

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

4 March 2019

**IN ATTENDANCE AT THE FAIRFAX:** Launa Klimowicz, Mary Alice Jakso, Brenda Schultze, Priscilla Noah, Kim Houston, Connie Semonite, Bette Meuleners, Terri Stevens, Basia Kent, Betsy Rayfield, Kay Burlin, Jackie Caldwell, Lucy Fratello, Ria Etheridge, Kim Gibbs

**IN ATTENDANCE VIA ZOOM:** Sheila Kelly, Wendy Owen, Sharise Spellmon, Deb Weir

**CALL TO ORDER**: at 1016

***PRESIDENT***: Launa Klimowicz

1. Launa attended the February Board meeting.
2. She continues to support Board members as needed.
3. Launa reminded Board about April Board meeting, location at Priscilla Noah’s home.
4. Launa reminded Board about April 22 Bake Sale at Knollwood. Connie will not be present; She will be in Greece 4/21-4/29.
* Due to COVID 19 restrictions, Bake Sale is cancelled
* Due to COVID 19 restrictions, April Board meeting will be held via Zoom.

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

1. Mary Alice attended/took pictures Craft Night and Silent Sky.
2. She attended the February Board meeting.
3. She added new members to Evite.
4. She made flyers for upcoming events.
5. Mary Alice met with Laura about AEMA Luncheon.
6. She spoke with providers about upcoming tour/events.
7. Moving forward, Mary Alice will set up a meeting with Fairfax to review luncheon set up/contract.
8. Mary Alice will send a sign up genius for Farewell food.
9. She will also send Evites for all tours until June.
* Due to COVID 19 restrictions, all tours and events are cancelled at this time.

***UPCOMING TOURS:***

* + 3/12 – Egg Painting. Board noted that this is a fantastic event.
	+ 3/24 – Museum of Natural History
	+ 4/28 – Cookie Decorating
	+ 5/1 – American History Museum
	+ 5/20 (Tentative) – Ghost Ships of Mallows Pay kayak – This is a 2-hour kayak in Maryland
	+ 6/10 – Army Support Center Museum

***AESC EVENTS:***

* + 3/10 Envelope Stuffing
	+ 3/18 Castle Boutique
	+ 4/22 Knollwood Bake Sale
	+ 4/17- Segway Tour of Monuments.
	+ 4/26 AEMA Luncheon

***SECRETARY***: Kim Gibbs

1. Kim sent March Board meeting agenda and February Board meeting minutes were sent to the Board for review.
2. Motion to Approve February AESC Board meeting minutes was initiated by Mary Alice Jakso, Seconded by Ria Etheridge and approved unanimously.
3. Kim will complete March minutes and due out list and send to Board.
4. Moving forward, Kim will prepare and send April agenda to Board.
5. She will also continue to update the 2019-2020 Motion List.

***TREASURER***: Basia Kent

1. Reconciliation:
	1. Account Balances (as of 3 March 2020)
	2. BB&T Statement, $32,617.57
	3. Register and General Ledger, $31,770.37
	4. PayPal, $2,332.85 (Membership and W&M)
	5. Cash/Check Deposit, $1364.00 (Membership and W&M)
2. AEMA Donation amount needs to be decided.
3. Moving forward, Basia will complete reconciliation for April
4. She will also support AEMA Awards process.
5. Discussion related to operating capital and amount needed to leave in budget for 2020-2021 Board. The Constitution does not specify an amount to leave for upcoming year. Per Basia, full year expenses are approximately $23,000.00.
6. Discussed considering increasing Castle Boutique budget for next year, as orders are increasing and membership is increasing.
7. Basia will prepare numbers based on last few years’ budgets and propose new budget for voting at April’s meeting.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Laura reported that at least 10 official applications received!!!! Kara to have specifics in her report.
2. Laura needs 1 more volunteer to sit on the awards committee. It involves 2-3 hours (one evening) of your time. Date for awards committee meeting is March 26th, at Kara’s House.
3. Laura will coordinate with Mary Alice on the AEMA brunch tasks and both will meet with Robert/Fairfax Staff on the details of the AEMA Brunch in March. Basia will write contract for event.
4. The scholarship chair and Laura will present options for awardees and award amounts prior April meeting. Please be on the lookout for a potential virtual vote, tentatively a zoom meeting on March 30.
* Due to COVID 19 restrictions, the meeting at The Fairfax was cancelled.

***SCHOLARSHIP:*** Kara Anderson

***TASKS COMPLETED LAST MONTH:***

1. Kara requested a members-all email from Sheila regarding application and deadline.
2. She responded to emails regarding scholarship qualifications.
3. The first application was received February 20.
4. We have received 17 applications to date. Kara will check the mail for any additional applications. Due to the leap year, all applications must be postmarked by 2/29/2020 to be considered.
5. Kara checked with Laura and Basia regarding current membership status of applicants.
6. Kara checked the mail and forwarded mail to Laura and Basia.
7. Kara continues to process applications and will copy and prep applications for review on March 26.

***CIRCULATION***: Sheila Kelly

1. Sheila reported the March Castle Gram was emailed and mailed, highlighting request for nominations for 2020-2021 Board positions.
2. Sheila sent local new members emails to Mary Alice.
3. Ongoing: Sheila will update email roster as members join, verify payment received with Basia’s list; any brand-new members are sent the latest CastleGram and any important information.
4. PLEASE send all correspondence to the circulation@armyengineerspouses.com email and PLEASE text me 912-271-7835 if you have sent me an email that needs to go out asap.
5. Emails Sent:
* 2/19 Deadline for AEMA & GKM applications (All)
* 2/22 Envelope stuffing volunteers needed (Local)
* 2/25 Welcome/Farewell Email to report duties for event
* 2/29 March Castle Gram (All)
* 3/3 Board meeting & zoom reminder along with request for nominations for the 2020-2021 Board positions (All).

***WEBMASTER:*** Terri Stevens

1. Terri contacted Weebly regarding a credit card option to online store and received a response that yes, we can. We currently have a PayPal option; Terri will add the credit card option in March. The credit card should come through the same as PayPal. She will also update website design to include top navigation instead of left side.
2. Terri discussed the new website design with Weebly. She said that it was relatively easy to change the design and leave the same content.
3. She added approved December Board Meeting notes to Member page.
4. Terri also added February, March and April events to home page with details on Member page.
5. She added the Yankee Candle spring fundraiser and removed the link to AEMA application.
6. At the April Board Meeting, Terri will discuss new and improved Login option for 2020-2021 Membership Year.

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

1. March’s issue of the CastleGram was completed and sent out.
2. Susan appreciates everyone’s contribution on time and in a correct format so she can get the CastleGram out in a timely manner. This board is awesome!
3. Susan will add flier to CastleGram for April Castle Boutique specials, new pins and the Facebook Giveaway per Betsy.

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

1. The Nominations Committee is seeking nominations for President,
Vice-President, Secretary, and Treasurer.  Position descriptions can be
found in the Red Book. You may also contact Vanessa or another
board member with any questions.
2. Discussed Board positions and possible interest. Erin Beers has been helping a great deal with Castle Boutique and would like to be involved with AESC, but not in a Board position. Brenda Schultze has expressed interest in being Secretary. Lois Cook is interested in a position; Vanessa will contact her regarding VP or Treasurer. Mary Alice Jakso will consider being President if there is a strong VP to help or will stay on as VP. Laura will continue as AEMA Chairperson. Connie suggested Kim Gibbs as President; Kim will consider.
3. Discussed how to capture all Engineers moving forward. Army Hostess Society of Pentagon does not delineate between Engineers and other branches. Per Michelle, GAMS posts subgroups on Facebook pages. Mike Potts at PCC could put fliers in welcome packets. There is also a PCC dinner at the FLW Commandant’s home. Launa and Basia will discuss this. However, Connie reminded us about privacy guidelines: we can’t reach out unless they reach out first.

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

1. Lucy and Ria created 3 versions of invitations for AEMA award set for Sunday, April 26 at 1300. They also created a file for rsvp responses.
2. Lucy and Ria need the Avery account login to eventually create nametags and place cards for AEMA; Mary Alice will provide. Per Michelle F., there are templates available from last year.
3. Lucy and Ria both plan to attend the April board meeting.
4. They routinely check the Hospitality e-mail account.
5. They will provide general assistance to other committee chairs as needed.
6. Lucy and Ria will create nametags and place cards for all board members plus awardees. Clarified that white ribbons for Awardees and red ribbons for Board members.
7. Lucy and Ria need the AEMA guest list when finalized. Launa discussed tentative guest list for AEMA: Club Members, Awardees and their Families, Board Members and Belvoir Wood Residents.
8. Lucy and Ria will send out invitations when instructed to do so; they currently have 3 versions and are waiting on date and time confirmation.
9. They will also monitor rsvp responses set 6 days prior to event.
10. Brenda has a box of AESC brochures for Lucy.

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

1. Brenda set up and advertised Yankee Candle Spring Fundraising Campaign. The earnings have changed, and it is now a scale and we will most likely earn 35% vs the 40% we earned previously (must now sell greater than $5,000.00 to ears 40%). She advertised on the Facebook page, CastleGram, and AESC website. Also, a weekend special was advertised on the Facebook page for the last weekend of February. Thank you for everyone’s help in getting the word out. This campaign will end July 8, 2020. There are some beautiful spring items that would make wonderful Easter and Mother’s Day gifts. To date, we have not yet earned anything on the spring campaign.
2. She supported the February Castle Boutique sale.
3. Brenda coordinated the February 2020 date for Fisher House-Thank you to Terri Stevens for delivering the February meal.
4. AEA Envelope Stuffing: Brenda coordinated and asked for volunteers for March 9th to stuff about 2000 envelopes for AEA. They will provide a working lunch and donate towards AEMA. Volunteers: Connie Semonite, Launa Brown, Shannon Heitcamp, Lucy Fratello, Amy Rhoads, Basia Kent, and Brenda Schultze, Betsy Rayfield and Kim Houston. Brenda will follow up with Dave Theisen for any further details. Brenda will also send an email reminder.
	1. Need your ID card to enter through gate and into building.
	2. When: Tuesday, March 10th from 9:30 am-3:30 pm
	3. (back up day if we don't finish is Wednesday)
	4. Location: Humphreys Engineer Center, The Kingman Building
		* 1. 7701 Telegraph Road, Alexandria, VA 22315
5. Fisher House Meals: Coordinate March meal. Upcoming sign-ups:
	1. March 23-Lucy Fratello and Ria Etheridge
	2. April 27-Michelle Tyler
	3. May 18- Kim and Ryan Gibbs
6. Brenda continues to promote the Yankee Candle Spring Fundraiser with ongoing advertising and management. She is working out kinks with link not consistently going directly to our fundraising page.
7. Brenda is coordinating with POC and volunteers and supporting AEA Envelope Stuffing.
8. Her upcoming month’s goals are to advertise DCA Honor Flights, promote the Yankee Candle Fundraiser-Spring Campaign and advertise via FB and circulation and webpage and March CastleGram and coordinate the Fisher house meal.

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

1. The Annual Knollwood Bake Sale date is set for April 22 and will be held from 1000-1200 with lunch to follow.
* Due to COVID 19 restrictions, the Knollwood Bake Sale has been cancelled.

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

1. Jackie reported we have 196 total members as of 3/4/2020.

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

1. Thanks to Kay for coordinating the Board meeting at The Fairfax.
2. Kay will be helping to settle in Bette’s mother at The Fairfax.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle attended the February Board Meeting
2. She received scrapbooks from last year’s Historian.
3. Michelle researched alternate methods of storing photos currently in albums.
4. She emailed flyer from last year’s Knollwood Bake Sale to President and Circulation.
5. Michelle addressed need to decide on best method of photo storage for photos currently in albums. The Board discussed saving in a more archival state, moving to photo boxes, changing to better scrapbooks to preserve, scanning items to digital copy prior to deterioration. Jackie and Connie both felt it was important to preserve AESC history. Board agreed, understanding that this was a large ongoing project with associated expenses. Board decided to purchase albums on Shutterfly or similar platform and scan items to digital to prevent deterioration.
6. Mary Alice motioned to increase Historian’s budget to complete scrapbook preservation project. Priscilla seconded motion. Motion passed unanimously with none opposed.
7. Old Scrapbooks were passed around. Priscilla and Bette shared memories of several past events.
8. Moving forward, Michelle will assist board members as needed, work on scanning historical photos and continue her work on club scrapbooks.

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

1. Thank you for all the great pictures for posting!
2. Carolyn highlighted items from Castle Boutique.
3. She posted multiple Event Reminders.
4. Carolyn posted information about our fundraisers.
5. Carolyn’s ongoing goal is to post happenings a couple of times per week.

***PARLIAMENTARIAN***: Michelle Tyler

1. Michelle answered a request for confirmation of protocol/procedures: Confirmed the AEMA Chairperson is free to appoint evaluators to select the award recipients and establish a subcommittee for processing the applications for awards.
2. Michelle is asking for 3 people who are willing to volunteer to review current Constitution and Bylaws. Launa volunteered; 2 more are still needed.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy found a new vendor (Stick with Me, LLC) a local military couple who does laser engraving. She ordered wooden spoons, cork trivets and slate coasters with both the Corps and Regimental Castle logos on each. Vendor gave Betsy samples of other items that they can produce. The samples were brought to the HQ sale to see if there was interest in the items. Betsy placed another order after the sale to restock spoons and coasters and order keychains, cutting boards and pen holders.
2. Betsy reordered Sunshade and Luggage Tags from PrintGlobe.
3. We had a successful CB Sale at HQ on February 25 for the Construction Conference with over **$3500** in sales!! Big thank you to Jackie, Basia, Brenda, Erin Beer and Launa for helping with the sale!! Thank you to Caron Whitby for her assistance at HQ.
4. We completed our Facebook Tie Giveaway with Carolyn. Out of 40 entries, the winner was Summer Hill who was shipped a free necktie. After the giveaway, we sold 9 ties and 8 bowties online! Coupon codes were used for 3 of the orders.
5. Betsy fulfilled 14 online orders in February for a total of **$778.85**
6. Betsy updated the website to reflect current inventory including adding new items. Erin Beer helped to add hyperlinks to the top of the Souvenirs and Gifts page linking to the product picture on the page.
7. The next sale is at HQ on March 18th. We are working to set up earlier and sell from 9:30-2:00. Current volunteers for sale are: Basia, Launa, Jackie, Brenda and Erin. Coordinating with Caron Whitby to ensure parking and visitor passes.
8. Betsy placed Artel order and is awaiting merchandise delivery.
9. She contacted vendor Beth Light to reorder tote bags for sale and is awaiting merchandise delivery.
10. The Castle Boutique page was accidentally left off the last CastleGram so the member special and pin giveaway will shift to April.
11. Betsy needs to contact the AEA store about placing an order that can be shipped for less than their posted shipping prices or picked up. Betsy noted that the lapel pin, necklace, tie bar and large rhinestone castle pin are frequent requests. She would also like to see if they are interested in selling more of our items like the stamps or patches at their store.
12. AEA Agreement was discussed by Board. The understanding is that we have a gentleman’s agreement (no paperwork) about giving each other a 20% discount and not selling the items for more than the other store sells the item for. We can’t be in competition with each other on each other’s items, though it was noted that AEA is not interested in selling Castle Boutique items. Though we may lose money on each item we stock from AEA, Board noted that our relationship with AEA was of primary importance, even if this meant not profiting on sales. We can always limit what we purchase, as we cater to a different clientele than AEA at FLW. AEA is more soldier related; Castle Boutique is more Engineer family and couple related.
13. Betsy will prepare merchandise for March sale including pricing items and making pricing signs.
14. She will continue updating website and adding new merchandise.
15. She will set up the April Member special of 25% off the new pins.
16. Betsy will coordinate with Carolyn for another Facebook giveaway of pins to go along with the monthly member special.
17. Betsy will also coordinate with Cyndi from Stick with Me to pick up the order of spoons, coasters, keychains, cutting boards and pen holders for the next sale.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

***NOTES:***

1. Connie will take AESC Fliers to AEA Store at Fort Leonard Wood.
2. Connie continues to be amazed at all the behind the scenes work completed by our Board. She loves the website and is thrilled we will have a new and innovative face to share with the Engineer world.
3. Connie thanked Launa for running the meetings and zoom, Kim G. for being so organized, Mary Alice and Brenda do stellar work, and Betsy and Basia for all Castle Boutique work.
4. Kim Houston expressed her pride with all the work done regarding the AEMA awards. Great job with the Castle Boutique, Mary Alice and all the tours and events and with the busy hospitality time.
5. The upcoming months are busy in the Engineer world, and Connie loves us all and is very appreciative of all our efforts.

**TIME OF ADJOURNMENT: at 1224**