

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Agenda

2 October 2019

**IN ATTENDANCE AT SUSAN WRIGHT’S HOME:** Susan Wright, Jackie Caldwell, Bette Meuleners, Betsy Rayfield, Brenda Schultze, Launa Klimowicz, Kimberly Gibbs, Connie Semonite, Mary Alice Jakso, Priscilla Noah

**IN ATTENDANCE VIA ZOOM:** Wendy Owen, Cathy Hansen, Michelle Funkhouser, Ria Etheridge, Lucy Fratello, Deb Weir, Michelle Tyler, Basia Kent, Vanessa Joly

**CALL TO ORDER** at 1041

***PRESIDENT***: Launa Klimowicz

1. All Board positions are filled!
2. Launa supported Cocktail Party events. The evening was a wonderful event attended by more than 100 people – one of the largest gatherings remembered. The Castle Boutique had great sales and AEMA received many donations. Several people were interested in becoming new members of AESC.
3. Launa will continue to support Board members as needed.
4. The November Board meeting will be at 1000 at The Fairfax, room TBD. Zoom will be available and begin at 1015.

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

1. Mary Alice made flyers for upcoming events.
2. The Newcomer’s Luncheon was a success – 27 attendees!
3. Mary Alice supported the Cocktail Party and bought wine, beer, soda and water. She also made dessert and picked up nametags for cocktail party. She set up, cleaned up and coordinated helpers for the Cocktail Party as well as tagged items for Castle Boutique.
4. Mary Alice scheduled events for October, November and December.
5. The White House Tour invite was sent out and the link for the security form was also sent to those who signed up. Currently, 10 Engineer Spouses are attending.
6. The Marine Museum Tour was 9/18/19.
7. Mary Alice added new members to evite system and sent out evites to new members.
8. AEMA Envelope stuffing is on October 7 from 9:00am to 3:00pm at the Humphries Building on Fort Belvior. Contact Mary Alice for directions. Lunch will be provided. Six volunteers are needed: Susan Wright, Marguerite Theisen, Brenda Schultze, Mary Alice, Kim Houston and Basia Kent plan to volunteer. A dontation will be made to AESC by AEMA.
9. Upcoming events in October include:
   * Craft Night 10/7
   * Paddle/Kayak the Potomac 10/11
   * Air Space Museum/Dulles Airport 10/16
   * Tour of Winchester 10/23.

***SECRETARY***: Kim Gibbs

1. Kim sent the September Board meeting agenda, due-out list and minutes to Board via email.
2. Kim sent the 2019-2020 updated Board roster send to Board via email.
3. A motion was made by Susan Wright to approve the September Board Meeting Minutes. Jackie Caldwell seconded motion. The motion passed unanimously and the September AESC Board Meeting Minutes were approved.
4. Kim supported Cocktail Party.
5. Moving forward, Kim plans to complete the October minutes and due out list and send to Board.
6. She will prepare and send November agenda to Board, compile the 2018-2019 Motion List and continue to update the 2019-2020 Motion List.

***TREASURER***: Basia Kent

1. Reconciliation:
2. Account Balances (as of 30 Sep 2019)
   * BB&T Statement, $26,749.10 (outstanding checks: $270 The Fairfax, $65 Christy Preston, $14.05 Kara Anderson)
   * Register and General Ledger, $26,748.81
   * PayPal, $2022.50 (Membership and W&M)
   * Cash/Check Deposit, $831 (Membership and W&M)
   * Petty Cash, $200 (Cocktail Party)
   * Credit Card, $300.47 (Host Monster Renewal)
3. CB Income from Cocktail Party - $1730.50
4. CB AEMA Donation Income from Cocktail Party - $424
5. Total donations for the Cocktail Party from Donations and Castle Boutique - $4, 318.00. This was approximately $400 less than 2018 and $600 more than 2017. Jackie noted that we had high Castle Boutique HQ summer sales and several people attending the Cocktail Party were the same.
6. Basia did not have any issues switching PayPal into her name. She will work with Laura Putnam to fix AEMA PayPal issues.
7. For next month, the reconciliation for October will be completed. Basia will also remind Kara Anderson to cash check.
8. Basia will also research and obtain Tax Free form for club purchases.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Laura collected AEMA donations from cocktail Party. The Grand Total was $2588.70:
   * Collected prior to event:
     + AEMA paypal account : $926.70 (after paypal fees)
     + Check: $50.00
     + Total: $976.70
   * Collected During Event:
     + Cash: $308
     + AESC Paypal Account : $424.00 (before paypal fees)
     + Check: $880
     + Total: $1612.00
2. Grand Total: $2588.70
3. Moving forward, Laura wants to follow up with Paypal on our Paypal Here account AND get Ann Marie Cox’s name off account. Discussed issues regarding removing Ann Marie’s name. Deb Weir remarked that if Ann Marie registered account under her name, it can’t be removed. That account may need to be closed and a new one opened, otherwise Ann Marie will always have account access. This was also an issue at the Army Spouses’ Club. Michelle Funkhouser advised that AESC set up PayPal as a nonprofit status. Basia had no issues with changing AESC and will help Laura with this change.
4. AEMA and AESC have different PayPal accounts and different nonprofit rules, as AEMA is listed as a 501c-3 and AESC is a 501c-7.
5. Laura will also deposit all the checks from the cocktail party. This month’s AEMA report does not reflect the cocktail party donations, except for one $50 check that she deposited in September.
6. Laura will complete paperwork to officially get on the signature cards for the AEMA accounts as well as coordinate with Kara to update the AEMA application and work towards a November 1st posting to the website.
7. Laura also asked Board to purposefully add information about the AEMA scholarship, Yankee Candle and Wreath sales to our personal social media accounts.

***SCHOLARSHIP:*** Kara Anderson

1. Kara worked a bit on the 2020 scholarship application.
2. She supported the annual Cocktail Party.
3. Kara checked the mail, copied memberships and forwarded to Jackie, Laura, Sheila and Basia.
4. Kara is going through all AEMA bins to determine what we need to actually store; pare down unused/unneeded items going forward.
5. This month, Kara will finalize the 2020 AEMA application for November 1 publication.

***CIRCULATION***: Sheila Kelly

1. The September Castle Gram mailed on 9/6, postage $4.20
2. Reimbursement request was submitted and received for mailing September CastleGram .
3. Sheila traveled from Florida and attended the Cocktail Party.
4. Sheila continues to update the email roster as members join, verify payment received with Basia’s list; any brand-new members are sent the latest Castle Gram and any important information.
5. There have been issues with Hotmail accounts receiving the CastleGram; Sheila will consult with Terri to troubleshoot.
6. Sheila will continue to send Mary Alice local members emails as they join.
7. Not Renewed: Sheila is tracking 85, and has asked Laura and Jackie to compare with their membership list. The Board discussed Sheila’s questions. Jenny James is not an honorary member. Don S. and Penny are honoraries. Board will reach out to those we know on the list to remind to renew. Mary Alice will contact Mary Scott, Launa will contact Shannon Padgett, Stephanie Sattinger, and Kathleen Whittle. Kim Gibbs will contact Sheri Tickner, Kim Oborski, Stacey Reisinger, Sally Beck, Audra Baumgardner and Lara Chase.
8. The October CastleGram is sent to those who have not renewed with an additional reminder to renew membership.
9. Emails sent:
   * 9/5 Sign up for Cocktail Party (Board)
   * 9/6 Cocktail Party reminder (All)
   * 9/6 AUSA Military Family Forum (Local)
   * 9/12 Cocktail Party Volunteer info (Board)
   * 9/19 Yankee Candle Fundraiser (All)
   * 9/23 Membership reminder (Not Renewed)
   * 9/27 Lynch Creek Fundraiser (All)
   * 9/29 Board Meeting and Zoom (All)
   * 9/30 White House Tour (Local)

***WEBMASTER:*** Terri Stevens

1. Terri added SSL Certificate to website. Website is now secure! Name appears with a lock icon and https://armyengineerspouses.com. For future reference, Hostmonster needed correct Weebly IP address in A-Record for Weebly to enable security.
2. Terri renewed website domain hosting and email service with Hostmonster. We upgraded to Prime Plan, (aka Choice Plus) - more services for less money. 3 years for $250
3. Terri established new domain name, armyengineerspouses.org with Hostmonster. New domain name registration $53.97 for 3 years. Currently the .org domain is redirected to armyengineerspouses.com. We can discuss how and when we will notify general membership and if/when we want to phase out the .com domain. We'll have both accounts for the next 3 years. Owning both domains is only an additional $18 per year. Board discussed that redirection should go from .com to .org. Terri will look into this and discuss with Hostmonster.
4. Terri added October events to home page and details of events on Members Only page.
5. She updated 3 new board members to Contact Us page.
6. Terri added Betsy to email forwards for castleboutique@armyengineerspouses.com, Brenda to email forwards for service@armyengineerspouses.com, and Lucy to email forwards for [hospitality@armyengineerspouses.com](mailto:hospitality@armyengineerspouses.com). Lucy noted that she received a spam message associated with that account. Lucy will not respond to spam message and Terri will resend information to Lucy.
7. Terri added Yankee Candle Fundraiser.
8. She attended September Board meeting, Newcomer's Luncheon and Cocktail Party.
9. Terri also contacted international spouse about Cocktail Party.
10. On Oct. 5, Website editing plan, Weebly Business will renew for $337 for 2 years. Regular price would have been $500 for 2 years but since we're a 501c and loyal customer, they honored the same price we paid 2 years ago.
11. NOTE: Our 3-year Hostmonster plan and 2-year Weebly both happened to come due this month and year. There weren't any Website subscription expenses last year and there won't be any next year.

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

1. Susan hosted the October Board meeting. A fall/Pennsylvania gift basket was given to thank her for her hospitality.
2. Susan is working on the November issue; it’s due for publishing on November 1.
3. Susan has a possible new contributor: Erica Van Epps, Commander Spouse from Schfield Barracks, HI.
4. Susan is reaching out to Far East- Korea District CDR spouse Maria Crary and 1st BDE spouse to consider contributing to CastleGram. She still needs a POC from Alaska and would like to have regular contributions from Engineer Districts/Posts Fort Leonard Wood, Hawaii, Korea, Japan, Europe and Alaska. Board felt Melanie Quandry would be able to find out POC for Fort Leonard Wood as the Facebook page has not been updated since 4/19. Susan will contact her.
5. Susan would continue to request more contributions for CastleGram as well as feedback for incorrect information, readability, length, and topic interests for each issue.

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

1. Vacant positions are all filled!
2. Recruitment for 2020-21 Board will begin in January, 2020.

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

1. Lucy and Ria supported the Cocktail Party.
2. Lucy and Ria met with Michelle Funkhouser to obtain Hospitality materials and transition position information.
3. Both Lucy and Ria will continue to support Board members as needed.
4. Lucy and Ria will complete an AAR for the Cocktail Party as a reference for future planning.

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

1. Brenda volunteered to be the Welfare/Service Chair at Sept board meeting.
2. She worked with Cathy Hansen, outgoing chair, to set up and advertise the Yankee Candle and Lynch Creek Farm fundraisers. Thank you Cathy for all of your help and support.
3. Brenda reviewed AAR from last year and discussed with Cathy Hansen scope of position.
4. She worked with Castlegram, Circulation, Webmaster, Facebook/Publicity to create working documents to advertise fundraisers. Thank you ladies for your help.
5. Brenda will continue to advertise and monitor the ongoing fundraisers.
6. Yankee Candle fundraiser ends on Jan 8, 2020 and we make 40% on each order. They offer more than simply candles. Jackie asked if there were any specials offered with candles, similar to what is offered on website. Connie did not think there were any specials for the fundraisingn side – 500 items offered, limited in scope for fundraising.
7. Lynch Creek Wreath fundfaiser ends on Dec 15, 2019. This year we will make 15% per purchase, last year we made 20%. Be sure to edit estimated delivery date when putting in order.
8. Brenda will continue to work with Cathy Hansen and POCs to get information out about Honor Flights and other service activities.
9. Brenda will set up a recurring day of the month to volunteer for Fisher House meals and send this information out via Circulation, Webmaster, Publicity, and next Castlegram.
10. Please send names and ID informationfor security check to Brenda ASAP if you will be volunteering for envelope stuffing.

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

1. Knollwood Bake Sale must be scheduled after Easter (April 12, 2020). Currently considering dates of Wednesday, April 22, with the 21 or 23 as alternates dates or as our monthly Board meeting on May 6.

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

1. Thank you to Basia for the paid member list. Jackie will crosscheck with Sheila for the unpaid list.
2. Jackie continues processing 2019-2020 memberships as they arrive.
3. Springfield printing has combined with another company which adds options without increasing the price. Our liaison is still there.
4. October Red Book needs include:
5. Updated Board Roster
6. Welcome letter from Launa
7. Annual Events – Newcomers Luncheon, Cocktail Party, Knollwood Bake Sale, Spring AEMA Awards. Discussed Wine Tasting event and decided to remove. Per Jackie, must keep this to one page.
8. Please complete updates and submit NLT 10/13 in a word format.
9. Membership section will be updated on 10/31 when membership closes for Red Book inclusion.
10. Castle Boutique on page 9 needs to be updated. Betsy will revise with new items. Terri can help format. Sheila will send Betsy what she used in past.

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

1. No updates noted.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle took photos at Newcomers Welcome and Cocktail Party.
2. She created Google Drive folder of photos from Newcomers Welcome and Cocktail Party.
3. She sent photos from AESC events to Social Media Chair and Webmaster.
4. She submitted photos and information to CastleGram Editor.
5. Michelle is considering adding a Flickr account, can be public or private, for photos uploads.
6. AESC had a Shutterfly account in past; The last known photo book published was in 2016. Michelle Tyler does not access information for Shutterfly. Lisa Stevenson should have passwork to Shutterfly, Launa will contact her.
7. Michelle Tyler has images uploaded on own MacBook, 60% complete for 2018-2019. Images can be easily uploaded via Google drive or Shutterfly.
8. She assisted with preparation of Castle Boutique for Cocktail Party.
9. Michelle prepared takeaway for Cocktail Party (tile magnets).
10. Michelle met with Lucy and Ria to transition Hospitality.
11. Michelle will meet with Michelle Tyler to acquire Historian items.
12. She will continue to assist board members as needed.

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

1. Carolyn posted Items on Facebook including pictures from the Newcomer’s Luncheon, Cocktail Party pictures, pictures from the Marine Corps Museum tour.
2. Carolyn created events for Air & Space Museum Tour, Bracelet Night, Paddle the Potomac, the Road Trip to Winchester, National Building Museum Tour and ICE! at the Gaylord.
3. She posted information about our fundraisers including Yankee Candle and Lynch Creek Farm and a CastleGram reminder.
4. Group pictures generate the most interest on our page. Please send as you have them. Thank you!
5. Carolyn will continue to post happenings a couple of times per week

***PARLIAMENTARIAN***: Michelle Tyler

1. Michelle met with Roz Riley to acquire all documents pertaining to the Parliamentarian roll and discussed the position’s responsibility, current/pending issues, and a brief synopsis of the Club’s evolution. Roz is meticulous and amazing!
2. Michelle supported and attended the Cocktail Party.
3. Bylaw Changes/Additions: Due to the Red Book being published soon, there are a few changes/additions to be considered. Any approved changes/additions can then be included in the latest edition of the Red Book. The last Constitution and Bylaw changes were in 2016.
4. Note: Only changes to the Constitution have to be approved by the general membership. Bylaw changes require approval by the board.
5. Motion 1: Change Section I. Membership: A. 2. b. remove “who have been”. Change I. B. and C. from Honorary Members and Advisors to “Honoraries”. Motion made by Betsy Rayfield, Seconded by Mary Alice Jakso and approved unanimously by Board.
6. Motion 2: Change section III. Election of Officers A. 1. Change shall to “should”. Motion made by Mary Alice Jakso, Seconded by Jackie Caldwell and approved unanimously by Board.
7. Dues were discussed, no changes made at this time. Dues remain $25.00 per year, no half-price memberships.
8. Inconsistencies between Web Constitution and Bylaws (dated 9/2015) and printed Red Book Constitution and Bylaws (dated 11/2016). Michelle Tyler will crosscheck information and submit any Red Book updates to Jackie Caldwell.

***MOTION DISCUSSION CONTENT:***

* Bylaw Additions and Amendments:

As a result of situations/questions arising since the last revision of the Constitution and Bylaws (Nov. 2016), the following additions and amendments are being suggested: (suggestions are highlighted and italicized-Begin on pg. 44 of Red Book)

I. Membership

1. Active Members
2. Active members are those who pay dues. They may vote, hold office, and have all the privileges of membership
3. Eligibility
   1. Spouses of all U.S. Army Engineers and spouses of all civilian employees of USACE.
   2. With the approval of the Executive Board, other persons who have been associated with the Corps of Engineers.
   3. *A parent of a U.S. Army Corps of Engineers member who is the caregiver/guardian to children of a single parent Engineer.*
4. Honorary Members - *No changes suggested at this time*
5. Honorary Advisors
6. The spouse of the Chief of Engineers will serve as the Honorary President of the club. The spouse of the Command Sergeant Major will serve as the Honorary Vice President of the club. The spouses of the Directors will serve as Honorary Advisors to the club.
7. Should any of those in the command Leadership (Chief, CSM, SES) positions not have a spouse or one desiring to serve in an Honorary position, the President, with Board approval, may invite an appropriate individual to serve.
8. Honorary ~~members~~ *advisors* are not required to pay annual dues and, if not paying dues, shall have all privileges of membership except voting and holding office.

II. Dues

The annual dues for all active members will be reviewed and set by the Executive Board annually.

*Those joining after the deadline for the AEMA/GKM application submission shall be granted ½ price in dues with an end date of the membership being 30 June.*

III. Election of Officers

1. The Chairman of the Nominating Committee, with the advice of her/his committee, shall present a slate, comprised of at least one candidate for each elective office, to the general membership no later than 30 April of each year.
   1. *In the absence of a full slate by 30 April, the Board shall vote for a waiver to extend the deadline for the slate to be presented to the general membership.*
   2. *Election must then be held prior to 1 June in preparation for the new Board year.*

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy volunteered to serve as Castle Boutique Chairperson
2. Castle Boutique was open and successful at the Cocktail Party
3. Betsy obtained binders and paperwork from Sally.
4. Betsy will meet with Terri about website.
5. Launa will meet with Connie for updated inventory and online store information.
6. Priscilla passed around slate coasters with Engineer logo painted, sold for $4 each. The etched slate coasters are available, but are more expensive. Board discussed options of AESC crest and Engineer Castle and Crest. Betsy will research for consideration.
7. Lucy and Ria interested in Red Tiles for 249th Farewell Gifts. Connie will forward POC to Betsy to check. The Red Tiles had a recent price increase.
8. Connie ordered 10x4 inch white trays with Essayons. These are Farewell gift possibilities as well.
9. Large items are a challenge. Mailing discussion deferred to future meeting.
10. Launa will follow up with Lois about ordering additional doormats.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

**TIME OF ADJOURNMENT: 1307. Optional lunch at Magnolia’s Café.**