

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

2 December 2020

**IN ATTENDANCE VIA ZOOM: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Brenda Schultze, Basia Kent, Betsy Rayfield, Michelle Funkhauser, Bette Meuleners, Launa Klimowicz, Terri Stevens, Sheila Kelly, Jackie Caldwell, Jennifer Broderick, Erin Beer, Priscilla Noah, Debbie Milhorn, and Deb Wehr**

**CALL TO ORDER**: at 1013

***UPCOMING DATES:***

* 12/7/20 White House Tour
* 2/3/21 Board Meeting
* 3/6/21 Cocktail Party
* 5/2/21 AEMA Luncheon

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the November board meeting.
2. She attended Secrets, Spies and Sputnik Tour.
3. She attended National Museum of the United States Army Tour.
4. She set up and sent out evite for NMUSA.
5. She sent out cancellation evite for the cookie exchange.
6. Mary Alice handed out pins to members.
7. She sent out emails about the White House Tour on 12/7 at 7:30am.
8. She spoke with and emailed board members and members.
9. She wrote letter for December Castle Gram.
10. She sent pictures from events to Erin, Terri and Michelle.
11. Mary Alice sent out Omaha Steak crock pot meals to Nancy Temple from donations. Remaining donations will go toward gift cards/online certificates to nearby restaurants. Jackie will take care of this. Jackie will also send a thank you note to everyone who donated.
12. She had executive board discussion on new member. Per the bylaws under membership, it says under eligibility (p42 2020-2021 red book) “with the approval of the Executive Board, other persons who have been associated with the Corps of Engineers.” The member’s spouse is Engineer-affiliated. Five of the 6 Executive Board Members agreed. One executive board member felt matters for considering non-Engineer spouses for membership be discussed at board meetings as part of board business, the C&B be followed with Executive Board approval, when considering non-Engineer spouses, the circumstances around the consideration should be presented and the presenter prepared to answer questions and it should be discussed and recorded that if the new member wants to rejoin next year, how that decision would proceed.

Launa stated that the approval for Engineer-affiliated members is on a per year basis. It would need to be discussed and approved again for the next club year. Jackie added that in the past the full executive board has been present and brought the discussion to the board meeting to discuss with the full board. She also noted that over the years this has happened only a few times. Priscilla noted that she thinks it is important to include as many Engineer-affiliated as possible.

A meeting for membership discussion regarding associate and honorary memberships will be coming up in the next few months.

1. Mary Alice will continue looking to fill the Vice President and Hospitality positions.
2. Mary Alice will make and bring baskets of goodies to Engineers at Fairfax.
3. She will keep promoting the new items on the FB page.
4. Mary Alice will send out the fundraising letter.

***VICE*** ***PRESIDENT***: Vacant

***SECRETARY***: Brenda Schultze

1. A motion to approve the November 2020 board meeting minutes was made by Sheila Kelly. Priscilla Noah seconded the motion. The motion passed unanimously and the November AESC Board Meeting Minutes were approved.
2. Brenda attended the November board meeting.
3. She prepared the November minutes and sent to the board for review.
4. The Board Report template was sent to the board.
5. She sent Zoom link to Circulation for sharing December Board meeting with general membership.
6. Brenda prepared and sent the December board meeting agenda to board.
7. Brenda worked on the AESC letterhead for the fundraising letter.
8. She attended Huntley Meadows event and the Army Museum tour.
9. She updated 2020-2021 Motion list to date.
10. Brenda will complete the December minutes and send to board for review.
11. She will support board and members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 30 November 2020)

* + BB&T Statement, $26,340.22
	+ Register and General Ledger, $27,308.94
	+ PayPal, $1,072.45 (Membership and W&M)
	+ Square Payments, $913.58 (W&M)
	+ Cash/Check Deposit, $50.00
1. Basia will work on account reconciliation for December.
2. Basia noted that sympathy notes came in with the donations toward the Temples via PayPal. She will pass these along to Mary Alice, who will have the Corresponding Secretary place in a card to send to Nancy Temple.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. The AEMA committee met and the AEMA application was updated.
2. The Application was sent (Dec 1st) to the Webmaster to be posted to the website.
3. Laura will field AEMA application questions that come in.
4. She will follow up on the 2020 AEMA winners that have not cashed their checks.

***SCHOLARSHIP:*** Kara Anderson

1. Kara conferred with Laura Putnam regarding the 2021 AEMA/GKM Application.
2. She checked the mailbox and forwarded checks to Basia and other mail when necessary.

***CIRCULATION***: Sheila Kelly

1. Sheila noted that this is a busy time of year PLEASE text her at 912-271-7835 if you send her an email that needs to be sent.
2. Update your email contact for Circulation: circulation@armyengineerspouses.org
3. Thank you to Michelle for suggesting (and doing) yet another CG without background color for printing the mailed version!
4. Sheila reached out to Penny Hart the New Zealand Engineer Spouse to see if they were still in the DC area. They are until the end of next year.
5. Thank you, Terri, for reaching out to Sally Hannan regarding email. Sheila has updated her new email.
6. Jackie thanked Sheila for sending out membership reminders.

Emails Sent

11/2 MG Temple passing (all)

11/4 Meal donation (all)

11/6 Salvation Army Giving Tree (all)

11/6 Meal support link (all)

11/9 November CG (all)

11/12 Updated November CG (all)

11/20 Lynch Creek Fundraiser (all)

11/22 Info from Mary Alice (board)

11/22 Canceled Cookie Exchange (local)

11/24 Wreath Across America remembrance wreaths (all)

11/29&30 ZOOM link (all)

***WEBMASTER:*** Terri Stevens

1. Terri featured the Lynch Creek Fundraiser.
2. She monitored website registration entries.
3. She added the Salvation Army Angel Tree.
4. She added November and December Coupon Code for Castle Boutique to Members Only Page.
5. Terri added photos from Huntley Meadows and Army Museum.
6. She added October board meeting minutes to Members Only page.
7. Terri added Bo Temple to In Memoriam.
8. Terri asked if there was a way to find out how much Amazon Smiles generates to AEMA. She will ask Laura Putnam.
9. Terri asked if it was determined if we can appeal to the general public for AESC donations? If so, she would feature a DONATE button on the home page. If not, she would put it on the Members Only Page. There is currently a "Donate" option in the drop-down navigation bar at the top of each page.

Discussion: Sheila noted that in the Red Book (p.48 in 2020-2021) it states: Money for these awards comes from donations made throughout the year from club members and friends of Engineers…AEMA is a non-profit organization under section 501[c}(3) of the Internal Revenue Service.

Launa noted that AEMA is a different kind of 501c than AESC. In researching, she says you cannot solicit, but having a “Donate Now” button on your webpage is not soliciting. People would have to come to the page to find it. The club also does not pay a solicitor.

Jackie noted that generally those who have donated in the past have either been previous members or be friends of Engineers.

It was noted that maybe something could be put in the Engineer Blast. Sheila volunteered to find out.

Terri will add a Donate button to the home page. She will make it clear that it is for AEMA.

1. Terri will work with AEMA on posting the application.

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

1. Michelle attended the November Board Meeting via Zoom.
2. She completed November issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
3. She completed December issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
4. Michelle communicated with board members as needed.
5. She will request/gather information for the January Castle Gram.
6. Michelle will find time to meet with Susan Wright to get Castle Gram items/files.

***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.
2. Vanessa will be reaching out after the New Year to work on the Executive Board slate so be thinking about where you would like to serve on the board next year.
3. Assist Board as needed

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

1. Checked the following AESC e-mail accounts:

Hospitality

Vice President

Events

RSVP

1. Check Hospitality, Vice President, Events, and RSVP e-mail accounts
2. Provide general assistance to other committee chairs as needed
3. Mary Alice said the Cocktail Party invite is finished and she is going through the approval process.

***WELFARE/SERVICES***: Jennifer Broderick

1. Jennifer updated the flyer for Lynch Creek fundraiser and for Wreaths Across America information; also included information regarding the Angel Tree sponsorships this year; sent everything for Castle Gram and for circulation.
2. As of November 29th, there are **59** wreaths sponsored for Wreaths Across America and there is **$800** raised so far for the Lynch Creek Farms Fundraiser (Only $200 from our goal!!!)
3. Wreaths of America sponsorships ended on December 1st and the Lynch Creek Fundraiser will end on December 13th.
4. She will continue to push out Lynch Creek fundraiser for the duration.
5. She will continue to update on the Angel Tree information.
6. Jennifer will Contact Roxannamaria at Fisher House to see if there are any updates for when we can start bringing meals.
7. She will update flyers for circulation and Castle Gram to include info on Honor Flight (not flying until after April) and Fisher House when applicable.
8. She will continue to support AESC as we move into the new year!

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

1. Due to COVID 19 restrictions, the Knollwood Bake Sale is still on hold.

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

1. Final Membership count 185.
2. Main accomplishment is completion of membership drive, reminders in the form of emails (thanks Sheila), phone call reminders, & efforts to accommodate last minute renewals. The Excel Membership, contributions from BD members, the Red Book squeezed through narrowly fitting through letter size slot which saved approximately $1.50 each for next postal rate category.
3. Jackie noted that due to a printer error a color insert for the Castle Boutique is included this year.
4. Best news is that the Red Books were mailed on Dec 1st! Hooray! Jackie has some extra Red Books for any new members this year until she runs out.

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

1. No updates noted

***HISTORIAN:*** Erin Beer

1. Erin noted that due to COVID-19 there are less pictures for the Club Yearbook and she is looking for ideas. Sharise shared that Ft. Belvoir has all the Engineer history at the Belvoir Club. Some of the history could be added into this year’s yearbook.
2. Erin followed up on the delivery of the crystal to Quarters 7 to photograph it. Sharise said the SGT Kim has all of the crystal and they are preparing to receive it.

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

1. Carolyn has posted the following: Lynch Creek, Castle Gram, Salvation Army Angel Tree, Veterans Day, Veterans Day Castle Boutique Special, New Castle Boutique Items-New Engineer Jewelry, Scavenger Hunt, Black Friday, Cyber Monday, Giving Tuesday.
2. Carolyn is working with Betsy to promote Castle Boutique as much as possible.

***PARLIAMENTARIAN***: Launa Klimowicz

1. Nothing noted

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 21 online orders for a total of $1495.60.
2. She worked with Carolyn to do a Facebook Veteran’s Day Flash Sale for 50% off bow ties and specific pins, received one order for a pin.
3. Betsy received ordered merchandise of masks, wood ornament and blankets.
4. She contacted Victor Stephenson, the deputy director at HECSA about what a Castle Boutique sale will look like this year. Since they are on max telework, she decided an email with a flyer sent to the workforce with a unique coupon code would be good for this year. Created flyer and worded an email. Created coupon code for Free shipping and a free gift with any purchase over $50. Sent to Victor who promptly sent it out to the entire workforce. Have already received 2 orders using the coupon code.
5. Created Members special for December, all orders over $40 will receive a free rhinestone pin in silver or gold (members will choose when checking out). She was unable to make a code for this specific type of sale in Weebly, so members will have to put in the comments section what the instructions needed. She put the instructions in the Castle Gram flyer and have asked Terri to also add the instructions to the members only section of the website. The November code for 10% off jewelry was used 3 times.
6. Betsy completed new Castle Boutique page for the 2021 Redbook and sent to Jackie.
7. Betsy updated the website with correct inventory numbers and all items. Updated with some new photos for some items.
8. She ordered acrylic ornaments from Stick with Me, LLC to be used as free gifts for our holiday sales. Also restocked spoons and trivets. Picked up order from vendor.
9. Worked with a vendor on LEGO castles. Ordered boxes for the kits. Assembled kits, took pictures of the item and listed on the website. Asked Terri if it is possible to sell just the instructions in a pdf format.
10. Worked with Carolyn to complete a social media scavenger hunt where participants were asked to find all the new Castle Boutique items on our website. Participants were told they will receive a free gift with purchase! Two people participated. They will receive a gift if they also make an online order.
11. She worked with Brian Leahy, the AEA store manager on the merchandise trade. They will no longer be carrying jewelry. Betsy received earrings, necklaces, pins, charms and money clips in exchange for masks, luggage tags, patches and blankets. Each store paid for shipping their merchandise out. This month she completed the trade by shipping masks, blankets and ornaments.
12. Betsy completed Castle Gram flyer and sent to Michelle.
13. She coordinated with Terri for the new member special instructions to be listed in the login portion of the website. She also gave her the shipping deadline to list on the website as well.
14. She created coupon code for Black Friday/Shop Small Saturday/Cyber Monday promo of $5 off a $40 purchase. Coordinated with Carolyn to post each day with a new photo highlighting a variety of items and the code. 5off40 good through 11/30/20. Took holiday pictures grouping some of our items together. Received 2 orders using the code.
15. Betsy will continue to fulfill online orders, update website, track shipping.
16. She will coordinate with Carolyn to feature some of our new products before the holidays.
17. She will look into notecards, either making them in house as a craft night or finding a vendor.
18. Betsy will order more Engineer Button Necklaces from MilMomMemories as our inventory has sold out!

***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 sympathy notes received to Nancy Temple.

***NOTES:***

1. Mary Alice thanks everyone for all of their support.
2. Sharise extends her thanks to everyone for all that they do and wishes everyone a happy holiday season.
3. Tanya thanked everyone for all they do and making the club shine. Looking forward to 2021.

**TIME OF ADJOURNMENT: at 1133**

