

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

3 June 2020

**IN ATTENDANCE VIA ZOOM:**  Connie Semonite, Kim Houston, Launa Klimowicz, Mary Alice Jakso, Kim Gibbs, Basia Kent, Laura Putnam, Michelle Funkhouser, Deborah Kalisz Weir, Bette Meuleners, Vanessa Joly, Terri Stevens, Sheila Kelly, Susan Wright, Brenda Schultze, Betsy Rayfield, Lucy Fratello, Ria Etheridge, Wendy Owen, Lois Cook, Sarah Jansen.

**CALL TO ORDER** at 1009

***PRESIDENT***: Launa Klimowicz

1. Launa presided over the May Zoom Board meeting.
2. Launa thanked the 2019-2020 Board for their support and efforts during this challenging Covid-19 season.
3. She continues to support Board members as needed.

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

1. Mary Alice attended the May Zoom Board meeting.
2. She held a virtual trivia zoom meeting, delivered cookies to the trivia winner, and sent pictures of trivia to Michelle and Sheila.
3. Mary Alice delivered Launa’s gift with other Board members.
4. She hopes to reschedule some tours during the summer if COVID-19 restrictions are lifted, otherwise she will reschedule for next year.

***SECRETARY***: Kim Gibbs

***TASKS COMPLETED LAST MONTH***

1. The June Board meeting agenda and May Board meeting minutes were sent to the Board for review. Mary Alice made a motion to approve May Board meeting minutes. Lois Cook seconded motion. May Board meeting minutes were approved by unanimous vote.
2. Kim completed June minutes and sent to Board.
3. Moving forward, Kim will prepare binders for transfer to new secretary Brenda Schultze.
4. She will update the 2019-2020 Motion List.
5. Kim will continue to support Board and Members with upcoming goals.

***TREASURER***: Basia Kent

1. Reconciliation:
2. Account Balances (as of 3 June 2020)
	1. BB&T Statement, $21,604.32
	2. Register and General Ledger, $22,621.85
	3. PayPal, $68.82 (Membership and W&M)
3. Basia presented the Board with a prospective budget for the 2020-2021 year. Approval with be voted on by the 2020-2021 Board at their first meeting in July.
4. Moving forward, Basia will complete the reconciliation for July.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Laura sent AEMA Awardee information to the CastleGram, Website and Facebook.
2. All AEMA checks/Awardee packets have been sent as of 5/30/2020. Thank you to Launa for signing all the checks and to Kara for mailing the packets (letter, check, and certificate).
3. Laura sent AEMA Awardee articles to Engineer Blast and AEA.
4. She is working to receive progress reports and grades from all past GKM winners that are due a GKM disbursement.
5. She will submit funds request to the Morris Family for the GKM disbursements.
6. 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 provided awardee information to LTG Semonite for star notes.
2. She printed awardee certificates and awardee letters.
3. Kara assisted in getting awardee certificates and checks signed.
4. She copied checks for notebook.
5. The awardee packets are prepped to be mailed the first week in June.
6. Kara checked mailbox and forwarded items when necessary.
7. Moving forward, Kara will file for expense reimbursement.

***CIRCULATION***: Sheila Kelly

1. Sheila had continued difficulty in emailing the CastleGram this month. Initially, only 40 members received the CastleGram before Hostmonster decided after that no one else could receive. After extensive troubleshooting by Sheila, Terri reached out to Hostmonster. The email is getting stopped by the Hostmonster outbound spam filter. The initial fix that Hostmonster did to resolve the issue did not work; Sheila and Terri are continuing to work on this issue. Sheila was able to send the CastleGram on June 2 after adjustments with Publisher program.
2. Sheila mailed six June CG, at a cost of $4.20.
3. PLEASE send all correspondence to the circulation@armyengineerspouses.com email
4. PLEASE text me 912-271-7835 if you have sent me an email that needs to go out asap.
5. It has been a great year and Sheila loves serving with so many wonderful Ladies.
6. Emails Sent:
	1. 5/9 Voting for 2020-2021 Executive Board (All)
	2. 5/26 Announcement of 2020 -21 Elected Officer Board (All)

***WEBMASTER:*** Terri Stevens

1. Terri established https://armyengineerspouses.**org** as our official domain and she submitted this information on update to CastleGram and Facebook.
2. Terri added the June CastleGram to the website.
3. She removed the membership application and will post on July 1 for the new membership year.
4. Terri added GKM Awardee to other AEMA recipients on AEMA and Home page.
5. Emails from Circulation that include the CastleGram are (sometimes) considered Spam and they are not sending. Terri submitted a work order to Hostmonster technical department and is waiting on the response.
6. July 1 will begin the New Login and Password function for new Membership year.
7. To continue our website modernization path, the AESC website will launch an updated sign-in feature. Members will create a Profile with username and password, pay, submit, and receive a Welcome response. As before, members will have access to the Members Only Page - Castle Boutique coupons, new and archived Castle Grams, Monthly board meeting notes, and details on upcoming events. In the future, current members can log in, update any profile changes, and renew membership*.*
8. Moving forward, Terri will send email to membership via circulation with information on .org.
9. She will send an email to membership via circulation with info on login instructions.
10. Terri will also add information about July 1 login to Facebook.
11. Terri will ensure summer membership reminder includes information on new sign-up.

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

1. Susan completed the June/July Issue. Due to the COVID-19 virus, there was not much to add. Thank you to all who contributed.
2. Susan is gathering CastleGram data files and will make a copy for the next editor on a thumb drive. She will print out one copy of each month for the past 2 years to put in CastleGram storage box
3. Moving forward, Susan will sort and organize CastleGram storage box to pass off to the next CG editor 2020-2021 membership year.

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

***TASKS COMPLETED LAST MONTH***:

1. Vanessa and Bette worked with Michelle Tyler with the election of board officers.
2. They forwarded list of other positions to Mary Alice for approval prior to posting in CastleGram.
3. Vacant positions are currently CastleGram, Welfare/Services, and Historian. A Treasurer is also needed, as Basia is PCSing to Germany. Please let Vanessa or Mary Alice know if you want to be on the Board, or you know anyone who would like to serve.
4. Moving forward, Vanessa will work to fill needed vacant positions and will continue to assist the Board as needed.

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

1. Lucy and Ria checked the Hospitality e-mail account and will continue to keep up with this task.
2. They attended the April Board meeting.
3. They will provide general assistance to other committee chairs as needed.

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

1. Brenda continues to monitor DC Honor Flights and the Yankee Candle Fundraiser.
2. Thank you to Kim Gibbs for volunteering for Fisher House meal for May 18th. Unfortunately, FH was still on hold for meal deliveries.
3. DCA Honor Flights are currently postponed until at least August 31st due to Covid-19 and risk to older population which they serve.
4. Yankee Candle Spring Fundraiser is underway and goes through July 8th. They have some wonderful spring and summer scents and 2 for $40 medium sized jars. We have earned approximately $98. Thank you for your support.
5. Brenda is working with POC at Wreaths Across America to get our fall campaign for wreath donations up and running.
6. She will continue to monitor and advertise Yankee Candle fundraiser.
7. Brenda is currently organizing her notebook for the next Welfare/Services chair. She is willing to help with committee until the new chair is available.

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

1. There were no updates noted for Knollwood at this time.

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

1. The AESC Membership year begins July 1, 2020.
2. Our $25 AESC membership may be renewed by AESC online PayPal
(www. [armyengineerspouses.com](http://armyengineerspouses.com/))
or by mail to our AESC mailbox:
	1. AESC Membership
	P.O. Box 6332
	Alexandria, VA 22306
3. The Board discussed if members join after March 30, that their membership would also apply for the next year. Our Bylaws state that the membership season is from July 1 to June 30. Deb Weir suggested a free 90-day membership until sign up begins. Laura suggested to write into Bylaws as this seems to be a yearly discussion. Board agreed that if this becomes a larger issue, the Board can vote to address. Connie suggested adding this to AAR. For the next year: membership sign up ends March 30. Joining after this date signs member up for the next year.

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

1. There were no updates noted for The Fairfax at this time.
2. Terri has reached out to Kay via email; she is currently quarantined in her room but is doing well.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle has worked on club and historical scrapbooks and has obtained photos for club scrapbooks. She will have 4 books printed for 2019-2020: Connie, Kim, Launa and AESC.
2. She submitted a request to Basia for $300 in additional funds needed for scrapbook supplies.
3. She took photos at gift presentation to President and passing of the gavel to incoming President.
4. She submitted receipts to Treasurer for Portfolios purchased for historical scrapbooks. She plans to wait for a good sale to decrease the costs, as scrapbooks over 20 pages have additional costs.
5. Michelle continues to work on club scrapbooks and will complete after farewell event for Connie and Kim.
6. Michelle will continue to work on historical scrapbooks until she needs to turn them over prior to moving.
7. Moving forward, Michelle will transfer Historian items to next year’s Historian or President and complete her Historian AAR.
8. Michelle is available to assist Board members as needed.

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

1. Carolyn posted the Yankee Candle fundraiser offer.
2. She published updates on all the great work our Engineers are doing related to COVID-19 efforts.
3. Carolyn coordinated with Betsy to promote the new masks on May 23rd. All 30 masks sold in 24-hours!
4. Carolyn will continue to post happenings a couple of times per week.

***PARLIAMENTARIAN***: Michelle Tyler

1. Michelle received and replied to all emails pertaining to the voting of the 2020-21 Executive Board
2. She coordinated with Kara Andersen to ensure all mail was collected from AESC post office box
3. Michelle notified the newly elected Executive Board members via email of their unanimous election and cc’d the President.
4. She notified the President and Nominations Committee chair via email the election results and advised the responsibility for one of them to notify the General Membership of the election results.
5. Michelle met with Laura Putnam (volunteered for review of Constitution and Bylaws) and determined no additions/edits needed for this review period. In 2020-2021, the Constitution and Bylaws will need to be revised.
6. The AESC Treasurer and AEA Treasurer must have and audit completed yearly. The AECS Financial Review committee can meet in person or virtually to complete audit. Mary Alice felt it was helpful to have each Treasurer available for clarification of records if needed.
7. Moving forward, she will ensure all minutes and reports are printed for the Parliamentarian’s files and will coordinate with incoming Parliamentarian to hand over files by July 1, 2020

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy ordered 30 Embroidered Face Masks in red, received order and updated website with new inventory.
2. Betsy coordinated with Carolyn to promote the masks on social media, she posted the masks on May 23rd. All 30 masks sold in 24-hours.
3. She fulfilled 17 online orders for a total of $1,179.95.
4. Betsy ordered 50 more masks (25 red and 25 black), received order and updated the website with the updated inventory. Plans are currently to hold on Facebook notification until CastleGram members have opportunity to order masks.
5. We received a thank you note from our Facebook pin giveaway winner, Katherine Collins.
6. Moving forward, Betsy will monitor the website and fulfill online orders.
7. Discussed that PCC courses are currently virtual, and these courses traditionally provide many sales. Discussed offering a special PCC code for online purchases for 20-25% discount. Also discussed free shipping, as though you were shopping in person. Discussed advertising to incoming spouses with a series of slides of available merchandise included with PCC slides. Issue noted that only the PCC attendees receive the slides; though Division and District Commander spouses can monitor discussion throughout the day, they do not receive slides. Agreement was made to provide free shipping under one code and highlight discounted items. Announcement will be made at PCC course.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. Don Suggert passed away on May 18. There was a notification per West Point, which provided an address for Don Suggert, Jr. in Morrisville, NC. Connie will send address to Launa; Launa will send a card from AESC.
2. Shannon will continue correspondence as indicated through notification by President.

**NOTES:**

**Launa Klimowicz**

1. Launa extended a welcome to the 2020-2021 Board. She noted that normally, the outgoing Board transitions in June. She looks forward to all the new activities in the upcoming year.
2. Connie and Kim will receive a proper farewell, and Sharise and the new CMS spouse will receive a proper welcome when we Covid restrictions are lifted and we are able to meet again.

**Kim Houston**

1. Kim expressed that she appreciates all on the Board and has a great appreciation for Launa’s job in real estate after building her retirement home. She thanked all for the work locally and at a distance.

**Connie Semonite**

1. Connie updated that they have been extended and are not sure when they are leaving at this time.
2. Connie thanked Launa for her super job of connecting everyone in challenging times this year. She hopes Launa enjoys her gift from the Board and has fond memories of this time.
3. She thanked the 2019-2020 Board for navigating all the changes and challenges gracefully. Connie recognized that there were many uncertainties this year and noted we were able to change the way we continued our relationships with local and non-local members. We embraced the challenge well.
4. Connie extended a welcome to the 2020-2021 Board and encouraged flexibility with all the position changes and timelines. She encouraged all to take care of ourselves and our families.
5. Upcoming dates to remember include:
	1. Kim Houston is leaving July 17 for retirement in Williamsburg. This is a bittersweet day, as Kim and Brad have changed the Corps of Engineers forever. Plans for their ceremony remain flexible due to Covid.
	2. The Castle Ball will not occur in August, due to Covid uncertainties. We are unsure at this time if it will be postponed or cancelled for this year.

**TIME OF ADJOURNMENT** at 1122.