

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Minutes

6 November 2019

**IN ATTENDANCE AT THE FAIRFAX:** Launa Brown, Kay Burlin, Jackie Caldwell, Brenda Schulze, Ria Etheridge, Lucy Fratello, Basia Kent, Michelle Funkhouser, Terri Stevens, Connie Semonite

**IN ATTENDANCE VIA ZOOM**: Susan Wright, Debbie Wehr, Cathy Hanson, Sheila Kelley, Wendy Owens, Bette Meuleners

**CALL TO ORDER**: at 1013

***PRESIDENT***: Launa Klimowicz

1. All Board positions are filled!
2. Launa attended the November Board meeting
3. The December Board meeting will be at Connie Semonite’s home with a cookie exchange to follow the meeting.

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

1. Mary Alice added new members to evite system and sent out evites to new members.
2. She attended Craft Night 10/7, Paddle/Kayak the Potomac 10/11, Air Space Museum/Dulles Airport 10/16, Tour of Winchester 10/23, and the National Building Museum and National Law Enforcement Museum Tour on 11/1.
3. Pictures of events were sent to Historian, Webmaster and CastleGram.
4. Mary Alice made name tags for events.
5. Thank you notes were sent to tour docents.
6. Upcoming event – ICE on 12/6
7. We are starting to plan for events in 2020.

***SECRETARY***: Kim Gibbs

1. Meeting minutes were approved for October. Motion – Michelle F motion and Jackie C seconded. All in favor, none opposed. Minutes are accepted as published.
2. Kim sent November Board meeting agenda, October due-out list and minutes sent to Board.
3. The 2019-2020 updated Board roster send to Board and a Word document Board Roster was sent to Jackie Caldwell, formatted for the Red Book.
4. Kim also attended Craft Night
5. Thank you to Mary Alice Jakso for taking minutes for me this month.
6. Upcoming goals are to complete the November minutes and due out list and send to Board, prepare and send December agenda to Board, complete 2018-2019 Motion List and update 2019-2020 Motion List.

***TREASURER***: Basia Kent

1. Reconciliation:
	1. Account Balances (as of 5 November 2019)
	2. BB&T Statement, $24,332.32 (outstanding checks: $270 The Fairfax, $424 AEMA, $215.17 Mary Alice Jakso, $22.35 Betsy Rayfield)
	3. Register and General Ledger, $24,061.22
	4. PayPal, $1064.95 (Membership and W&M)
	5. Cash/Check Deposit, $274 (Membership and W&M)
2. Basia received and deposited $1,000 for AEA Envelope Stuffing
3. Basia plans to research/obtain Tax Free form for club purchases.
4. Basia’s upcoming goal is to complete Reconciliation for November.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. The AEMA application was posted to the website Nov 1st.
2. Laura will provide an AEMA financial report next month to reflect interest and deposits from the cocktail party.

***SCHOLARSHIP:*** Kara Anderson

1. The 2020 AEMA scholarship application is now on the website.

***CIRCULATION***: Sheila Kelly

1. The November Castle Gram was emailed.
2. Not Renewed: Sheila reported tracking 46. Per membership, a big email push to those who haven’t renewed was sent out multiple times. Others have also reached out.
3. Sheila will be removing all emails of those that have not renewed.
4. Ongoing: Sheila to update email roster as members join, verify payment received with Basia’s list; any brand-new members I send the latest Castle Gram and any important info.
5. Sheila will continue to send Mary Alice local members emails as they join.
6. Emails Sent:
	* 10/1 Envelope stuffing (local)
	* 10/1 October Castle Gram (All)
	* 10/2 Late start board meeting (All)
	* 10/2 Member list not renewed (board)
	* 10/3 Yankee Candle free shipping (All)
	* 10/7 AUSA info (all)
	* 10/10 Honor Flight (local)
	* 10/17 Lynch Creek $10 off code (all)
	* 10/21 Fisher House meal sign up (local)
	* 10/29 Non-renewed membership reminder (non-renewed)
	* 11/3 November Castle Gram (all)
	* 11/3 one last email to non-renewed (non-renewed)
	* 11/4 November CG Corrections & Zoom info (All)

***WEBMASTER:*** Terri Stevens

1. Terri met with Betsy to discuss Castle Boutique on website, added her as an administrator.
2. She added Michelle Tyler to Forwards for parliamentarian@armyengineerspouses.com
3. She sent Kara a new password for awardsapplication@armyengineerspouses.com
4. Terri renewed Weebly Business Plan: $337 for 2 years
5. Terri temporarily removed Sheila's hotmail account from forwards for circulation@armyengineerspouses.com
6. Edits to Website:
	* Changed name of **Events** tab in navigation bar to **Photo Gallery**
	* Added Wreath's Across America, Salvation Army Giving Tree & DCA Honor Flights
	* Added Lynch Creek fundraiser and updated Fisher House information
	* Added photos to Photo Gallery from Newcomer's Luncheon, Cocktail Party, Potomac Paddle, and Jewelry Crafting
	* Added October and November Castle Gram
	* Added August and September board meeting minutes
	* Added the updated version of Constitution and Bylaws
	* Added December events to home page with details on Members Only page
7. Upcoming month’s goals include considering website or next newsletter advertising – breaking Castle Boutique job down into jobs – managing online orders, transporting items to each events, managing the accounts/financial part, purchasing items. Idea-Offering discount to people who work the Castle Boutique
8. Current Coupon for Castle Boutique – Freaker
9. Betsy would like to change coupon for the holidays .
10. Hotmail – CastleGram is going to spam. Terri can show people how to fix it so it doesn’t go to spam.
11. Terri added photos to website under Photo Gallery.

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

1. CastleGram November issue completed.
2. Exporting MS Publisher Castle Gram to Adobe .pdf. Does anyone have any ideas for publishing?
3. Susan research new software that doesn’t give her so much problems. Publisher crashes a lot and she spends too much time on exporting to a .pdf file.
4. Michelle Funkhouser noted that “In Design” is what ASCGWA uses. Michlle F. emailed information to Susan.
5. Susan requests if we have publisher, send items to her in a publisher format.

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

1. Thanks to all the volunteers who accepted Board positions.
2. Love attending Mary Alice’s adventures
3. Love the quality of the CastleGram

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

1. Cocktail Party AAR needs to be completed by Cocktail Party organizers.
2. Lucy and Ria would like to attend the AAR meeting.
3. Thumb Drive of information is in front pocket of binder.

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

1. AEA Envelope Stuffing-we partnered with AEA to stuff over 6,000 envelopes on Oct 7th & 8th. Thank you to Connie Semonite, Kim Houston, Michelle Funkhouser, Betsy Rayfield, Lucy Fratello, Basia Kent, and Sharise Spellmon for volunteering. Thank you to AEA for their gift to AESC.
2. Lynch Creek-Continued to advertise and monitor LC Fundraiser. To date we have earned $308/$1000. Thank you to everyone who is advertising and purchasing beautiful Lynch Creek. Fundraiser ends Dec 15, 2019. We earn 15% per sale.
3. Yankee Candle-Continued to advertise and monitor YC Fundraiser. To date we have earned $104. I am turning in a check for $104 that came to me in the mail from Yankee Candle. Fundraiser ends Jan 8, 2020. We earn 40% per sale. Answer to question about Yankee Candle website specials: The fundraising site has specials but they are different than the regular website. For example they have 2 for $40 on all medium jars. They also will also run free shipping or 10% off over a four day weekend.
4. Brenda set up dates for Fisher House-Worked with POC at Belvoir Fisher House and have dates set up from Nov- May. Have filled Nov and Dec. Thank you to Laura Putnam and Michelle Tyler for volunteering. Brenda sent flier to coordinate additional meals.
5. Brenda advertised DCA Honor Flights.
6. Wreaths Across America-This is set up and we will receive $5 for each wreath purchased through AESC. Details on flyer. Last day to order wreaths is Dec 2nd. We will support WAA at Arlington Cemetery on Dec 14 for anyone who wishes to participate in laying wreaths. Brenda will keep advertising and monitoring fundraisers.
7. Salvation Army Giving Tree-Brenda worked with Cathy Hansen to receive two names. We have siblings and have a list of items to purchase.
8. Also, Brenda will serve as a drop-off point in Arlington and need to recruit another drop of point or two in surrounding areas for the gifts.
9. Upcoming goal is to find a drop-off point for Angel Tree gifts in Springfield/Burke and Burke/Alexandria areas. Anyone interested?
10. Brenda advertised SA Giving Tree to get all items checked off of list. Brenda sent flyer via the CastleGram. Janet Graham also donated $40. Brenda use house as drop off location. We can purchase items not on list, but would like items on list purchased first. Brenda plans to collect the Salvation Army Giving Tree donations and prepare to drop off with POC NLT Dec 2nd. She will purchase remaining gifts with monetary donations in order to be ready for the USACE/Salvation Army Holiday Program on Dec 5th at 11 am. 3rd Floor, USACE HQ, GAO Building.
11. Jan/Feb AESC may have another opportunity to stuff envelopes.
12. Lynch Creek up to $308. Watch for their specials.
13. Yankee Candle – earned $104. Going to January 8, 2020. Watch for specials.

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

1. Priscilla lost her son in law unexpectedly. She is headed to Colorado and will return next Wednesday. Launa will contact Shannon to send condolence note to Priscilla and Dabney.
2. Knollwood Bake Sale –5/6/19 as the Priest doesn’t like us selling baked goods until after Lent.

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

1. Jackie and Laura are processing 2019-2020 memberships; currently we have 169 members.
2. Red book is in process – Laura will send completed excel by the end of the week. Jackie is working with Springfield Printing; they now have 2 liasons.
3. Plan is to have Red Book mailed out by 12/1/19.
4. Michelle Tyler sent her the constitution articles that we revised last meeting. Jackie would like people to help proof what is written.
5. Jackie handed out list of not renewed members.
6. Jackie also handed out list of current club members.

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

1. We gave them a check and it was made out to the Fairfax rather than foundation.
2. The Treasurer of The Fairfax mailed it back 3 to 4 weeks ago to address on check (Connie’s address).
3. Basia will write out another check to Fairfax Foundation and given to them today.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle attended October Board Meeting via Zoom.
2. Michelle placed photos received from board members in Google Drive.
3. Michelle will most likely be out of town for the Cookie Exchange. Can someone please take photos?
4. Michelle Funkhouser will meet with Michelle Tyler to acquire Historian items.
5. Club has a shutterfly account; owned by Laglenda. Michelle is waiting to get logon info and will see what is there. She will then then create a new account under the historian email.

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

1. Thank you for all the great pictures for posting on Bracelet night, the Potomac trip, ASCGWA Oktoberfest and the Air & Space Museum.
2. Highlighted items from Castle Boutique including Engineer bottle sweaters and Castle magnets.
3. Caroyn noted event reminder of the AUSA Annual Meeting
4. Carolyn posted Information about our fundraisers: Yankee Candle & Lynch Creek Farm
5. Carolyn also posted a CastleGram reminder.
6. Carolyn plans to post happenings a couple of times per week.

***PARLIAMENTARIAN***: Michelle Tyler

1. Michelle updated the Club’s Bylaws with approved changes and submitted to Membership and Website committees for updates to Red Book and webpage.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy received merchandise inventory from Connie.
2. She created a Tailgate Bundle of eight different items. Her goal is to send this information to social media. Board siscussed discount on Tailgate Bundle: 20% but not free shipping through Superbowl.
3. Betsy met with Terri about the website, gained access and started updating the CB pages (removing out of stock items and uploading the Tailgate Bundle).
4. She fulfilled online orders.
5. She met with Basia to review past invoices, reimbursement forms and to set up Shippo account for discounted shipping rates.
6. Betsy contacted Ms. Ferrito about the CB sale at HECSA - date set for 11/20 9am-1:30pm. Volunteers needed!
7. Besty asked Board what merchandise, if any, needs to stay in-stock? (flags, cookie cutters, jewelry?).
8. Betsy would like to form a Castle Boutique Committee; members are needed if anyone knows of interested spouses.
9. Betsy plans to create a Members only special for holidays (ex: free shipping or discount off of $100) Board decided to offer discount ornament for Christmas.
10. Betsy plans to track and analyze online shipping rates to adjust, as needed, the price customers pay, upload new merchandise to website and contact USACE HQ to schedule date for CB sale in December.
11. New merchandise: new ornament – Pewter castle – our cost is $12.70; We will charge $20. Pewter cufflinks – our cost $12.15; We will charge $20.
12. USACE HQ sale – discussed dates, but not the 4th (Cookie Exchange/Board Meeting).
13. Betsy will look for rhinestone castle pins from other vendor; we don’t make any money on the ones from AEMA. Connie suggested gold castle with 3 diamonds – spouse pin. Betsy will also see if she can find new flag vendor that is less expensive.

***NOTES*:**

1. Per Connie: Betsy, Basia and Terri are doing phenomenal job!
2. Special thanks to volunteers who helped for envelope stuffing.
3. Upcoming dates to note:
* 12/4 – Cookie Exchange – 10 -11:30am board meeting, 11:30am general membership, Connie to provide sandwiches. Cookie Exchange rules- 2 dozen
* 12/15 Connie’s Holiday Reception – AESC Board invited to early evening 5pm-7pm. Will get an invitation.
* 3/29 – Regimental Week FLW
* 4/3 – FLW Regimenal Ball
* Change of Command 6/5 – tentatively planned- just for our info
* Wed 6/3 party for Connie and Kim on regular board meeting time

**TIME OF ADJOURNMENT:** at 11:48am