

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

1 May 2019

**IN ATTENDANCE:** Christy Cramer Preston, Priscilla Noah, Roz Riley, Terri Stevens, Kim Houston, Kim Gibbs, Cathy Hansen, Jackie Caldwell. Per Zoom: Vanessa Joly, Sheila Kelly

**CALL TO ORDER** at 1316

***PRESIDENT***: Christy Cramer Preston

1. Christy contacted several members to serve in an AESC elected position. Basia A. has accepted the nomination for Treasurer.
2. Christy assisted at the AEMA  Luncheon and thanked AEMA, Kara and Marguerite for a great event.
3. Christy prepared for May’s meeting and responded to/drafted emails as necessary.
4. Our last meeting is 5 June at either The Fairbax or Connie’s house. She will send further information.
5. Christy requests if you are not returning to your Board position next year, please bring your book with you to the meeting and any additional items that you have.

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

1. In April, we took a walk along the tidal basin to view the Cherry Blossoms, the social group met at MGM for happy hour. We did not visit Fredericksburg Battlefield due to lack of RSVPs.
2. In May, we will tour Hillside Estate, take a walking tour of Georgetown, and the social will meet for a Luau at the home of Michelle Tyler.

***SECRETARY***: Kim Gibbs

1. May agenda sent to Board.
2. She completed April minutes and send to Board.
3. Board members reviewed April meeting minutes. Cathy motioned to approve minutes, Priscilla seconded motion, and minutes were approved unanimously by Board Members present.
4. Upcoming goal is to prepare and send June agenda to Board.

***TREASURER***: Kimberly Oborski

1. Reconciliation:

Account Balances (as of April 27, 2019):

* BB&T Statement, $20,963.33 (outstanding Checks $270 Knollwood, $270 The Fairfax, $1,080 for AEMA luncheon costs)
* Register and General Ledger, $19,343.33
* PayPal, $731.41 ($300 to process from AEMA luncheon, $50.00 stays in account at all times)
* Petty Cash, 100.00 (withdrawal for AEMA luncheon)
* Credit Card, $14.99 (Zoom fee)
1. Memberships: None
2. Misc:
* Sent President annual donation checks for Knollwood Assistance Fund ($270) and The Fairfax for Programs ($270) to be presented at AMEA luncheon and bake scale
* Provided Kara Anderson with check ($1,080) to pay The Fairfax for 36 attendees
1. Kimberly plans to process PayPal transactions for deposit to bank account and deposit AEMA luncheon fees collected and donation received .

***AEMA CHAIRPERSON*:**  Kara Anderson

1. Kara sent letters to winners requesting bio information, inviting them to luncheon and sent declination letters to those not receiving awards.
2. Kara finalized program and had it printed. One of Dave’s classmates owns a printing company. The programs were printed pro-bono and we are only paying for shipping.
3. Kara printed photos/nameplates for display at luncheon and spoke with the Fairfax regarding the final details and numbers She also updated the scrapbooks (2018 awardee names and GKM page)
4. Kara worked with Michelle Funkhouser regarding luncheon nametags.
5. She provided information to Susan Wright for the Castle Gram.
6. Kara responded to inquiries from Chief’s speechwriter regarding remarks and any ethics questions.
7. Kara coordinated with Circulation sending invitation and reminder emails.
8. Many thanks to everyone for assisting with all the luncheon details from programs, nametags, changing the room set up, greeting/sharing lunch with our awardees, photography etc. Kara is very proud of what we could award this year and the luncheon!
9. Kara is still trying to get updates from two past GKM winners; I need their information for funding request. She is preparing awardee packages to mail those who could not attend the luncheon.
10. Moving forward, Kara will finalize GKM funding and send request to John Morris, update the scrapbook with award winner’s names (AEMA) and the 2019 GKM winner in book, and finalize finance records.
11. Kara thanked Marguerite for all her work and asked all to send cards to let her know we are thinking of her at this time.

***CIRCULATION***: Sheila Kelly

1. Sheila forwarded all RSVP or question emails to appropriate board members.
2. Emails Sent:
	* 4/2 Board meeting w/zoom info (All)
	* 4/4 Social Event MGM (Local)
	* 4/4 AEMA Luncheon (All)
	* 4/22 AEMA Luncheon (All)
	* 4/25 Urgent Nominations (All)
	* 4/26 Honor Flight (Local)
	* 4/26 Yankee Candle (All)
	* 4/27 Knollwood Bake Sale (Local)
	* 4/28 Honor Flight (Local)
	* 4/30 Board meeting w/ zoom info & bake sale
3. Roz remarked that she likes the details of events forwarded.

***WEBMASTER:*** Terri Stevens

1. Terri added AEMA 2019 recipeints' photos and bios.
2. She created new email, secretary@armyengineerspouses.com and linked Kim's email address for forwards.
3. Terri added upcoming May events: Hillwood Tour and Georgetown Walk
4. She added to "Remembering Engineer Friends" - Jackie Danielson, Sue Schmidt, MG Mark Yenter
5. Terri added approved February meeting notes and backed up website to .zip file.
6. Terri attended April board meeting and AEMA Luncheon:
7. Terri’s upcoming plans include adding more AEMA photos, continuing to add photos to Members Only and Events page, reviewing website statistics, adding March and April meeting notes, and adding May Castlegram to website.

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

1. Susan co.mpleted the CastleGram; May’s CG  is dedicated to the military spouse.  It will be sent out this evening with pictures by Christy.
2. She is looking to expand info in newsletter by having  board members update anything they are responsible for under their job description. Examples:
	* Historian write up something from our spouse past. (Michelle has been contributing)
	* Correspondence secretary send any new correspondence blurbs
	* Treasury updates
	* Presidents corner - what the president did for the month
	* Membership updates
	* Etc.
3. Susan hopes to get names of new incoming commander spouses from other Engineer districts. FLW, Honolulu, Korea so the CG can expand membership and include spouse happenings from the districts

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

1. Vanessa corresponded with board members and members to fill Executive Board slate for voting
2. Currently, President still vacant, though Lois Cook is considering. Vice President nominee is Mary Alice, Secretary nominee is Kim Gibbs, Treasurer nominee is Basia.
3. Vanessa noted that the AEMA Chair is 2 years per Bylaws. Jackie asked is we can amend these.
4. Vanessa and Roz will call to decide to publish the slate.
5. Vanessa will work with Roz with voting for the Executive Board and notify new board of next board meeting

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

1. Michelle attended the April Board Meeting.
2. Michelle and Deborah accepted RSVPs for AEMA Luncheon
3. They emailed the list of Affirmative RSVPs to President, AEMA Chair, Honorary President, Honorary Vice President, Aide of LTG Semonite, Executive Staff Assistant to the Commanding General, and Speech Writer to the Commanding General
4. They designed and produced name tags and place card settings for AEMA Luncheon.
5. Michelle attended AEMA Luncheon, took photos at AEMA Luncheon and emailed photos to recipients and a Google Drive of photos to specific board members
6. Michelle created an Avery account for the Hospitality position
7. Moving forward, Michelle and Deborah will complete and After Action Report for the Luncheon.

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

1. Cathy delivered April meal to Ft Belvoir Fisher House.
2. She forwarded Yankee Candle sale info to Website, Face Book page, and Circulation.
3. She forwarded DCA Honor Flights (x2) info to Website, Face Book page, and Circulation. I am currently updated by DCA Honor Flights on a weekly basis for known incoming and outgoing flights which reflects any flight changes.
4. Cathy emailed DCA Honor Flights info to Castle Gram that occur after Castle Gram publication.
5. Cathy emailed Castle Gram answers to questions for the May Castle Gram.
6. Cathy emailed Castle Gram power point flyers with information on Yankee Candles, DCA Honor Flights, Fisher House Meals, where Welfare fundraising monies go to (AEMA, Fairfax, Knollwood).
7. Cathy attended the AEMA awards luncheon.
8. May will finish out this year’s meals to Fisher House at Ft Belvoir.
9. Yankee Candle fundraiser spring season updates of specials will continue to go out through Circulation, Face Book page, and Website. Specials are usually sent to me from YC with a 1-day notice making information for Castle Gram obsolete before it is published.
10. Amazon Smiles: Cathy does not have any oversite or access to this account. Its profits go straight to AEMA.
11. Moving forward, Cathy is working on her continuity book.

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

1. Priscilla presented a check from AESC to Paul, Knollwood Representative, who was very appreciate

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

1. Carolyn posted items on Facebook, posted Gram Reminders, created Events, posted reminders immediately prior to events, and posted pictures of events after they occurred.
2. Carolyn also answered messages as they were received.
3. She noted pictures are always appreciated! Thank you!
4. Carolyn will continue to post items a couple of times per week.

***PARLIAMENTARIAN***: Roz Riley

1. Roz attended AESC Board meeting at The Fairfax, hosted by Kay Burlin.
2. She responded to emails (AEMA Memorium; Nominations Slate Vacancies).
3. Roz researched our C&B (see example-1 at end of report) and Robert’s Rules of Order (see example-2 at end of report) to provide information for the Board to determine how to proceed when a slate for Elected Positions has vacancies.
	* + - Guidelines in our C&B addresses election without a full slate.
			- Research done online also states a vacant position on the ballot can be elected with a write-in candidate (not applicable in our case).
			- Encourage a revision to our bylaws when we review/revise them this summer.
4. Roz noted that we will need an AEMA Treasurer. It is recommended in a charitable positon to keep treasurers/money handlers for 2 years or less. Roz will contact Ft. Myer to see how they do treasurer terms. Question asked if Kara can continue to manage scholarships if someone else handles the money role. Roz will research this.
5. Laura Putman is planning to work full time when she arrives in the National Capital region this summer, but is considering AEMA chair, as she has had this role before. Vanessa will ask her to consider position.
6. Question asked if Lois can be Co-VP or Co-President with Mary Alice. Also, Launa Brown is interested if there is an elected AEMA Board in place.
7. Roz reminded Board that this is the third year for Bylaws and time for review.
8. There will be a one page Election Edition of the CastleGram to vote. We must publish to group for 2 weeks.
9. The Executive Board 2019-2020 Slate of Officers is partially completed (by Nominations) as of 30 April. Office of President has no nomination (volunteer).
10. PROPOSED OPTIONS
	* Could we as a board vote a WAIVER to this bylaw?       *Present this to the next meeting which is 1 May* ***OR****via email to the Board calling email a VIRTUAL MEETING.*We would need a quorum of the board members who are eligible to vote (not all board members may vote) would be needed.
	* Delay the nominations window a week or so, so that the slate is filled. Delaying notification of general membership via CastleGram to mid May. Election Ballot will be in that edition.

**OR**

* + Advertise in the early May CastleGram that position is vacant.  Delay vote until slate is filled and publish a SPECIAL (shorter) CastleGram for the voting/election.
	+ Proceed to vote without the President position filled for now, continue to recruit (info in the CastleGram). If the slate is voted upon without the President, have the VP run the meetings in the absence of "The President".   The President will need to be voted on when someone steps up.
	+ Would the VP be willing to be INTERIM President?  Continue to search for a President.
	+ Find someone willing to "CO" the position.
	+ Would serving President consider continuing on as President VIRTUALLY/via zoom with a “CO” here?
	+ Perhaps the VP would consider "CO" with Christy - therefore both INTERIM.
1. Once Board Slate is complete and approved, Roz will work with Publication of Slate, Summary of Election Process/Virtual Voting, Voting Ballot.
2. Roz will prepare for the virtual voting of the upcoming election of the Executive Board. She will confirm dates the Executive Board Election Process once decision for moving forward with a vacancy on the slate is made.
3. Roz plans to consider a revision to our bylaws when we review/revise them this summer, which addresses vacancies on the slate after 30 April. She will coordinate with Nominations and CastleGram Editor to publish the Slate of Officers, develop ballot for CastleGram Editor, act as Voting Teller, monitor email/US Mail for Votes, and provide President with results of election.
4. Roz will prepare Parliamentarian files and binder for transition to the next Parliamentarian
5. Roz will attend board meetings as available.
6. Roz motioned that the Executive Board of AESC consider a waiver to extend indefinitely the notification of the nominations for 2019-2020 Elected Board to the general membership from the required date of 30 April until the position of 2019-2020 President can be filled prior to the closing of the 2018-2019 Board year, with a date of June 30, 2019 to complete. This motion was seconded by Priscilla and passed unanimously by the Board.
7. Notes to consider :
* EXAMPLE-1

**Bylaws (Redbook, page 45)**-Slate vacancy after 30 Apr:

*III. Election of Officers*

*B. The Chairman of the Nominating Committee, with the advice of his/her committee, shall present a slate, comprised or at least one candidate for each elective office, to the general membership no later than 30 April of each year.*

*D. Election of officers should be held no later than 31 May of each year.*

*F. Notification of any proposed slate for vote must be announced to the general membership (not less than two weeks) prior to the meeting at which the approval vote will take place. Email notification and voting is permitted.*

*I. A vacancy in the office of President shall be filled by the Vice-President. A vacancy in any other elective office shall be filled by vote of the Executive Board, unless otherwise prescribed by the Bylaws.*

* EXAMPLE-2

**Robert's Rules of Order (Chap 11) states**:

* The two primary Board Members needed to hold a meeting are:
	+ - 1. President (to keep order, be fair and impartial, protect the rights of the membership), and
			2. Secretary (to record the details of the meeting).
* The current President may stay on to run the meetings until a candidate can be electe
* The VP is considered "President in Training".

***CORRESPONDING SECRETARY*** : Shannon Luzzatto

1. Continue correspondence as indicated

**NOTES:**

**TIME OF ADJOURNMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**