

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

6 March 2019

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

**CALL TO ORDER at 1044 by Christy Cramer Preston.**

***PRESIDENT***: Christy Cramer Preston

1. Christy attended the February board meeting.
2. Christy additionally responded to Club emails throughout the month and aided Board members as needed.
3. Christy reminded Board that the next Board Meeting is 2 April at 10:00 am at the Fairfax.

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

1. February trips included the Distillery and National Portrait Gallery.
2. Bible Museum trip is 14 March.
3. The next social is at the Northside on 26 March.
4. Walking tour of Old Town is 28 March.

***SECRETARY***: Kim Gibbs

1. February minutes were completed and sent to Board.
2. March agenda sent to Board.
3. Notified Sally Beck of upcoming Castle Boutique dates.
4. Sent upcoming calendar dates to Susan Wright.
5. Upcoming plans are to complete March minutes and send to Board and prepare and send April agenda to Board.

***TREASURER***: Kimberly Oborski

1. **Reconciliation:**
	1. Account Balances (as of 28 February 2019):
	2. BB&T Statement, $21,990.49 (outstanding check for $74.21)
	3. Register and General Ledger, $21,916.28
	4. PayPal, $410.28 ($50.00 always stays in account)
	5. Petty Cash, N/A
	6. Credit Card, $14.99 (Zoom fee)
2. **Membership:**
	1. Processed 6 memberships
3. **BB&T:**
	1. $0.15 interest earned
4. **Misc.:**
	1. Deposited $48.60 from Yankee Candle ($155.95 total for the year)
	2. Deposited $245.00 from Wreaths Across America
	3. Total fundraising amount: $1,078.62
	4. Need to vote on distribution of funds:

 50% AEMA: $540.00

 25% Knollwood: $270.00

 25% The Fairfax: $270.00

**Motion** made by Kimberly: Motion to approve distribution of 2018/19 fundraiser amount of $1078.62 in the historical breakdown of 50% AEMA/25% Knollwood/25% The Fairfax. Seconded by Bette. For: unanimous. Against: none. Passed unanimously.

1. Discussion on half year memberships offered for half price. Something would need to be added to the Constitution for continuity. Possibly an SOP for dues.

**Motion** made by Cathy Hansen: Club dues from the start of the club year to the scholarship deadline will remain full price. Dues will drop to half price the day after the deadline through the end of the club year. Susan seconded. For: unanimous. Against: none. Passed unanimously.

1. Upcoming plans include processing PayPal transactions and deposit them into the bank account, renewing the PO box at the USPS, reimbursing Sheila Kelly for March circulation costs and securing the Tervis invoice.

***AEMA CHAIRPERSON*:**  Kara Anderson

1. Kara has been responding to AEMA application inquiries/questions as they come in. She checked the mailbox; forwarded checks to Kimberly; forwarded mail to Christy and Cathy Hansen.
2. She confirmed AEMA luncheon reservation at The Fairfax, met with Margarite to copy applications and organized financial paperwork for an audit.
3. Kara currently has 20 applications and anticipates receiving more. She has verified the applicants against the AESC memberships, is preparing the essays for scoring and will update the scrapbook with the winner’s names (AEMA) and the 2018 GKM winner
4. Kara’s goal will be to finalize finance records.

***SCHOLARSHIP:*** Marguerite Theisen

1. No updates noted

***CIRCULATION***: Sheila Kelly

1. Sheila reported February Castle Gram emailed and mailed. Cost for postage $5.10. She provided Kimberly a receipt for reimbursement.
2. Sheila purged her distribution list to the current membership roster as she was emailing more CGs than we had members. Only found 5 and deleted them.
3. Emails Sent:
	* 2/1 AEMA and GKM application reminder (all)
	* 2/5 February Board Meeting with zoom information (all)
	* 2/8 Distillery Tour, Social group and Portrait Gallery (local)
	* 2/10 AEMA and GKM reminder (all)
	* 2/12 Volunteers for AEMA Scoring (local)
	* 2/21 AEMA and GKM deadline reminder (all)
	* 2/26 Final reminder AEMA and GKM (all)
	* 3/3 Castle Gram (all)

***WEBMASTER:*** Terri Stevens

1. Terri added (then deleted once past) the February events to the home page and added the upcoming March events. She also added both the February and March Castle Grams, the Spring Yankee Candle Fundraiser, and the November and December meeting minutes to the Members Only page.
2. Terri removed the awards@armyengineerspouses.com email address to avoid confusion as the AEMA committee uses the AEMA@armyengineerspouses.com for correspondence and applications.

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

1. Susan had completed the Castle Gram and then her computer crashed. As soon as she was back up and running, the CG was sent.

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

1. Vanessa remains in email contact with Christy and Bette.
2. She also contacted a few members regarding serving on the 2019-2020 Board and is waiting on responses.
3. Vanessa will have circulation send emails regarding nominations for board positions, ask Terri to add them to the webpage, and have a slate ready for the April Castle Grams.

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

1. Michelle attended the February board meeting via Zoom. Deb was there in person.
2. The ladies are currently waiting for the AEMA committee to make the flyer and will send invites once all information is received.
3. Ceremony is 29 April at 1300 in the auditorium at The Fairfax.
4. Their goals for the upcoming month include preparing the invitations for the AEMA ceremony, coordinating with the AEMA chairpersons on invitations, invite list, and RSVP deadlines for the ceremony, offer any assistance needed to the scholarship chair and committee and begin working on their AAR.

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

1. Fisher House food donations through May have been claimed. Thank you to Kimberly Oborski who supplied the February meal.
2. Cathy said that all checks from Yankee Candle, Wreaths Across America and Lynch Creek Farms have been received and deposited. YC had an extra check that was not in the totals of the verified orders.
3. Upcoming Honor Flights will be listed in the Castle Gram and the spring Yankee Candle fundraiser is set up.
4. Cathy will sign AESC for the Wreaths Across America for the 2019 season and share that information with her replacement.

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

1. 1 May at 1000 has been approved as the Bake Sale date and time.
2. We will have the bake sale, lunch and then our board meeting after (1300) at the Knollwood.

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

 1. 203 memberships

 2. Laura asked if the constitution would be updated this summer on dues. Yes!

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

1. No updates noted

***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. Continue sharing pictures!

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

1. Carolyn reported that she created events on Facebook-Olive Oil tasting, Distillery tour, Portrait Gallery and Museum of the Bible. Also, AEMA awards (reminded of deadlines and included the link), reminders prior to events and pictures after they occurred.
2. She answered messages as they were received.

***PARLIAMENTARIAN***: Roz Riley

* + 1. Roz attended the February board meeting where she discussed the 2019-2020 AESC board election. The board supported the current method of voting (virtual and in mail ballot) which allows all members to be involved in the election process. Agreement that no changed needed to occur at this time.
		2. Pending issue: Executive Board 219-2020 Slate of Officers completed (by nominations) to finalize draft of articles for Castle Gram: Publication of Slate, Summary of Election Process/Virtual Voting, Voting Ballot.
		3. Suggested Projected Dates submitted for the Executive Board Election Process. Waiting for concurrence from select board members (those who received mock up articles).
		4. Christy and the Membership committee contacted Roz regarding eligibility for membership for an international spouse (New Zealand) who is married to an engineer and would like to join the club. Roz came to the conclusion that the spouse WAS eligible as defined in Bylaws I. Membership, A. Active Members, 2. Eligibility, (b). and B. Honorary Members, 1. And 2.
		5. After discussion, it was decided that she will be able to attend functions as a guest of a current member and we will discuss honorary membership options and international spouses’ memberships during a review of the Bylaws.
		6. Roz is preparing for the virtual voting for the upcoming election of the Executive Board.
		7. Her goals for the upcoming month include coordinate with nominations to publish the Slate of Officers, develop a ballot for the CG, monitor votes via email and US mail, act as a voting teller, provide Christy the results, and work on her continuity binder.

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

1. Castle Boutique event: Leaders Emeritus Day. The treasurer has provided the amount raised that day.
2. Continuing to restock items and always looking for new ideas.
3. Suggestions visited:
	1. Tshirts-This is would require a large upfront investment to make them cost effective.
	2. “Bottle Sweaters”-the smallest quantity the company will make is 100 at approximately $6.00 each. If others feel it is a good idea, I will move forward with placing that order.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

***NEW BUSINESS:***

1. Connie shared upcoming dates

12 April Engineer Ball at FLW

28 April AEMA Awards at 1300

1 May Knollwood bake sale with lunch and Board meeting following

7 May Joint Armed Forces Luncheon at Waterford in Springfield

4 June Town Hall at USACE (Castle Boutique event?)

20 June PCC (Castle Boutique event?)

21 June USACE Organizational Day @ Six Flags (Castle Boutique event?)

29 July-2 August Executive Governance Meeting

31 July Twilight Tattoo

2 August Castle Ball @ Hyatt in Crystal City

4 September Welcome Luncheon

14 September AESC Cocktail Party at Quarters 7

8 October Townhall at the GAO (Castle Boutique event?)

15 December Cocktail reception at Quarters 7

***ADJOURNMENT:***

1. Motion to adjourn meeting was initiated by Cathy and seconded by Bette. Meeting was adjourned at 1212.