

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Agenda

1 April 2020

**IN ATTENDANCE VIA ZOOM:** Launa, Sheila, Brenda, Wendy Owen, Basia Kent, Kara Anderson, Deborah Wehr, Terri Stevens, Sharise Spellmon, Laura Putnam, Lucy Fratello, Vanessa Joly, Cathy Hanson, Michelle F, Michelle Tyler, Connie Semonite, Kim Houston, Ria Etheridge, Bette, Pat O’Neil, Susan Wright, Sarah Jansen, Michelle Tyler

**CALL TO ORDER** at 1005.

***PRESIDENT***: Launa Klimowicz

1. Launa attended the March Board meeting
2. She supported Board members as needed.
3. Launa noted that the May board meeting will be via Zoom. Please check your email for upcoming Zoom link.
4. Launa requested everyone send a card or note to some engineers/spouses that are by themselves during this time.

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

1. Mary Alice attended and took pictures of Egg Decorating
2. She attended and took pictures of envelope stuffing for AEA.
3. Mary Alice forwarded all pictures to the Historian for use.
4. She attended the March Board meeting.
5. Mary Alice spoke with providers about upcoming tours and events. Due to COVID-19 restrictions, she cancelled all upcoming tours in evite and made a virtual tour evite.
6. Moving forward, Mary Alice hopes to reschedule some tours at the end of May or early June if COVID-19 restrictions are lifted; otherwise, she will reschedule for next year.

***SECRETARY***: Kim Gibbs

1. The April Board meeting agenda and March Board meeting minutes were sent by Kim to the Board for review.
2. Moving forward, she will complete the April minutes and due out list and send to Board. She will also prepare and send the May agenda to Board and update the 2019-2020 Motion List.

***TREASURER***: Basia Kent

1. Treasurer Reconciliation:
2. Account Balances (as of 30 March 2020)
	1. BB&T Statement, $32,886.66
	2. Register and General Ledger, $33,187.44
	3. PayPal, $2,432.45 (Membership and W&M)
	4. Cash/Check Deposit, $1694.00 (Membership, W&M, AEA)
3. A vote is needed on AEMA Donations:
4. $32,886.66 (current bank account balance)
	1. $24,245.00 (2020-2021 planned budget)
	2. $400.00 (outstanding expense for 2019-2020 AESC year)
	3. + $3,000 (annual budgeted donation amount)
	4. =$11,241.66 (amount available for AEMA donation – includes $1,500 for AEA envelope stuffing)
5. OR
	1. Average annual donation for last 3 years has been around 20% of AESC EOY bank account balance.
	2. 20% of $32,886.66 = $6,577.33
6. Moving forward, Basia will complete the Treasurer reconciliation for May
7. She will also support the AEMA Awards Process
8. Basia will follow up on AEMA outstanding expenses to be sent in.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. The AEMA awards committee conducted their business virtually this year due to the National Emergency and COVID-19.
2. The Awards Committee scored 23 applications. Kara did an outstanding job bringing it all together in this challenging environment of not being able to meet in person. Thank you to Basia and Mary Alice for being on the AEMA awards committee.
3. AESC Board members reviewed the options spreadsheet to help with the award distribution discussion.
	1. Mary Alice made motion to move $10,900 to AEMA. Laura seconded it. Motion passed.
	2. Laura made a motion to go with option 5. 320, 1020, 1820 and 820 will get $500 and everyone under GKM will get $100. Motion passed. Laura will send out updated option 5.
4. Moving forward, Laura and Kara will notify Award winners and send certificates and checks. They will also follow up with past GKM winners for their distributions.
5. Laura will make the transition with the bank to add Mary Alice and Laura to the signatures and remove Launa.

***SCHOLARSHIP:*** Kara Anderson

1. Kara requested a members-all email from Sheila regarding the AEMA application and received and processed 23 applications for the AEMA and GKM awards.
2. She scanned evaluation sheets and applications for virtual scoring. Thanks to Basia, Laura and Mary Alice for their help and support.
3. Essays were sent for scoring; Kara received essays back with scores noted on applications.
4. Kara finalized all scoring and sent completed spreadsheet to Laura for evaluation.
5. Of note: 6 applications from VA; 3 from MA; 2 from TX; 2 from OR; 2 from FL; 1 each from NJ, PA, IL, NE, GA, WA, MO and APO (Korea). Additionally, we had applications from 14 active military sponsors, 6 civilian sponsors and 3 retired sponsors.
6. Kara checked the AESC mailbox and forwarded items when necessary.
7. Kara will support Laura in finalizing awards decisions and letters to all applicants.

***CIRCULATION***: Sheila Kelly

1. Sheila continues to update email roster as members join, verifies payment received with Basia’s list and sends any brand-new members the latest CastleGram and any important information.
2. Please send all correspondence to the circulation@armyengineerspouses.com email.
3. Please text Sheila at 912-271-7835 if you have sent an email that needs to go out asap.
4. Emails Sent:
5. 3/16 Important info from Launa (Board)
6. 3/28 Projected slate of officers for 2020-21 (Board)
7. 3/31 Board meeting zoom info (all)
8. Sheila will continue to support Board and members as needed.

***WEBMASTER:*** Terri Stevens

1. Terri added a credit card option to the Castle Boutique, which includes Visa, MasterCard, American Express and Discover. She notified Basia and Betsy of the new payment method. Teri also set up new Square account. Transactions will be forwarded to sales@armyengineerspouses.com
2. Terri updated the website format to a more stream-lined design and user-friendly top navigation bar.
3. She added March and April CastleGrams.
4. She added approved February Board Meeting notes to Members Only page.
5. Terri added the cancellation notices for April events.
6. Terri sent Susan information on the new website and credit card option to include in CastleGram.
7. Please take notice that on June 1, the AESC website will transition to: <https://www.armyengineerspouses.org>. The AESC URL will transition from www.armyengineerspouses.com to www.armyengineerspouses.org. (Don't worry, if you enter the old address, you'll be redirected to the new website.) Nonprofit websites generally use the ".org" extension, so this is another step toward modernizing the AESC website and increasing our exposure to our Engineer family, near and far.
8. Terri spoke to Kay Burlin and Isabella Stevens and they are both doing well.

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

1. April’s issue of CastleGram will be completed and sent out.
2. Susan appreciates everyone’s contribution on time in a correct format so she can get the CastleGram out in a timely manner. This Board is awesome!
3. Moving forward, Sheila requests calendar events through June, if possible.

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

1. Vanessa and Bette filled projected Board Slate:
	1. President - Mary Alice Jakso
	2. Vice-President-Lois Cook
	3. Secretary- Brenda Schultze
	4. Treasurer - Basia Kent
	5. AEMA Chairperson - Laura Putnam
2. Vanessa had Sheila send out email to Executive Board for approval of projected slate; no objections were received.
3. Vanessa sent projected slate, information about nominating from the floor, and upcoming voting information to Susan for the CastleGram.
4. Currently, AESC isaccepting nominations from the floor.  Mail in nominations must be postmarked no later than April 24th.  Any new nominations will be added to slate for voting.
5. Moving forward, Vanessa and Bette will post the slate of officers in the May CastleGram.
6. Voting will take place by email and mail beginning May 10, 2020. Mail in ballots must be postmarked no earlier than Friday, May 8th and no later than Saturday, May 16th. Virtual voting (email) will be during that week.

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

1. Lucy and Riachecked the Hospitality e-mail account.
2. They accessed the Avery account to investigate name tag/place card formats.
3. Lucy and Ria attended the March Board meeting.
4. Due to cancellation of AEMA Awards ceremony, they are no longer creating invitations, name tags, or place cards for that event.
5. Due to uncertainty regarding COVID-19 related issues, Lucy and Ria are putting a hold on the creation of Farewell invitations until further information becomes available.
6. Moving forward, Lucy and Ria plan to attend the May board meeting, check the Hospitality e-mail account, and provide general assistance to other committee chairs as needed.

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

1. AEA Envelope Stuffing was completed on March 10 at the Humphreys Engineer Center. We stuffed about 2000 envelopes. AEA kindly provided us with a working lunch and $500 check to go towards AEMA. Basia has verified that she received that check in the mail. Thank you to Connie Semonite, Launa Brown, Shannon Heitkamp, Amy Rhoads, Basia Kent, Betsy Rayfield, Mary Alice Jakso, and Stephanie Sattinger for coming to stuff envelopes.
2. Fisher House meals are currently on hold. Lucy Fratello and Ria Etheridge had kindly volunteered for the March date. I communicated with our FH POC earlier in March and she said no one was staying at the house at that time and due to the current conditions with coronavirus we would hold off for a month.
3. DCA Honor Flights are currently postponed until at least May 31st per statement put out on March 18th.
4. Yankee Candle Spring Fundraiser is underway and goes through July 8th. They are offering more frequent specials in the fundraising site. The current special is extra 10% profit earned and free shipping over $40. This goes until April 5th. They have some wonderful spring and summer scents and are offering 2 for $40 medium sized jars. They have noted that due to temporary restrictions in Massachusetts, order processing will take longer than usual and customer service will be via email only, Yankeecandle.fundraising@newellco.com through at least April 7th. We have earned approximately $20.
5. Moving forward, Brenda will continue to monitor and advertise the Yankee Candle fundraiser.
6. She will check in with Fisher House POC and coordinate our volunteer efforts there as people feel comfortable and abiding current stay at home orders, where it may apply Current meals are scheduled for April 27th by Michelle Tyler and May 18 by Kim Gibbs.
7. Brenda will also monitor any changes to DC Honor Flights.
8. She is organizing her AESC Welfare/Service notebook for the 2020/2021 Board.

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

1. The Bake Sale at Knollwood has been canceled due to COVID-19 restrictions.

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

1. No current issues were voiced.
2. Jackie and Laura continue to support the Board as needed.

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

1. No current issues were voiced.
2. Kay continues to support the Board as needed.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle created Gmail and Shutterfly Accounts for AESC.
2. She began work on club and historical scrapbooks. Michelle is almost done with first historical scrapbook which will hold 1953-1969. The rest will be by decades.
3. She ordered storage supplies for historical scrapbooks.
4. She contacted Glenda Hudson and gained access to previous AESC Shutterfly account.
5. Moving forward, Michelle will continue to work on club and historical scrapbooks. Laura will send pictures of awardees to Michelle.
6. She will complete AAR and assist board members as needed.

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

1. Thanks to the Board and members for all the great pictures for posting.
2. Carolyn highlighted items from Castle Boutique and posted Event Reminders.
3. She also posted information about our fundraisers.
4. Moving forward, Carolyn will continue to post happenings a couple of times per week.

***PARLIAMENTARIAN***: Michelle Tyler

1. Bylaw edits were made and voted on earlier this board year per Roz’s notes.
2. Michelle needs 1 volunteer for upcoming Constitution and Bylaw review/revision to ensure there are no further proposed edits. Laura Putnam volunteered to assist Michelle.
3. Michelle will be working with the CastleGram editor in getting the voting procedure out for voting for the 2020-21 Executive Board.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy updated Website to include new merchandise and added coupon code for the April Members special: 20% off the new pins (code: Bling2020).
2. She received ordered merchandise: Artel, tote bags, key chains, pen holders, and cutting boards.
3. The HQ Castle Boutique March sale was cancelled due to COVID-19 precautions.
4. Betsy continues to fulfill online orders.
5. Moving forward, Betsy will coordinate with Carolyn for another Facebook giveaway of pins to go along with the monthly member special. She is trying to figure out the best/appropriate time for a social media giveaway.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

**TIME OF ADJOURNMENT** was at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.