**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Meeting Agenda

6 May 2019

**IN ATTENDANCE VIA ZOOM: Priscilla Noah, Kara Anderson, Connie Semonite, Betsy Rayfield, Michelle Funkhouser, Basia Kent, Kim Houston, Lucy Fratello, Deborah Wehr, Ria Etheridge, Wendy Owen, Terri Stevens, Vanessa Joly, Bette Meuleners, Sharise Spellmon, Sheila Kelly, Cathy Hansen, Brenda Schultze, Launa Klimowicz-Brown**

**CALL TO ORDER**: 1016

***PRESIDENT***: Launa Klimowicz

1. Launa attended the April Zoom Board meeting.
2. She continues to support Board members as needed.
3. Launa reminded Board about June Board meeting, location/format TBA.

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

1. Mary Alice attended the April Board meeting.
2. Due to continued COVID concerns, she cancelled tours in evite.
3. Mary Alice held a virtual trivia zoom meeting, delivered cookies to trivia winner and sent picture of trivia to Michelle and Sheila.
4. The next Zoom Trivia is scheduled for 5/13.
5. Current issues include not being able to schedule farewell due to COVID-19 Mary Alice hopes to reschedule some tours during the summer if COVID-19 restrictions are lifted, otherwise she will reschedule for next year.

***SECRETARY***: Kim Gibbs

1. Kim completed the May Board meeting agenda and April Board meeting minutes were sent to the Board for review. Mary Alice Jakso motioned for meeting minutes to be approved. Vanessa Joly 2nd. All were in favor of minutes being approved.
2. Kim plans to complete May minutes and due out list and send to Board, prepare and send June agenda to Board and update 2019-2020 Motion List.
3. Kim will support Board and Members with upcoming goals.

***TREASURER***: Basia Kent

1. Reconciliation:
2. Account Balances (as of 5 May 2020)
	* BB&T Statement, $22,031.90
	* Register and General Ledger, $23,243.44
	* PayPal, $106.30 (Membership and W&M)
	* Cash/Check Deposit, $0
3. Budget Approval for upcoming AESC year.
4. Basia plans to complete the reconciliation for June.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. The AEMA awards committee conducted their business virtually this year due to the National Emergency and COVID-19.
2. Award amounts are only provided to the board this year and will not be included in articles or social media communications.
3. The GKM awardee has been notified will be featured in the May Castle Gram.
4. Moving forward, Laura will notify Award winners and send certificates and checks. Kara will notify non selects. Laura will follow up with past GKM winners for their distributions.
5. Laura will also make the transition with the bank to add Mary Alice and Laura to the signatures and remove Launa
6. General Semonite will also send out Star Cards to top awardees.

***SCHOLARSHIP:*** Kara Anderson

1. Kara provided awardee addresses to Laura Putnam for award letters.
2. She printed and mailed awardee letters following emails sent to each student.
3. She checked mailbox and forwarded when necessary.
4. Kara supported Laura with award certificates.

***CIRCULATION***: Sheila Kelly

1. Sheila emailed and mailed May CastleGram; cost $4.20.
2. She emailed the Castle Gram on 2 May, unknown to Sheila, no one received it even though the sent box indicated otherwise. With Terri’s help, Sheila deciphered that there was to many emails in folders that needed to be deleted. She has had this issue in the past, just did not think folders were that full. CastleGram was resent on 4 May and received. Thanks to Susan for the heads up on not receiving the initial CastleGram.
3. With Hostmonster, only 150 emails can be sent every hour. This is also to prevent any issues. Sheila emails in groups of 25; 100 per hour when sending to all members.
4. Terri has been working with Hostmonster regarding recent undelivered emails.
5. PLEASE send all correspondence to the circulation@armyengineerspouses.com email
6. PLEASE text me 912-271-7835 if you have sent me an email that needs to go out asap.
7. Emails Sent:
	1. 4/1 April CG (ALL)
	2. 4/11 Knollwood Masks (Local)
	3. 4/16 Knollwood help needed (Local)
	4. 5/2 May Castle Gram (ALL) error occurred
	5. 5/4 May CG sent (ALL)
	6. 5/5 Virtual Board Zoom info

***WEBMASTER:*** Terri Stevens

1. Terri added AEMA recipients.
2. She added April and May Castle Grams.
3. Terri added Membership message - Sign-up for 2020-2021 will be available on July 1, 2020.
4. She added Michelle Tyler to forward for vote@armyengineerspouses.com
5. Terri talked to Hostmonster regarding cox.net emails that are undelivered. Changing SPF parameters.
6. **Note: June 1 - https://www.armyengineerspouses.org**
7. The AESC URL will transition from www.armyengineerspouses.com to www.armyengineerspouses.org. (Don't worry, if you enter the old address, you'll be redirected to the new website.) Nonprofit websites such as ours generally use the ".org" extension, so this is another step toward modernizing the AESC website and increasing our exposure to our Engineer family, near and far.
8. **July 1 - New Login and Password function for new Membership year**
9. 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.
10. In the future, current members can log in, update any profile changes, and renew membership.
11. Terri put reminder about June 1 .org change in Castle Gram, Facebook, and website.
12. She sent email to membership via circulation with information on .org
13. June -Terri will send email to membership via circulation with info on login instructions
14. June – Terri will add information about July 1 login to Castle Gram, Facebook and website.

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

1. May’s issue of CastleGram was completed and sent out.
2. Susan appreciates everyone’s contribution on time in a correct format so she can get the CastleGram out in a timely manner.
3. Susan requests calendar events through June if possible.

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

1. The projected Board Slate was filled:
* President - Mary Alice Jakso
* Vice-President-Lois Cook
* Secretary- Brenda Schultze
* Treasurer - Basia Kent
* AEMA Chairperson - Laura Putnam
1. There were no nominations received from the floor.  Slate was published in May Castle Gram with instructions for voting.
2. AESC needs to hold vote for the 2020-2021 AESC Board.
3. Directions were published in Castle Gram and an email will be sent to all members on May 9th.
4. Voting will take place May 10th-16th.
5. Moving forward, AESC will notify membership of election results via email and publish in June Castle Gram.
6. Vanessa will notify new President of people interested in the appointed board positions.

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

1. Lucy and Ria checked the Hospitality e-mail account.
2. They attended the April Board meeting
3. Ria had fun playing trivia with Mary Alice via Zoom!
4. Lucy and Ria plan to attend the June Board meeting.
5. They will continue to check the Hospitality e-mail account and provide general assistance to other committee chairs as needed.

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

1. Brenda monitored the DC Honor Flights and Yankee Candle Fundraiser.
2. Thank you to Michelle Tyler for volunteering for Fisher House for April. FH was still on hold during April.
3. DCA Honor Flights are currently postponed until at least June 30th per their webpage.
4. The Yankee Candle Spring Fundraiser is underway and goes through July 8th. They are offering more frequent specials in the fundraising site. The current special is extra 10% profit earned. This goes until May 17th. They have some wonderful spring and summer scents. Also, 2 for $40 medium sized jars. They have noted that due to temporary restrictions in Massachusetts that order processing will take longer than usual and customer service will be via email only. Yankeecandle.fundraising@newellco.com through at least May 3rd. We have earned approximately $84. Thank you for your support.
5. Brenda will continue to monitor and advertise Yankee Candle fundraiser.
6. She will check in with Fisher House POC and coordinate our volunteer efforts there as people feel comfortable and abiding current stay at home orders, where it may apply. The upcoming Fisher House meal is May 18 with Kim Gibbs.
7. Moving forward, Brenda will monitor any changes to DC Honor Flights and begin organizing her notebook.

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

1. Bake Sale at Knollwood has been canceled due to COVID-19 restrictions.

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

1. No updates noted.

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

1. No updates are noted, Kay is ready to assist as needed.

***HISTORIAN:*** Michelle Funkhouser

1. Michelle worked on club and historical scrapbooks.
2. She compiled a list of AESC Past Presidents.
3. Michelle completed a digital version for historical scrapbooks 1953-1960 and 1960-1969.
4. She ordered storage supplies for historical scrapbooks.
5. She emailed historical photos for inclusion in Castle Gram to Castle Gram Editor.
6. Michelle continues to work on club scrapbooks and on historical scrapbooks.
7. Moving forward, Micelle will complete Historian AAR and assist Board members as needed.

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

1. Carolyn posted about the Yankee Candle fundraiser offer and giveaway for new castle pins.
2. Carolyn posted the AEMA Award Winners!!!
3. She also published updates on all the great work our Engineers are doing related to COVID-19 efforts:
	* + Update on NY sites
		+ Site evaluations
		+ Inside look at Corps’ efforts
4. The Facebook pin giveaway did not go as well as hoped. While many people commented on the post (almost 50) and most of them tagged a friend, only about a dozen went and liked our AESC FB page. She would like to think through how this could be more successful in the future, so that we continue to increase traffic on our page. We are at 723 pages likes, which is great news!
5. Moving forward, Carolyn plans to post happenings a couple of times per week.

***PARLIAMENTARIAN***: Michelle Tyler

1. Michelle attended the April Board Meeting via Zoom.
2. She submitted information for the 2020-21 Executive Board voting procedures to the Castle Gram editor.
3. She worked with Webmaster to check the email account used for voting by members. All emails received an acknowledgment of receipt of their vote.
4. Voting for the 2020-21 Executive Board is underway.
5. Michelle will need to connect with Laura Putnam (my fabulous volunteer!) to review Constitution & Bylaws prior to the final Board Meeting in June.
6. The slate for the 2020-21 Executive Board and voting procedures will be included in the May issue of the Castle Gram.

***CASTLE BOUTIQUE:***  Betsy Rayfield

***TASKS COMPLETED LAST MONTH***:

1. Betsy coordinated with Carolyn for a Facebook giveaway featuring our new pins to go along with the monthly member special. Giveaway ran from April 25- April 27 with a winner chosen on Monday the 27th. We found out that while we had 47 people comment on the post, only 13 “liked” the AESC page which was one of the criteria to be entered. A winner was chosen, Katherine Collins, and her choice of pin will be mailed to her.
2. Betsy fulfilled 2 online orders.
3. Betsy is looking into finding a current or new vendor for a fleece hat with castle embroidered on it. She also showed an example of possible mask we could carry in Castle Boutique.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

**TIME OF ADJOURNMENT: 1106**