

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Minutes

4 September 2019

**IN ATTENDANCE AT PENTAGON CITY MALL STARBUCKS:** Connie Semonite, Michelle Funkhouser, Heather Kaiser, Jackie Caldwell, Launa Klimowicz, Bette Meuleners, Mary Alice Jakso, Kim Gibbs, Basia Kent, Terri Stevens, Brenda Schultze, Lucy Fratello, Roz Riley

**IN ATTENDANCE VIA PHONE:**  Sheila Kelly

**CALL TO ORDER**: at 0942

***PRESIDENT***: Launa Klimowicz

1. Launa introduced Brenda Schultze to the Board. Brenda is new to the NCR from Wisconsin but is a long time AESC member. Her husband is currently deployed.
2. The next Castle Boutique will be at the Cocktail Party; Amy Rhodes has volunteered to run the Boutique there. Search for a Castle Boutique Chair is still in progress.
3. Several people are taking reservations for the upcoming events – this process will be streamlined moving forward having all reservations reply to email.
4. Lucy Fratello volunteered to Chair Hospitality and Heather Kaiser will continue to make name tags for events.
5. Twenty- four people have RSVP’d for the Newcomers Luncheon today.
6. The next AESC event is the Annual Cocktail Party at the Semonite home on September 14.
7. The next AESC Board meeting will be at Susan Wright’s home October 2

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

1. Mary Alice emptied closet at 249th Engineering
2. She brought treasurer boxes to Basia Kent, AEMA boxes to Laura Putman and CastleGram box to Michelle Funkhouser.
3. Mary Alice completed contract signing by Staff Sergeant Kim for Cocktail Party support
4. She participated in AEMA and Treasurer Audit.
5. She worked with Basia Kent and Laura Putnam to set a date for Craft Night in October and made an evite for the event.
6. Mary Alice mailed out invitations for cocktail party
7. Mary Alice made flyer for Air/Space Museum scheduled for September 18 and submitted to Susan.
8. She was unable to help make soaps as gifts for the Newcomer’s Luncheon but ensured engineer magnets were bagged and available for gifts.
9. Mary Alice discussed needing one additional bartender and food for Cocktail Party. At this time, only 8 people have signed up for food. Vanessa Joly and Sheila Kelly have given money to Mary Alice for food purchases.
10. Viewing Semonite’s storeroom pictures for drink inventory: white wine, Pepsi and beer are needed for the Cocktail Party while trying to use what we already have and leave minimal supplies for next summer.
11. After discussion, Board advised Mary Alice to purchase beer from the Class Six, with one case each of Stella, Corona and Miller Light. Mary Alice will also purchase 6 bottles of Kirkland Pinot Grigio and 6 of Kirkland Chardonnay with tax exempt number provided by Connie.
12. Additionally, 4-5 ice chests will be needed. Launa will provide one, this need will be added to sign up genius.
13. Connie will provide the tent for the Castle Boutique, trash cans, luminaries and glass/tableware. Board agreed to use the white napkins we already have.

***SECRETARY***: Kim Gibbs

1. The 2019-2020 Board roster, August Board Meeting minutes, and August due-out list were sent to Board for review and corrections.
2. Motion to approve the August meeting minutes was made by Jackie Caldwell, seconded by Mary Alice Jakso and approved unanimously by all Board members.
3. Upcoming goals are to complete September minutes, September due out list and October agenda and send to Board. Kim will also update the Board Roster with new Chairs and send out. Kim will also support the Cocktail Party set up, clean up and help as needed throughout the evening.

***TREASURER***: Basia Kent

1. Reconciliation:
* Account Balances (as of 4 August 2019)
	+ BB&T Statement, $24,195.91 (outstanding checks: $270 The Fairfax, $65 Christy Preston)
	+ Register and General Ledger, $24,544.96
	+ PayPal, $373.06 (membership and W&M)
	+ Cash/Check Deposit, $252.50 (membership and W&M)
	+ Petty Cash, $0
	+ Credit Card, $0
1. There are 2 outstanding checks: one to Christy Preston and one to The Fairfax. Launa will connect with Kay Burlin for appropriate Fairfax delivery.
2. Basia plans for account reconciliation for September.
3. Launa’s iPad works with the square and has the Pay Pal app installed. Basia and Laura Putnam’s phones are also ready.
4. She will provide $100.00 in petty cash and support for the Cocktail Party.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Laura received 3 AEMA bins from Mary Alice.
2. She is slowly cleaning out unneeded documents and completed AEMA audit with the Finance Committee.
3. The Memorandum for Record of Audit was hand delivered today to President and Secretary.
4. The AEMA cocktail party donations are trickling in with 3 donations received so far. Laura will be available to take donations at the Cocktail Party.
5. Currently, waiting on PayPal to approve our application for a PayPal reader. The backup plan is to have a computer set up at the Cocktail Party ready to accept donations via PayPal.
6. In September, Laura will prepare for cocktail party and contact Mary Alice to confirm AEMA requirements, as well as complete paperwork to officially get on the signature cards for the AEMA accounts.

***SCHOLARSHIP:*** Kara Anderson

1. Kara went to Pentagon Federal Credit Union to start the signatory card change.
2. Kara prepared thumb drives of actual 2018 and 2019 files for Laura.
3. Kara also hosted AESC and AEMA audit – thanks to Laura, Basia, Mary Alice and Michelle Tyler for their hard work and a complete audit!
4. She also checked the mail, copied memberships and forwarded to Jackie, Laura, Sheila and Basia.
5. Michelle Tyler offered to keep the second mailbox key and will check the mailbox as well.
6. Currently, Laura, Launa and Kara need to go to Pentagon Federal Credit Union to update signatory cards.
7. Moving forward, Kara will be going through all AEMA bins to determine what we need to store; pair down unused/unneeded items going forward and begin looking at the 2020 AEMA application.

***CIRCULATION***: Sheila Kelly

***TASKS COMPLETED LAST MONTH***:

1. Sheila emailed the September Castle Gram.
2. She was unable to mail Castle Gram due to Labor Day holiday and hurricane prep/closures. At the time of our meeting, she not sure when it will get mailed and sends her apologies.
3. Sheila will continue to update email roster as members join
4. Emails Sent:
	* 8/6 board meeting & zoom info (ALL)
	* 8/7 Woodrow Wilson Tour (LOCAL)
	* 8/9 Newcomers Luncheon Flyer (ALL)
	* 8/9 Sign-up for cocktail party volunteers (BOARD)
	* 8/12 Cocktail party invitation (ALL)
	* 8/26 Events and info (ALL)
	* 8/31 Board reminder sign ups (BOARD)
	* 8/31 September Castle Gram (ALL)

***WEBMASTER:*** Terri Stevens

1. Terri added September events and the September Castle Gram.
2. She attended the August board meeting
3. Terri added an Instagram icon and link
4. She also determined there is not a way to send the AESC President's Welcome letter via PayPal after a membership payment is made without including it for all payments, including Castle Boutique purchases.
5. Board determined that the process is working fine for now, and no process changes are indicated at this time.
6. Moving forward, Terri will set up new domain name, https://armyengineerspouses.org. and will re-direct from armyengineerspouses.com.
7. She will renew Weebly package on Sept. 17, 2019.

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

1. CastleGram: Susan completed September’s newsletter on time.
2. She is working on October issue, due for publishing October 1.
3. Susan would still like to obtain more contributions for CastleGram.
4. Terri noted that there were 2 calendar blocks in the CastleGram and will follow up with Susan regarding any issues.

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

1. Vanessa has been in contact with Launa about vacant positions and will continue to assist Launa in filling positions. The Newcomers Luncheon and Cocktail Party are traditionally good recruiting times.

***HOSPITALITY/ RESERVATIONS*:** Lucy Fratello

1. Board noted that Hospitality’s busiest times are in September for Newcomers Event and Cocktail Party and Spring for AEMA Scholarship Awards. This summer, Hospitality will also plan Connie Semonite and Kim Houston’s farewell.
2. Roz also noted that Hospitality needed to track expenses and submit receipts for reimbursement.

***WELFARE/SERVICE:*** Brenda Schultze

1. Launa noted that Welfare coordinates the online fundraisers of Yankee Candles and Lynch Creek Farm wreaths.
2. Additional support for the Marine Corps Marathon, Honor Flights and Fisher House meals are also coordinated through Hospitality.
3. Funds raised by Hospitality are given to Knollwood and The Fairfax.
4. Brenda Schultze volunteered to Chair Welfare/Service.

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

1. No updates noted

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

1. Jackie and Laura will continue processing 2019-2020 memberships as they arrive.
2. As of September 3, there were 109 members, including new and renewals.
3. October 31 is the membership closing date for Red Book inclusion.
4. Jackie requests that any changes in content or format be sent to her.
5. Jackie requested a letter for the Red Book from the President and a copy of the Board roster.

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

1. Kay and Mary Alice Jakso coordinated and scheduled 2019-2020 Board meetings at The Fairfax.
2. The check from Welfare provided to The Fairfax liaison is still outstanding per Basia Kent. Launa Klimowicz will contact Kay for update on check status or who is a good POC for further information.

***HISTORIAN:*** Michelle Funkhouser

1. She submitted photos and information to Castle Gram Editor.
2. Michelle took photos at the August Board meeting.
3. She sent photos from AESC events to Social Media Chair and Webmaster.
4. Michelle as sorted through Historian boxes and remarked how fun it was to find history in boxes.
5. In September, Michelle will meet with Michelle Tyler to acquire Historian items and assist board members as needed.

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

1. Carolyn created an Instagram account for AESC. Please check it out @armyengineerspousesclub!
2. She posted Items on Facebook:
	* Created events for Woodrow Wilson House Tour, Newcomer’s Luncheon, and Marine Museum Tour.
	* Pictures of events
	* Castle Gram Reminders
3. Carolyn continues to request pictures, with group pictures generating the most interest on our page. Please send as you have them. Thank you!
4. Carolyn will continue to post happenings a couple of times per week.

***PARLIAMENTARIAN***: Michelle Tyler

1. Michelle served on the audit committee for AEMA and AESC.
2. She is meeting with Roz Riley next week for the transition of Parliamentarian notebook. Roz noted that the Constitution will be revised for next year, not this year.
3. Constitution changes are voted on by all members; Bylaws are voted on by Board.
4. Update on international Engineer spouse: Terry met with her for lunch. The spouse will be traveling, and Terry will reach out upon her return. Board agreed that she could attend as a guest, as “interested party” in Constitution covers this issue.
5. A motion was made by Bette to allow interested parties to attend Board meetings with executive board approval, seconded by Mary Alice and approved unanimously by all Board members present.
6. Roz advised that as the executive board had late vacancies and voting head to be extended past deadlines last year, a caveat in the Red Book should be made to note guidelines if this should happen again.
7. Roz is currently drafting an AAR to guide future Parliamentarians on voting issues. Connie will share other club wordings later with Roz.
8. Michelle plans to find historical information re: The Corps and/or AESC for the Castle Gram and support and attend the Cocktail Party.

***CASTLE BOUTIQUE:*** Vacant

1. Connie and Kim Houston have been filling orders online.
2. Connie recommends actively searching for a Castle Boutique Chairperson at the Luncheon today and at the Cocktail Party.
3. Connie will work out a time to meet with Sally Beck and obtain rest of Castle Boutique documentation.
4. Connie noted that the supply of Artel jewelry is essentially depleted and would be placing a large order of approximately $3,000.00. Funding for this was already approved by Board. Connie is acquainted with the supplies and will request a fast shipment.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. No updates noted

***NOTES:***

1. Additional Cocktail Party discussion regarding Castle Boutique included noting that Brenda Schultze and Amy Rhodes would be leading the Castle Boutique sales at the event.
2. Laura Putnam will also be setup inside the tent to highlight scholarship winners and be available to receive donations, separated from name tag table. After receiving name tags, guests will be directed to the tent outside for AEMA and Boutique.
3. Basia will check if there is a way to designate donations at the time of Castle Boutique sales and will let volunteers know.
4. Laura will also speak outside highlighting scholarships and donations.
5. Arrival time of between 3:30-4:00, with 4:00pm as the latest arrival time to ensure all is ready at event time.
6. Connie will ensure table availability.
7. Currently, 62 have RSVP’d for Cocktail party.
8. Launa has hospitality box with a 2015 AAR; Mary Alice has one from 2010. Board noted that an AAR following this year’s event is necessary.

**TIME OF ADJOURNMENT: 1100**