

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

5 August 2020

**IN ATTENDANCE VIA ZOOM: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Lois Cook, Brenda Schultze, Basia Kent, Laura Putnam, Betsy Rayfield, Michelle Funkhauser, Lucy Fratello, Ria Etheridge, Bette Meuleners, Launa Klimowicz, Terri Stevens, Debbie Milhorn, Pat O’Neill, Chris Hill, Sharon Jones**

**CALL TO ORDER**: at 1005

***UPCOMING DATES:***

* 8/23 Farewell for Connie and Kim
* 9/12 Newcomers Luncheon
* 9/20 Welcome for Sharise and Tanya

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice met with Launa. She picked up the President’s box and other items.
2. Mary Alice attended the summer planning meeting.
3. Mary Alice spoke with providers about canceled tour/events from last year – can do Ghost Ships of Mallows Bay kayak in September.
4. Zoom meeting with Brenda
5. Zoom meeting with Lois
6. Meeting with Sharise to discuss welcome and upcoming year
7. Meeting with Ria and Lucy to discuss invitations for welcome and farewell. Gave them boxes of blank invitations for printing.
8. Mary Alice bought a new lock for locker at 249th
9. Put treasurer boxes, extra blankets for Castle Boutique, AEMA red wooden boxes in locker at 249th.
10. Mary Alice spoke with and emailed board members
11. Went to bank with Basia to have my name put on the account
12. Met with Launa and Laura to put Laura and my name on the AEMA account
13. Mary Alice read through AESC minutes 2010-present
14. Mary Alice made the agenda for July planning meeting
15. Mary Alice wrote welcome letter and welcome email
16. Mary Alice contacted Fort Belvoir Housing to see if they are allowing events at community centers.
17. Mary Alice plans to move the Cocktail Party from September to March due to Covid restrictions and due to the farewell, newcomer luncheon, and welcome events all in a few weeks of each other. Having the Cocktail Party in March still allows fundraising to be done in timely manner for AEMA distribution.
18. Due to virtual schooling, Mary Alice moved the Newcomer’s Luncheon to the weekend (Saturday, September 12 at 12pm).
19. Mary Alice will keep promoting the face masks and the Facebook page. They have been an amazing seller for us. Five dollars is earned for each mask sold. This helps a lot toward the goal of earning $15,000 for AEMA awards this board year. Mary Alice encourages the board to continue promoting the masks as well.
20. Mary Alice will continue looking to fill Historian and Welfare board positions. If board members know of anyone interested let Mary Alice know so that they can be contacted.
21. Mary Alice invited board members to stay on Zoom after meeting for farewell and welcome planning.

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

1. Lois noted that Welcome/Farewell Committee were formed and met after our July planning meeting.
2. Lois contacted several venues for the Welcome but will need to continue searching for options.
3. The Newcomers’ Welcome has been scheduled for Sept 12 at 12pm at Sine. The restaurant is able to accommodate 25 max.
4. The Cocktail Party will be moved to a later date.
5. Zoom Bingo, “AESC” Style. Lois has plans for an engineer specific bingo event. Bingo cards will either be mailed or emailed to those who participate.
6. Lois will search for tours that may be opening back up.
7. AESC will plan to piggyback with Belvoir Spouses’ Club upcoming events.

***SECRETARY***: Brenda Schultze

1. Brenda met with outgoing secretary Kim Gibbs for a handover. Received two bins with secretary files and club documents/history.
2. Brenda set up a Pro Zoom account in the name of AESC and linked to the secretary’s new .org email set up by Terri Stevens. Sent invoice of $157.40 to Basia for reimbursement. Received check and deposited.
3. Brenda set up the Summer Planning Workshop meeting on Zoom as well as recurring board meetings on Zoom for the board year.
4. Brenda sent the Summer Planning Workshop Agenda, Calendar, Welcome and Farewell document to the board for the Summer Planning Workshop.
5. Brenda updated the Board Roster and sent to the board.
6. Brenda attended the Summer Planning Workshop and Farewell planning Zoom meetings and prepared minutes and meeting notes and sent to the board for approval. The Board Report template was sent to board.
7. Brenda sent the Zoom link to Circulation for sharing Aug Board meeting with general membership.
8. Brenda prepared and sent the August board meeting agenda to the board.
9. Brenda will complete August minutes and due out list and send to Board. Meeting notes for farewell and welcome planning will also be sent out to members on planning committee.
10. Brenda will prepare and send September agenda, as possible. She will be out of town from August 30-September 4th and will not have reliable access to internet.
11. Brenda will support Board and Members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 3 August 2020)

* + BB&T Statement, $22,822.44
	+ Register and General Ledger, $24,057.44
	+ PayPal, $2,250.60 (Membership and W&M)
	+ Square Payments, $788.59 (W&M)
	+ Cash/Check Deposit, $164
1. Basia will prepare for audit.
2. Basia is working on Product Development.
3. Basia will work on account reconciliation for August.
4. Basia noted that the club is now set up to take Square payment. There is a new entry on Basia’s reconciliation tab for this. Square payment is like a regular credit card payment versus a PayPal credit card payment, which AESC also uses.

Currently, the Square payment method is available for Ways and Means.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Mary Alice and I are now on the AEMA signature Card at Pentagon Federal Credit Union. Thank you to Launa ad Mary Alice for your time in getting this done. It was great to see you.
2. Laura sent reminder emails to those AEMA awardees who have not cashed their checks.

Note: AEMA account is showing a balance of $4339.47. $4100 worth of awards have not been cashed yet. The actual account balance of the AEMA checking account is $239.47

1. Laura has been working with Betsy and Basia on an engineer wristlet-style keychain to use as a thank you gift for a donation drive thank you gift. Everyone on the board approved of this idea and item. They cost one dollar each and left overs could be sold on Castle Boutique.
2. Laura noted that the audit has been delayed by a couple of weeks, due to school opening delays and some new jobs for volunteers. Probably will be rescheduled for end of August or early September.
3. Laura plans to include thank you notes from the award winners in the upcoming CastleGram.
4. Laura will file the 990N.
5. Laura plans to meet with Kara to draft a rubric scoring proposal for AEMA due to Covid restrictions on activities and testing. She will have this for the September/October Meeting. The changes are needed by October as the Red Book is finalized for printing at this time.

Scholarship Committee Volunteers:

 Launa

 Sharise

 Sharone Jones (203-417-0265; Sharon.k.jones@icloud.com)

 Basia

1. Laura will provide instructions for the AESC FB page for Amazon Smile to support AEMA.
2. Laura will plan the AEMA Donation Drive.

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded when necessary.
2. Kara continues to offer Farewell and Welcome support.

***CIRCULATION***: Sheila Kelly

1. Sheila had over 30 undelivered emails, mostly AOL and Hotmail. Able to resend most individually. Terri is checking with Hostmonster.
2. Sheila sent new 2020 local members email address to Lois.
3. Emails Sent:
	* 7/15 planning meeting (Board)
	* 7/15 AESC Membership Renewal (All)
	* 7/24 AESC Farewell date (Board)
	* 7/29 Board meeting zoom info (All)

***WEBMASTER:*** Terri Stevens

1. On July 15th, the new website was launched. There is a new log-in procedure and each member will now have their own personal password they can use to access the Members Only portion of the website. Terri said about half of the people who have joined this year have gone on and registered as well.
2. Terri updated the membership application procedure and new Welcome letter.
3. Terri added the new Log In procedure for website.
4. Terri sent a Member Sign-up message to Carolyn to post on Facebook.
5. Terri added Castle Boutique masks to the AESC home page.
6. Terri added Free Shipping message to home page and coupon to Members Only page.
7. Terri added May and June board meeting notes to the website.
8. The site password - Castle140!! Has been removed.
9. Terri updated email Forwards to new board members, removed Sheila per request. About half of the board has their AESC email forwarded to their personal email account.
10. Terri updated the Contact page.
11. Terri added Member Update Form for change of address, phone, etc. There is a new button on Members Only for updating information after the initial registration. Terri stated that updated information will automatically go to the Membership Committee. There are about seven people on that list who will receive updated information.
12. Terri updated Archives for Photos, Castle Grams, and Board Meeting Notes.
13. Terri noted that a few emails from Circulation are undeliverable. Most are Hotmail and AOL.
14. The Square account (credit card) is set up for Castle Boutique but not Membership payments. Terri will set this up in the Fall since everything is going so smoothly.
15. The Weebly is not set up to allow members to access a "profile" page". Terri states she was misinformed. This feature may be possible in the future.
16. Terri is working on the AESC Emails with .com versus .org. This is still in a transition phase. The hospitality .com email will remain the same for now due to RSVPs coming in for the upcoming events.
17. Terri asked if anyone has not received their Welcome Letter after joining to let her know. Sharise, Ria, Launa and Lucy stated they did not receive a Welcome Letter.

***NEWSLETTER/CASTLEGRAM***: Michelle Funkhauser

1. Michelle plans to get a CastleGram out around the first week of September so that pictures from the Farewell can be included in that issue.
2. The flyer for the Newcomers’ Welcome will be included in the upcoming CastleGram. Also, the Welcome flyer can be included in the September issue.

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

1. Bette reminded everyone to tell people about AESC and keep in mind people for the slate of officers for the 2021-2022 Board.

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

1. Lucy and Ria checked Hospitality e-mail account.
2. Lucy and Ria attended the June Board meeting.
3. Lucy and Ria attended the Planning Meeting for upcoming AESC events.
4. Lucy and Ria met with Mary Alice to plan for Farewell invitations, guest lists, etc.
5. Lucy and Ria contacted Caron at USACE HQ for assistance with the Farewell Guest List/Invitation Protocol.
6. The Farewell Invitation is in development and the guest list compilation is still underway.
7. The Farewell Invitations will be sent out by Friday August 7th.
8. Lucy and Ria will create Name Tags for the Farewell.
9. Lucy and Ria will check the Hospitality e-mail account for Farewell RSVP’s.
10. If necessary, they will divide RSVP’s into two groups and assign individuals a time slot for the Farewell according to their last name (alphabetical order).
11. Lucy and Ria will email time slots to all guests who RSVP’d “Yes” by 17 August.
12. Lucy and Ria will provide general assistance to other committee chairs, as needed.

***WELFARE/SERVICES***: Brenda Schultze **until filled**

1. Brenda monitored the Yankee Candle Fundraiser, which ended on July 8th. It earned approximately $98. Brenda thanks everyone for their support. The checks were deposited by Basia.
2. Brenda will go ahead and get Yankee Candle set up for the fall fundraising campaign.
3. Brenda organized the Welfare/Services Notebook to pass on to the next chair.
4. Brenda set up Wreaths Across America wreath donations and supplied W-9. AESC earn $5 for each wreath donated via the AESC group link.
5. The DC Honor Flights are currently postponed through 2020 due to Covid-19.
6. Lynch Creek will be sending out an invitation to start the fall campaign in late August according to a previous email. Brenda will follow-up on this**.**

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

1. Due to COVID 19 restrictions, the Knollwood Bake Sale is still on hold.
2. There was a discussion about residents of both Knollwood and the Fairfax and a need to connect with them as many of them are feeling isolated and not allowed to have visitors due to Covid restrictions. Mary Alice will provide a list of addresses for our members who are residents. Friendly notecards from AESC members would be appreciated.

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

1. Membership total as of 3 August: 93
* Breakdown:

New Members: 8

Rejoining Members: 13

Returning Members: 72

Membership Goal: 225

1. New: Current members may now update their contact information via the website on the members only page.  Thank you to Terri for adding this new feature!
2. Mary Alice stated that she would like to focus on recruiting more enlisted engineer spouses this year. Sharise noted that Sandra Delapena, who will be at FLW will be a good resource to reach out to enlisted spouses at FLW.

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

1. No updates noted

***HISTORIAN:*** Vacant

1. Michelle noted that she was able to complete the photo albums from 1953-1969.
2. Michelle is still trying to find first names for some of the members in the older albums.
3. Michelle is waiting for a Shutterfly free pages special to order.
4. Michelle is waiting until the Farewell to include pictures from that event to complete the 19-20 Club book. The Newcomers Welcome will be the start of the new board year book.
5. Anyone who is interested in becoming the Historian is welcome to contact Michelle Funkhauser.

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

1. Carolyn met with Betsy & Basia to discuss how to increase visibility and profitability online. There are over 130 new likes on the AESC page! For those who have not already done so, please take a minute to share the AESC page with friends.
2. Carolyn shared information about Lois Cook being featured on ABC. Go Lois!
3. Carolyn posted information on the updated website.
4. Carolyn shared information about various Castle Boutique items, including note cards.
5. Given the restrictions AESC is operating under, Carolyn would like to help Betsy promote the CB as much as possible this fall. Carolyn and Betsy discussed monthly specials and other promotions. Getting the word out is going to be key since AESC is not able to hold regular events at this time.
6. Carolyn plans to post 2 – 3 times per week and continue to increase our visibility.

***PARLIAMENTARIAN***: Launa Klimowicz

1. Launa plans to meet with Michelle Tyler soon to get the Parliamentarian book.
2. Launa asks board members to review their job description and provide her updates, as needed. If there is something a board member is doing, but it is not listed or something that is outdated and is no longer being done for that board position, Launa can update it.
3. The current version of the Constitution and Bylaws is available on the website as well as in the Red Book.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy received from Basia all of the inventory
2. Betsy fulfilled 47 online orders for a total of $3,184.25 (for June and July) and $432 cash/card sales.
3. Betsy received a shipment of masks, which has already sold out. Ordered 100 more masks (50 black, 40 red, 10 cream).
4. Betsy updated the website with all inventory in preparation of PCC. Created unique code for PCC attenders (2 online orders used the code)
5. Betsy created a coupon code for 2020-2021 members – ijoined2020 which is good until 9/1/20 for free shipping on any order.
6. Betsy held a zoom meeting with Carolyn and Basia to discuss marketing and social media in regards to the Castle Boutique. Going forward, the plan is to highlight certain boutique items each month on social media as well as the monthly member special. Polls and giveaways were also discussed.
7. Betsy continues researching a small, mailable item to have in stock for the boutique but also use as a thank you for members who donate to AEMA. Basia and I are looking into a key fob, fabric or ribbon with the castle imprinted on it. Betsy showed the board a wristlet style key chain.
8. Carolyn stated that pictures generate more interest - working to get pictures of members with items from the boutique. Looking for models!
9. It would help to have a committee of interested members to help with researching new products, taking photos, working on the website and help with marketing. Can it be mentioned at the upcoming newcomers welcome as an opportunity to get involved?

Volunteers for Castle Boutique Committee:

 Mary Alice

 Tanya

1. Betsy will continue to fill orders and update online inventory as new items arrive.
2. Betsy will continue researching items to have in stock for the Christmas season.
3. Betsy is also considering a gentleman who engraves pens as a consignment in the Castle Boutique. This is a neat opportunity to be able to sell products without the club having to put a lot of money into merchandise.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. Shannon will continue correspondence as indicated through notification by our President.
2. Mary Alice is going to contact Shannon to send letter to residents at The Fairfax and Knollwood.

***NOTES:***

1. Mary Alice thanks everyone for all of their support.
2. Sharise congratulated CSM Delapena on his selection as the CSM for the US Army Maneuver Support Center of Excellence (MSCOE) at Ft. Leonard Wood, MO.
3. The CoC will be Sept 10th at 10 am at Conmy Hall. Due to Covid restrictions it will also be livestreamed and/or recorded.
4. Sharise welcomed Deb Milhorn and Chris Hill and is looking forward to their great ideas for AESC. Anyone else who has great ideas to share, please do so.
5. Sharise believes she will be in Quarters 7 by mid to late October and then she plans to continue the tradition of opening the house up for events.
6. Sharise thanks everyone for everything and she loves this group.
7. Tanya also expresses her congratulations to CSM and Sandra Delapena. Tanya feels sure that Sandra will be a great advocate for AESC.
8. Tanya thanks everyone for the great job they are doing!

**TIME OF ADJOURNMENT: at 1109**

AEMA FINANCIAL REPORT

August 2020

Statement Balance as of August 3, 2020

AEMA Account

Total

Minimum

Suggested

Funds

Available

PFCU Regular Share Account: 4-01-5

$5.02

$5.02

$5.00

$0.01

Money Market Savings: 5-0-36

$25.00

$25.00

$25.00

$0.00

PFCU Checking Account: 2-02-9

$4,339.47

$4,339.47

$4,339.47

1

 Year Money Market Certificate:

MD

05/30/2018

1-56-1

; Annual PY 1.31%, Dividend Rate

%, Renew 12 Months

1.30

$12,000.00

1

 Year Money Market Certificate,

MD:

01/06/2018

1-56-2

; Annual PY 1.36%, Dividend Rate 1.35%,

Renew 12 Months

$13,023.95

1

 Year Money Market Certificate,

MD:

/14/2017

10

; Annual PY 1.21%, Dividend

8-56-0

Rate 1.20%, Renew 12 months

$10,000.00

$35,023.95

Total AEMA

$39,393.44

Maintain 35K min. in Money Mkt Certificates

$35,000.00

Funds Available for Scholarships

$4,339.48

GKM Account

PFCU Money Market Savings: 6-03-9

$0.05

$0.05

Total GKM

$0.05