

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Agenda

5 February 2020

**IN ATTENDANCE AT THE FAIRFAX:** Launa, Connie Semonite, Kim Houston, Basia Kent, Betsy Rayfield, Lucy Fratello, Kay Burlin, Priscilla Noah, Brenda Schultze, Mary Alice Jakso, Jackie Caldwell, Michelle Funkhouser

**IN ATTENDANCE VIA ZOOM:** Vanessa Joly, Sheila Kelly, Deb Weir, Wendy Owens

**CALL TO ORDER** at 1018

***PRESIDENT***: Launa Klimowicz

1. Launa attended the December Board meeting.
2. Launa will support Board members as needed.
3. Launa reminded Board of upcoming dates to remember:
4. Next Board meeting March 4.
5. April 22, 2020 Knollwood Bake Sale
6. April 26, 2020 AEMA Awards Luncheon
7. May 14, 2020 Change of Command

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

1. Mary Alice attended and took pictures of the US Capital/Library of Congress tour.
2. She spoke with Senator Cotton’s office; however, was unable to get gallery passes due to impeachment proceeding.
3. Mary Alice reminded Board of upcoming events:
4. 2/16 – Silent Sky play at Ford’s Theater
5. Craft Night – date TBD, making cards
6. March or April – egg painting

***SECRETARY***: Kim Gibbs

1. Kim sent February Board meeting agenda to Board.
2. Kim sent December Board meeting minutes to Board.
3. Thank you to Mary Alice Jakso for taking minutes for Kim this month.
4. Moving forward, Kim will complete February minutes, and prepare and send March agenda to Board.

***TREASURER***: Basia Kent

***TASKS COMPLETED LAST MONTH:***

1. Reconciliation:
2. Account Balances (as of 3 February 2020)
3. BB&T Statement, $31,233.36
4. Register and General Ledger, $30,473.36
5. PayPal, $4,423.57 (Membership and W&M)
6. Cash/Check Deposit, $818.60 (Membership and W&M)
7. AEMA Donation history: 2018 - $5,937; 2017 - $3,000
8. Basia plans to complete the reconciliation for February.
9. Basia discussed the AEMA Donation; plans are to wait and see how applications are looking. In 2018, we donated $5900; in 2017, we donated $3000, in 2016, we donated $4000. This year’s Castle Boutique sales are $2000 above last year’s total sales.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. AEMA brunch is set for April 26 - Thank you Launa!
2. Thank you to the media team for publicizing the AEMA application.
3. Not an issue, but we haven’t received any applications yet. Kara tells me this is the trend in the last couple years. Please get the word out in your personal social circles about the AEMA.
4. We need volunteers to sit on the awards committee. It involves 2-3 hours (one evening) of your time – volunteer – Mary Alice and someone else – not sure who.
5. We need to set a date for the application committee to meet in March, so that we can have a recommendation to the board on the number of awards and award amounts by the April Board Meeting.
6. Laura will coordinate with the VP on the AEMA brunch tasks.
7. Laura asked to confirm AEMA Brunch Venue – The Fairfax correct?
8. Laura asked Board to put scholarship application out on your FB page – we have no applications yet.

***SCHOLARSHIP:*** Kara Anderson

1. Kara continued reaching out to the School Liaison Officers, US Army requesting support in getting the AEMA and GKM scholarships information to qualifying students.
2. She wrote an article for the Castle Gram regarding scholarship application and deadline.
3. Kara requested a members-all email from Sheila regarding application and deadline.
4. Kara responded to emails regarding scholarship qualifications.
5. Kara checked the mail and forwarded mail to Laura and Basia.
6. Moving forward, Kara will process any applications received.

***CIRCULATION***: Sheila Kelly

1. February Castle Gram emailed and mailed.
2. Sheila assisted with Red Book review and editing
3. Ongoing: Sheila updates email roster as members join, verifies payment received with Basia’s list; any brand-new members are sent the latest Castle Gram and any important information.
4. PLEASE send all correspondence to the circulation@armyengineerspouses.com email
5. PLEASE text me 912-271-7835 if you have sent me an email that needs to go out asap.
6. Emails Sent:
7. 12/5 Wreath Laying Ceremony Arlington National Cemetery
8. 1/7 Canceled January board meeting
9. 1/27 AEMA & GKM application info
10. 2/3 February CastleGram
11. Sheila will continue to support as needed.
12. Sheila will submit receipts for CastleGram postage for reimbursement $4.20 to Basia.

***WEBMASTER:*** Terri Stevens

1. Terri added coupon information for neckties on Home page and Members Only page.
2. She added December/January and February CastleGrams.
3. Terri added October and November Board Meeting notes to Members Only page.
4. She also added ornament coupon code in December (then removed in January).
5. Terri removed Lynch Creek and Yankee Candle fundraisers, and SA Giving Tree information from website.
6. Terri also updated monthly events.

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

1. Susan completed the CastleGram February issue.
2. Susan’s upcoming plans are to get the CastleGram out on the first of March.

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

1. Vanessa asked for current board members to let her know of their intentions for the 2020-2021 board year. Vanessa contacted the elected positions individually.
2. Laura Putnam would like to stay another year as AEMA Chairperson.
3. Vanessa is searching for nominations for President, Vice-President, Secretary, and Treasurer.
4. Vanessa’s goal is to fill the slate for elected board positions and provide slate for April issue of CastleGram.
5. Basia is PCSing to Germany but is willing to stay on as Treasure if allowed.
6. Launa volunteered for Parliamentarian.

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

1. Ria checked Hospitality e-mail account; deleted several new spam e-mails and “blacklisted” them. Hopefully, those will decrease over time.
2. Ria and Lucy plan to attend the March Board meeting.
3. Upcoming plans are to check the Hospitality e-mail account and provide general assistance to other committee chairs as needed.

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

1. Lynch Creek Fundraiser ended on Dec 15, 2019. We earned $741/$1000. The check has been issued, will follow-up to see if it has been received at our PO Box. Thank you to everyone who purchased beautiful Lynch Creek items. We earned 15% per sale. This was a change from previous year, in which we earned 20% per purchase. Provided W-9 to Lynch Creek since we earned more than $600. Thank you for your help with the W-9, Basia.
2. Yankee Candle-Continued to monitor YC Fundraiser. We have earned $142.80 for the Fall YC campaign that ended Jan 8, 2020. We earned 40% per sale.
3. Salvation Army Giving Tree-Thank you to Janet Graham, Mary Alice Jakso, Terri Stevens, Betsy Rayfield, Connie Semonite, Michelle Funkhouser, Lucy Fratello, Ria Etheridge, Sheila Kelly, and Becky Litz for donating all the fabulous items to complete the children’s wish lists.
4. Coordinated Jan 2020 date for Fisher House-Thank you to Launa Klimowicz-Brown for delivering the January meal. The December meal was canceled by FH due to all families having gone home. Michelle Tyler has kindly switched to April meal delivery.
5. Attended Wreaths Across America on Dec 14th. Wrapped up the Wreaths sponsor a wreath fundraiser. $5 was earned.
6. Fisher House Meals: Coordinate February meal. Upcoming sign-ups:
	1. Feb 24th-Terri Stevens
	2. March 23-Lucy Fratello and Ria Etheridge
	3. April 27-Michelle Tyler
	4. May 18- vacant
7. Brenda will follow up on the earnings from Wreaths Across America fundraiser.
8. Brenda coordinate the Yankee Candle Fundraiser-Spring Campaign-advertise via FB and circulation and webpage and March CastleGram.

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

1. The Knollwood Bake Sale date is set for Wednesday, April 22 at 10:00am.
2. Sheila and Michelle Funkhouser will check files for flyer from last year for Knollwood Bake Sale.

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

1. The Red Book was printed and mailed in December.
2. Evolution Printing is who ASCGWA uses for printing – Michelle Funkhouser will email Jackie the contact information.

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

1. Kay is ready to assist as needed.
2. At luncheon, everyone pays Basia and then Basia writes check to Fairfax.
3. This is the last meeting we will have in this room at the Fairfax. They are changing this room into a social room

***HISTORIAN:*** Michelle Funkhouser

1. Michelle received the December Cookie Exchange pictures – Thank you!
2. Michelle will assist board members as needed.
3. Michelle has all the previous books/discussed ways to maintain them/put on flicker/Shutterfly/google photos –she offered to scan all the photos from the previous albums.

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

1. Published pictures of the Cookie Exchange
2. Scholarship Application Reminder
3. Castle Gram
4. Currently we are running a bowtie/necktie giveaway – when people like the page and tag a friend, they are entered into the drawing. Thanks to Betsy for all her help! Winners will be announced February 10.
5. Upcoming goal is to continue to post happenings a couple of times per week.

***PARLIAMENTARIAN***: Michelle Tyler

1. No new items for Parliamentarian review.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Successful December CB Sale at HQ with **$4259.00** in sales!! Thank you to Jackie, Basia, Erin Beer and Launa for helping with the sale.
2. Betsy fulfilled 11 online orders in December (including 2 orders from the AEA store) for a total of **$1866.55**
3. Betsy pre-sold 17 neckties and 2 bowties at the HQ sale, delivered them in January. Ties have a Members-Only Always pricing of $25/tie, $20/bowtie, $35/both (non-members pay $5 more a tie and $10 more for the buy 2 special).
4. New Castle Pins have arrived in four different styles! Price listed at $15.
5. The website was updated to reflect current inventory, including adding new items.
6. Betsy coordinated with Basia and Carolyn for a social media giveaway for the neckties.
7. The HQ and online sales have depleted merchandise stock, after purchasing ties, pins, patches, cookie cutters and stamps and Betsy is left with $604.15 in the budget. She needs to replenish some of the inventory for the next HQ sales in March and June, mainly Artel jewelry. Betsy will make motion for approval of more funds in order to re-stock.
8. She will work on a March member special for the pins to include a social media giveaway.
9. She will work on ordering Artel jewelry and garden flags and work with Basia on new inventory ideas.
10. Castle Boutique - Construction Conference – 2/25 10am-2pm– can set up outside, 200 attendees. Launa can come and assist.
11. Castle Boutique sale 3/18.
12. Betsy will check to see if Artel jewelry has raised their prices on their site.

***MOTION:***

1. Betsy moved to approve a one-time amount of $3,000 to the ways and means committee to resupply merchandise for the upcoming sales at USACE HQ. Mary Alice seconded. Motion passed unanimously, none opposed.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

**NOTES:** None noted**.**

**TIME OF ADJOURNMENT:** at 1128