

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

7 October 2020

**IN ATTENDANCE VIA ZOOM: Sharise Spellmon, Tanya Toussaint, Jackie Caldwell, Mary Alice Jakso, Brenda Schultze, Basia Kent, Laura Putnam, Betsy Rayfield, Michelle Funkhouser, Bette Meuleners, Launa Klimowicz, Terri Stevens, Chris Hill, Wendy Owen, Priscilla Noah, Vanessa Joly, Erin Beer, Jennifer Broderick, Deb Wehr, Sheila Kelly**

**CALL TO ORDER**: at 1005

***UPCOMING DATES:***

* 11/6 Huntley Meadows Tour
* 12/2 Cookie Exchange/Board Meeting
* TBD White House Tour

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the September board meeting.
2. She attended the Newcomer’s Luncheon.
3. She attended Zoom Decorations Committee meeting for the welcome.
4. She attended walk through for the Welcome with Decorations committee.
5. Mary Alice helped with set up/clean up and attended Welcome.
6. She sent out the evite for Huntley Meadows Tour 11/6.
7. She made evite for Cookie Exchange 12/2.
8. She bought items for Welcome.
9. She spoke with and emailed board members and members.
10. She wrote letter for October Castle Gram.
11. She obtained items from David Theisen for envelope stuffing.
12. She dropped off envelope stuffing items at Brenda’s.
13. She attended three days of envelope stuffing (Thank you so much for hosting Brenda!)
14. She returned stuffed envelopes to David Theisen.
15. She spoke with Senator Cotton’s office about White House Tour.
16. She managed White House Tour list and sent out link for security form for White House Tour.
17. She had a Zoom meeting with Basia about budget.
18. She sent pictures to Carolyn to post on the Facebook page.
19. She set up and attended zoom meeting for Decorations Committee for Welcome.
20. She bought gift for Launa (thank you for hosting the Welcome at her home).
21. She contacted the new Army Museum to see if they were going to do pre-tours before the opening. (We were on the list to do this before the opening got cancelled earlier this year).
22. She picked up table linens from Roz Riley (thank you for allowing us to use your table cloths for the welcome)
23. She sent $750 check from AEA for envelope stuffing to Basia.
24. She spoke to Deb Wehr about fundraising letter. Mary Alice would like to get this email out soon. Sheila offered to check and see if she can see if a return receipt is possible in email. If so, can follow up with those who have not responded. A physical mailing is appropriate. We can also send through Circulation. Can a QR code be used? A keychain gift for donations has been acquired.
25. Mary Alice collected money for get well and ordered gifts for Bette and her husband.
26. She handed out new pins to members at the Newcomer’s Luncheon and Welcome.
27. She is still trying to fill the VP position.
28. She plans to get out the fundraising letter as well as to keep promoting new items on FB.
29. She will request to get on General Spellmon’s calendar for the Cocktail Party and the AEMA Luncheon.
30. She is also looking into activities such as a Tea and a movie theater outing.
31. Mary Alice expressed her thanks to everyone for all that they did for all of the work done in September.
32. Mary Alice brought to the table making CSM USACE spouses prior to 2010 honorary members of AESC.
33. Launa: The by-laws state that regarding honorary members, it is a decision of the executive board. The President shall invite such persons as the executive board deems appropriate to be honorary members for the club period of one year.
34. Suggestion to make this a retroactive vote to include the previous CSM spouses to be a permanent honorary member.
35. Suggestion to have an associate or residential member category for international spouses.
36. Committee formed to discuss associate members and lifetime honorary memberships. Associate members would still pay dues and receive Red Books.

**Committee**: Laura, Launa, Mary Alice, Tanya, Sheila, Michelle, Priscilla, Brenda

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

***SECRETARY***: Brenda Schultze

1. A motion to approve the September 2020 board meeting minutes as corrected was initiated by Michelle Funkhouser, seconded by Basia Kent and approved unanimously.
2. Brenda updated the Board Roster and sent to the board.
3. She had Sheila Kelly take notes at September board meeting while she was out of town.
4. She attended Newcomers’ Welcome at Crystal City Sports Pub.
5. She attended Welcome Decorations Zoom meeting.
6. Brenda decorated, attended and supported the Welcome for Sharise and Tanya.
7. She prepared the September minutes. Reviewed Sheila’s meeting notes and watched Zoom recording of Sept Board meeting.
8. The Board Report template was sent to board.
9. She sent the Zoom link to Circulation for sharing October Board meeting with general membership.
10. She prepared and sent October board meeting agenda to board.
11. She emailed board documents to Jennifer Broderick, the new Welfare/Service Chair.
12. She will complete the October minutes and send to board.
13. She will prepare and send November Board meeting agenda.
14. Brenda will support Board and Members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 2 October 2020)

* + BB&T Statement, $24,686.33
	+ Register and General Ledger, $25,487.72
	+ PayPal, $953.50 (Membership and W&M)
	+ Square Payments, $251.81 (W&M)
* Cash/Check Deposit, $336.40

 Income Comparison Oct 2019 to Oct 2020

|  |  |  |
| --- | --- | --- |
|   | Oct-19 | Oct-20 |
| W&M Income |  $ 6,878.40  |  $ 3,770.80  |
| W&M Expenses |  $ (6,258.36) |  $ (2,930.57)  |
| W&M Total |  **$ 620.04**  |  **$ 840.23**  |
| Membership Total |  **$ 3,515.00**  |  **$ 3,400.00**  |

\*\* 2019 amounts include cocktail party donations and 1 in person sales event

1. Basia stated that we are actually a bit ahead of last year. She also is not tracking any money that AEMA has brought in, just Castle Boutique and Membership.
2. Basia will work on account reconciliation for October.
3. Basia continues to work on product development.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. To date, no AEMA donations have been received.
2. Laura is going to research how and where we can solicit donations.
3. The AEMA committee met and drafted new eligibility requirements for the AEMA.
4. The recommended changes coming out of the committee meeting:
* High School Seniors and a year beyond their graduation date will be eligible for the AEMA Award.
* Delete the citizenship requirement
* Changes do not affect the GKM.
1. Open for discussion:

Changes to the by-laws (AEMA) can be enacted by a two-thirds vote of the Executive Board.

A sentence was added to allow applicants to apply for award in both years of eligibility, but only allowed to earn the award one time.

**Motion:** (please see letter on page 12)

Laura: I make the motion to change the AEMA requirements in the by-laws as such that applicants can now be high school seniors or graduates within one year of graduation to include GED. We are deleting the citizenship requirement. Exceptions can be made on a case by case basis. The applicants may apply twice but can only be awarded the AEMA award once.

Motion is seconded by Priscilla Noah.

Executive Board vote by AEMA Chairman, Treasurer, and Secretary is “Yes”

Motion passes unanimously.

**Next step:**

 AEMA Committee will set a meeting date to draft new AEMA scoring rubric to reflect new eligibility and COVID impacts.

Laura will post the AEMA application on the website NLT Dec 1.

**Committee:**

 Laura, Kara, Sharise, Tanya, Launa, Basia, Sharon Jones

***SCHOLARSHIP:*** Kara Anderson

1. Kara participated in the AEMA Charter award information and Award Eligibility discussion proposing changes to eligibility and awards.
2. She participated/assisted in Sharise and Tanya’s welcome.
3. Kara participated in AEA envelope stuffing.
4. Kara checked the mailbox and forwarded when necessary.

***CIRCULATION***: Sheila Kelly

1. Circulation email OFFICIALLY changed to .org on 9/29 circulation@armyengineerspouses.org
2. Sheila emailed folks that filled out application but did not submit a payment, only heard back from three out of the six. She asked Laura & Basia if one of them could reach out.
3. She sent membership renewal reminder email to 88 members from last year. Of the 88, 14 renewed. She will plan to send another reminder mid-October.

Emails Sent

* 9/3 AEA envelope stuffing possible dates (board)
* 9/5 September Castle Gram (all)
* 9/7 Erin’s video for Connie & Kim’s farewell (board)
* 9/8 Welcome invitation (current members as of 9/8)
* 9/8 Separate special guest welcome invitation
* 9/9 Newcomers Luncheon venue change (rsvp list; local)
* 9/9 White house tour sign up (local) forwarded any responses to President email
* 9/9 Sign up genius for welcome (board + other committee members)
* 9/10 Updated board roster (board)
* 9/14 Notice no payment received
* 9/15 Zoom for decorations committee (board + committee members)
* 9/18 Welcome arrival time (board)
* 9/21 Email regarding Ria Voigt becoming honorary member
* 9/24 Bette’s husband (board)
* 9/28 Membership renewal reminder
* 9/28 Payment reminder
* 9/29 Notice of new .org email + Lynch Creek & WWA fundraiser (all)
* 9/30 ZOOM info for board meeting (all)
* 10/1 Dropbox link welcome pictures (board)
* 10/5 October Castle Gram (all)

***WEBMASTER:*** Terri Stevens

1. Terri added the September and then the October Coupon Code to Members Only Page on website.
2. She added photos from Farewell, Newcomers Luncheon and Welcome.
3. She added the Lynch Creek Fundraiser.
4. She assigned the new Service Chair email.
5. She added events: Newcomers Luncheon, Welcome, Ghost Tour, and Huntley Meadows.
6. She transitioned 4 more emails to .org - Sales, Membership, Service, and Circulation
7. She updated PayPal and Square accounts with the new .org email addresses.
8. She monitored Website registration - half of subscribed members have created a website account.
9. Terri added the October Castle Gram.
10. Terri will fix the issue with membership sign-up when ordering extra Redbook.
11. She will finish last .com/.org transition- AEMA.
12. She will add Wreath's Across America information to website.
13. Terri stated that she will make the donate button more prominent on the website.

***NEWSLETTER/CASTLEGRAM***: Michelle Funkhouser

1. Michelle attended the September Board Meeting via Zoom.
2. She completed the September issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
3. She completed the October issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
4. She communicated with board members, as needed.
5. Michelle will request/gather information for the November Castle Gram.
6. She will find time to meet with Susan Wright to get Castle Gram items/files.
7. Michelle will complete the 2019-2020 club albums (club, President)

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

1. Nominations was contacted by Jennifer Broderick about the possibilities of serving on the board from a distance. Jennifer’s husband is the Deputy District Engineer in Chicago.
2. After Bette wrote Jennifer back and Vanessa contacted her, she agreed to take the Welfare board position which she should be able to do from out of the DC area.
3. They had Circulation send out an email about the VP vacancy. This position should be filled by someone in the DC area.
4. Bette and Vanessa will continue to assist the board as needed.

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

1. Lucy and Ria attended the September Board meeting and Welcome planning meeting.
2. They checked the following AESC e-mail accounts:

Hospitality

Vice President

Events

RSVP

1. They will continue to monitor these email accounts in November.
2. They will provide general assistance to other committee chairs as needed.

For Newcomer’s Luncheon:

* + 1. Managed RSVP’s and final guest list
		2. Created, printed and assembled name tags
		3. Delivered name tags to President (Mary Alice)

 For Welcome:

1. Created invitations
2. Created an Excel Spreadsheet of “AESC Traditional Guests” to help with future event guest lists
3. Phone meeting with Michelle Funkhouser to obtain DA spouse and other missing contact info
4. Phone meeting with Jackie Caldwell to obtain SES contact information
5. Obtained personal guest lists from Sharise and Tanya
6. Created and compiled guest list and received approval from Sharise and Tanya
7. E-mailed invitation to Circulation (Sheila Kelly) for distribution
8. Printed and mailed paper invitations to 65 guests
9. Managed RSVP’s
10. Purchased Guest Book for Sharise
11. Submitted receipt to Treasurer (Basia Kent) for reimbursement
12. Created, printed and assembled name tags
13. Brought desserts
14. Manned the Hospitality table: greeted guests, distributed name tags and directed them to sign guest books and enter backyard festivities
15. At the conclusion of the event, returned to Hospitality table and thanked guests for attending, reminded to sign guest books, distributed cookies (from S.S., T.T., and M.A.), collected name tags

***WELFARE/SERVICES***: **Brenda Schultze transitioning to Jennifer Broderick**

Outgoing-Brenda Schultze

1. Brenda worked with Terri Stevens to update service email to .org.
2. Brenda worked with POC for Lynch Creek and Wreaths Across America to update accounts and change email to the .org as well as switch POC to the new Welfare/Service Chair, Jennifer Broderick.
3. Brenda set up the fall fundraising campaign with Lynch Creek.
4. She had Terri and Carolyn advertise Lynch Creek.
5. She wrote AAR for Jennifer Broderick.
6. Brenda contacted Yankee Candle to set up fall campaign and discovered they have discontinued their fundraising arm due to Covid-19. It does not sound temporary. But she recommends checking back later to see for sure in the future.
7. Brenda spoke with and emailed with Jennifer Broderick to transfer files and information regarding Welfare/Service position.
8. She prepared and mailed Welfare Service Binder to Jennifer with finalized AAR.
9. She coordinated volunteers and hosted AEA envelope stuffing at her home to stuff 4,631 envelopes and provided write up to Michelle for the Castle Gram. A check for $750 from AEA will be received for this service. Brenda thanked everyone who came to help: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Kara Anderson, Erin Beer, Karen Nordai, Launa Klimowicz, and Natalie Crockett.
10. Brenda will continue to be available for questions and support Jennifer as needed.

Incoming-Jennifer Broderick

1. Jennifer discussed the position with Brenda Schultze and became familiar with club and tasks for the position.
2. She made a flyer for Lynch Creek fundraiser and for Wreaths Across America information. She also included updates for Yankee Candle fundraiser, Fisher House, and Honor Flight. Everything was sent for Castle Gram and for circulation.
3. Jennifer contacted Roxannamaria from the Fisher House to inquire into meal delivery and will continue to check in with her to see when that can start up again.
4. She will continue to push out Lynch Creek fundraiser and Wreaths Across America as well as update information on flyer as purchases and sponsorships are made.

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

1. Priscilla noted that the bake sale is still up in the air. Covid makes it unlikely.
2. Priscilla shared that Nancy Graves, previously on the board, is donating a crystal service of 100 to Quarters 7 for the new Chief of Engineers. The Enlisted Aide will sign and it will be passed on to each successive Chief.

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

1. Membership total as of 4 October: 151
* Breakdown:

New Members: 20

Rejoining Members: 19

Returning Members: 112

Membership Goal: 225

1. Laura will follow up with everyone who has not returned this year. Jackie said she will make some phone calls. Jackie and Laura thanked Sheila for being such a big part of the Membership team.

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

1. No updates noted

***HISTORIAN:*** Erin Beer

1. Erin photographed the Newcomers’ Luncheon. She also edited and sent photos to Terri and Carolyn for posting.
2. Erin photographed the Welcome for Sharise and Tanya. She also edited and sent to Terri and Carolyn for posting.
3. Erin helped with AEA envelope stuffing and took photos; edited and sent to Michelle for the Castle Gram.
4. She began reading/looking through the old records and photo albums; getting acquainted with the history of the club.
5. Erin started the 2020 club book on Shutterfly.
6. Erin offered to take pictures of the arrival of the crystal to Quarters 7.
7. Michelle is ordering the last set of books.

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

1. FB likes are up to 866! Thanks to everyone for sharing and liking our page.
2. Carolyn posted information on Wreaths Across America.
3. She posted Lynch Creek Farm fundraiser information.
4. Carolyn posted pictures from Sharise & Tanya’s lovely welcome.
5. Carolyn posted information on the Newcomer’s Luncheon.
6. She posted pictures from the Newcomer’s Luncheon.
7. Carolyn posted a September 11 tribute.
8. Castle Boutique Items were posted on Facebook.
9. Carolyn will work with Betsy to create a scavenger hunt activity that increases traffic to the FB page.
10. She will post 2-3 times per week and continue to increase visibility.

***PARLIAMENTARIAN***: Launa Klimowicz

1. Launa hosted the Welcome for Sharise and Tanya at her home. She appreciates everyone’s help with the Welcome.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 10 online orders for a total of $316.30 and $194 in cash/card sales.
2. She received a shipment of 30 masks, 20 pink, and 10 cream and updated the website.
3. She created a coupon code for members for October ‘FallBundle’ which is $5 off our blanket and stadium tote bundle – the September code for 10% off an order was used 2 times.
4. Betsy received AESC crest pins in time for the Newcomer’s Luncheon and Welcome, which she gave to Mary Alice for distribution.
5. She gave away a blanket, pink mask and red rhinestone pin at the Newcomer’s Luncheon.
6. Betsy received new merchandise, photographed and uploaded to the website.
7. Betsy is working with the AEA store manager and Executive Director as they are considering liquidating their in-stock jewelry. She will consider purchasing for the boutique if the price is reasonable.
8. She will continue to fulfill online orders, update the website, and find new products for holiday sales.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

***NOTES:***

1. Mary Alice thanks everyone for all of their support.
2. Sharise thanked the board for giving a beautiful welcome. She welcomed Jennifer Broderick to the board. She thanked Laura and the committee for everything they are doing for the award. Thank you to Erin for all of the beautiful pictures. Congratulations to Jackie and Lloyd on his recent retirement.
3. Tanya thanks everyone for the great job they are doing! She is excited to be a part of a world class group of people.

**TIME OF ADJOURNMENT: at 1148**

Dear AESC Executive Board Members,

I am sending this on behalf of the AEMA Advisory Committee ahead of our meeting on Oct 7th so that you may digest and gather your comments and or questions for the discussion.

AEMA Advisory Committee met via ZOOM on 14 Sep 2020 and discussed AEMA Charter award information and Award Eligibility.

There was NO change to the GKM information and eligibility.

The desire is to make AEMA relevant to the Engineer Regiment population in 2020 and beyond.

Existing Bylaw (16 Oct 2019)

X. Army Engineer Memorial Awards

The amount and number of the awards shall be at the discretion of the Club’s Executive Board.  Any candidate who is eligible because of the sponsor’s military status must possess a valid DoD ID card showing the candidate to be a family member as of the final date for applications to be submitted.

A.  The Army Engineer Memorial Awards, established in memory of Army Engineer Officers who died   in Vietnam, shall be given annually to honor Engineers who die in the line of duty.

A candidate for an award may be any graduating high school senior who is a citizen of the United States and whose sponsor, parent, or legal guardian is a U.S. Army Engineer (active duty, retired or deceased), National Guard U.S. Army Engineer, Reserve U. S. Army Engineer, or current Department of the Army employee of the U.S. Army Corps of Engineers (USACE), as well as a current member of the Army Engineer Spouses Club. (Exceptions do apply if parent or legal guardian is deceased.)

**Proposed Change (addition and deletion of eligibility criteria):**

(proposed by AEMA Advisory Committee 14 Sep 2020)

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A candidate for an award may be any graduating high school senior or a graduate within one year of graduation to include GED\*,  ~~who is a citizen of the United States~~ and whose sponsor, parent, or legal guardian is a U.S. Army Engineer (active duty, retired or deceased), National Guard U.S. Army Engineer, Reserve U. S. Army Engineer, or current Department of the Army employee of the U.S. Army Corps of Engineers (USACE), as well as a current member of the Army Engineer Spouses Club. (Exceptions do apply if parent or legal guardian is deceased.) \*Exceptions can be made outside of these qualifications, on a case by case basis. The applicant can apply twice and can only be awarded the award once.

 Thanks!

Laura

