deb Wehr

1. Deborah reported she and Michelle have been preparing invitations for AEMA Ceremony, coordinating with AEMA Chairpersons on invitations, invite list, and RSVP deadlines for AEMA Ceremony. They will continue to support and assist the Scholarship chair and committee as needed.
2. They attended the Initiative Forum for Army Families, sponsored by USAA, February 5 and will begin work on After Action Report. Connie and Deborah gave a preview of what the report will include, beginning with more options with moving and HHG initiatives, guidelines for home-based businesses on post, new program links that are easier to use, and a new family website per Secretary of the Army.

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

1. Cathy reported fundraisers Yankee Candle, Wreaths Across America, and Lynch Creek Farm are all ended. Cathy also noted the POCs for Lynch Creek and Yankee have recently changed.
2. Cathy mentioned the W-9 requirement and gave a big shout out to Kara Anderson and Kim Oborski for helping with the Lynch Creek Farm W-9 issue. This year AESC made more profit than the W-9 threshold of profit ($600) allows, so we had was a surprise two week holding issue of our profit check from Lynch Creek. Lynch Creek sent us our profit check, ironically, without us submitting a W-9 that we were about to mail to them. AESC has never sent them a W-9 and it was not an identified issue with the Lynch Creek coordinator until the actual day that they had said our check would be in the mail to us. It is included in my continuity book for a W-9 to be prepared in August if Lynch Creek is used as a fundraiser again next year.
3. The Fort Belvoir Fisher House food donation continues. Thanks to Lisa Berge for providing the December 17 meal and Kara Anderson for providing the January 28 meal at the Ft Belvoir Fisher House. The May 20 meal is already claimed by Tonyi Pelham, thank you! Volunteer food donations at Fisher House for February with be Kimberly Oborski, March will be Christy, and April’s meal will be completed by Cathy. Meals are for 6-10 people with no dietary restrictions.
4. Cathy gave thanks to Deb Weir, Kim Oborski and Christy Preston for their extra help with the Salvation Army Angel Tree, as well as anyone she may have missed recognizing. We had a lot of AESC Angels for this project who helped make it so successful.
5. Wreaths Across America “Wreaths Out” Day is the lesser known of the two event days for WAA. In less than three hours all the wreaths were picked up on January 19 at Arlington for recycling.
6. Currently, fundraiser verification of actual money mailed to us and money earned for YC, WAA, LCF is needed. Each organization closes out in a different manner, and not all of them send me our final totals. Susan requested end of year fundraising totals for the Castle Gram.
7. Cathy asked Board if another Yankee Candle fundraiser for spring is wanted. Cathy reported the initial fall set up was time consuming, but there should not be many changes for the spring sale. Board agreed this is an easy fundraiser that can benefit organization and that we should continue with Yankee Candle sales. Cathy will set up. Connie asked if the account could be set up to get an email with order instead of having to login to site each time to check and ensure all orders are processing. Cathy reported no individual notifications per Yankee Candle. Roz asked if we can connect this fundraiser to a generic email, we have so all correspondence goes to generic email for AESC. Cathy stated she will change this.
8. Roz forwarded Lynch Creek Wreath information to her friends and asked for any feedback with orders. Cathy will check names of Roz’s friends to see if orders were processed for AESC.
9. Cathy asked if we want to participate in the Wreaths Across America fundraiser again next year. If so, Cathy can sign us up now for the new account for the December 14, 2019 event to pass on to her successor. Board agreed this is worthwhile, so Cathy will sign up for 2019.

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

1. May 1 has been approved as the Bake Sale date.

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

1. We have 198 members and were only two short of our goal for this membership year.
	1. The membership roster has been updated on the website and is current as of February 5 and it includes Susan Landis who joined today.
	2. We did have some corrections to the Red Book: Amy Rhoads amylrhoads@gmail.com. name and email spelled wrong in red book, correct as written here.  Salliejo Evers first name was spelled wrong in the Red Book, correct as written here.  Shelia sent out the corrections to the membership.
	3. Beth Pritchard has not received a Red Book. There are extras and Jackie will mail one to her.
	4. Connie discussed if late joiners should pay half price. Christy feels some people may be joining now in order to submit scholarship applications. Cathy feels members can pay full price for that.

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

1. The AEMA awards luncheon is set for April 28, 2019 at The Fairfax.

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

1. Michelle is continuing to save images shared via email and the Club’s Facebook page in preparation for annual scrapbook. More pictures are needed so please share pictures you take at any of the events/gatherings.

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

1. Carolyn reported that she posted upcoming events, including the AEMA scholarship information. She also posted photos from past events
2. Photos are always welcome and generate a lot of interest on our site. Please continue to submit.
3. She plans to continue to post items a couple of times per week.

***PARLIAMENTARIAN***: Roz Riley

1. After serving in both elected and appointed positions on the AEOWC Executive Board and the AESC Executive Board for the past 14 years, Roz let the Board know she made the decision not to hold a significant position on the 2019-2020 AESC Board. She described her experience with AESC as “wonderful - we are selfless Board members with one thing in common: loving an Engineer”.
2. Roz also notified AESC President and Nominations that she would not be available to serve in a primary role. However, she would be willing to mentor/guide the next Parliamentarian in that transition period, and based on availability, would be willing to serve as a committee member.
3. Roz prepared two mockup articles (AESC 2019-2020 Slate of Officers; Summary of the AESC Election Process) for the April Castle Gram about the upcoming Executive Board election and distributed that information to President, Vice President, Castle Gram Editor, and Nominations Committee.
4. She suggested projected dates for the Executive Board Election process and is waiting for concurrence from board members receiving the mockup articles.
5. Roz is preparing for the virtual voting of the upcoming election of the Executive Board and will review the current procedure for relevancy and revision. Virtual voting has been done for past three years and has worked well with generally unanimous voting. All members are eligible to vote.
6. Her projected timeline includes nominations from the floor from now until April 26 per bylaws. The final slate will be presented in the Castle Gram May 5. Virtual voting on slate will occur from May 10 to May 18. Election results will be posted in the June Castle Gram.
7. Roz’s upcoming plans include coordinating with Nominations to publish the Slate of Officers, developing ballot for Castle Gram Editor, monitoring email/US mail for votes, acting as a voting teller, providing President with results of election, preparing Parliamentarian files and Binder for transition to the next Parliamentarian, be available to incoming Parliamentarian and attend Board meetings as available. She is also assisting Kara and Marguerite with AEMA activities in February, March, and April.
8. Connie described Roz’s powerful impact on AESC and Engineer spouses and families beginning with working with serving Board members to refine the Red Book including using out new crest in the cover design, adding the event calendar, AESC (AEOWC) history, and listing honorary positions as well as virtual voting and integrating her input into our website. She was responsible for overhauling the awards process into a fair, equitable and ethical process. Roz has reviewed our bylaws, organized all records as well as mentored countless people in the organization. Much growth is attributed to Roz, including inclusive changes from officer’s wives to spouses’ club. Roz credits Bobbie Buxbaum and Paula Van Antwerp with making those changes as well. Roz served AESC as President for three years and has been an inspiration to Engineer Families; her great reputation is an example of what a leader should look like. All Board members expressed their admiration and appreciation for Roz’s dedicated service.

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

1. Sally is ill and unable to attend Board meeting.
2. Connie discussed a Boutique sale during Leaders Emeritus Day Wednesday, March 13. Also, USACE PCC is June 17-21 with Spouse’s Day on June 19. A Castle Boutique is requested for this event. June 21 is USACE Organizational Day at Six Flags and Board agreed this event would be a good outreach to a different audience for Boutique sales. Kim will reach out to Sally with the three dates requested and will also send Susan a list of all upcoming event dates for Castle Gram.
3. Connie additionally provided calendar of events for USACE events including FLW/Enforce April 10-12, Twilight Tattoo with USACE hosting on July 31 and the Castle Ball on August 2, tentatively at the Crystal City Hyatt.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. Shannon did not have any correspondence to report this month but will continue correspondence as indicated.

***NEW BUSINESS:*** Susan Wright

1. Susan updated the Board on the Engineer castle soap mold. She showed a five-layer castle and a small and larger USACE castle. Board noted the castle turret sizing needed to be adjusted and Susan will follow up with local carver making the molds.
2. Susan makes all soaps with raw goat’s milk, jojoba, almond oil, and calendula oil seeped in essential oils. They are approximately 1 inch thick.
3. Sheila asked when the soaps will be in the boutique. Susan estimates between the mold construction and four to six week cure time for soaps that she will have them available in the summer.
4. Today is Susan’s birthday and to celebrate she brought everyone her beautiful homemade soaps.
5. Connie thanked Susan for her generosity and her skill with soap making. Connie also thanked Christy for all her hard work.
6. Kim H. thanked all for their efforts on behalf of AESC and is excited about upcoming events and scholarship awards. She thanked Roz for her service and thanked those who attended via Zoom.

***ADJOURNMENT:***

1. Motion to adjourn meeting was initiated by Cathy and seconded by Lois. Meeting was adjourned at 1207.