

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

2 September 2020

**IN ATTENDANCE VIA ZOOM: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Basia Kent, Laura Putnam, Betsy Rayfield, Michelle Funkhouser, Lucy Fratello, Ria Etheridge, Bette Meuleners, Launa Klimowicz, Terri Stevens, Debbie Milhorn, Chris Hill, Hailey Clancy, Wendy Owen, Susan Wright, Priscilla Noah, Vanessa Joly, Erin Beer, Carolyn Hudson, Deb Wehr, Sheila Kelly**

**CALL TO ORDER**: at 1004

***UPCOMING DATES:***

* 9/12 Newcomers Luncheon
* 9/20 Welcome for Sharise and Tanya
* 10/2 Annapolis Ghost Tour
* 11/6 Huntley Meadows Tour
* 12/2 Cookie Exchange/Board Meeting

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice worked on Connie’s gift at Launa’s.
2. Mary Alice attended the August board meeting.
3. Mary Alice attended Connie and Kim’s Farewell.
4. She set up the Annapolis Ghost Tour on 10/2 and sent out evite.
5. She bought champagne and other items for the Farewell.
6. Mary Alice spoke with and emailed board members.
7. She wrote the Presidents letter for the Castle Gram.
8. She spoke with Dave Theisen regarding the fall AEA envelope stuffing. It cannot be held at HECSA as usual due to Covid. Mary Alice will pick up the envelopes from Dave and determine a location to stuff the envelopes.
9. She made and sent out an evite for the Huntley Meadows Tour.
10. Mary Alice discussed Lois stepping down from the VP position and the need to fill it by breaking up the position duties and having others fill some of these duties. Such as different people hosting monthly event.
11. She read Connie’s thank you note. (Note: Connie came onto Zoom after the board meeting officially ended and gave a heartfelt thank you to the board members and AESC.)
12. Mary Alice signed up for White House tours.
13. Cookie Exchange will be at Sharise Spellmon’s house on December 2 in conjunction with the December board meeting.
14. Mary Alice thanked everyone for all that they did for the farewell.

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

1. Mary Alice will set up tours.
2. Lois will continue to make fliers for events.
3. Ria and Lucy will monitor the VP email.
4. Betsy will obtain 3 gifts from the Castle Boutique for the Newcomer’s Luncheon.
5. Mary Alice will continue to look to fill the VP position.
* Until we find a VP – would like to break up VP position to see if we can find people who may not want to take on VP, but may be willing to take on an event or project. Maybe someone would like to host the coffee group/happy hour group monthly like was done previously. Would like to do Wine Tasting as a fundraiser for AEMA – maybe we can find someone to take on this project.

***SECRETARY***: Brenda Schultze

1. Motion to approve the July 2020 Planning meeting minutes and the August 2020 board meeting minutes was initiated by Launa Klimowicz, seconded by Sheila Kelly and approved unanimously.
2. Brenda updated the Board Roster and sent to the board.
3. Brenda helped prepare Connie’s farewell gift
4. She attended and assisted at the Farewell.
5. Brenda attended the August Board Meeting and Farewell/Welcome Zoom meetings and prepared minutes and meeting notes and sent to the board for approval. Board Report template sent to board.
6. She sent Zoom link to Circulation for sharing Aug Board meeting with general membership.
7. Brenda prepared and sent Sept board meeting agenda to board
8. She emailed board documents to Erin Beer.
9. Brenda asked Sheila Kelly to act as secretary for the September board meeting and sent her any information she would need.
10. She will complete the September minutes and send to board.
11. She will prepare and send an October Board meeting agenda.
12. Brenda will support Board and Members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 28 August 2020)

* + BB&T Statement, $24,668.34
	+ Register and General Ledger, $25,450.31
	+ PayPal, $1,307.30 (Membership and W&M)
	+ Square Payments, $682.55 (W&M)
* Cash/Check Deposit, $0
1. Basia will work on account reconciliation for September.
2. Basia continues to work on product development.
3. Basia stated that everything for the audit was completed.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Laura stated that the audit was conducted virtually on Sep 1st via Zoom. Files were uploaded to Dropbox ahead of the audit so the financial committee could view the files and form any questions or comments prior to the meeting. In process of finalizing audit memorandum and will forward to the president and secretary.
2. Laura gave a special thank you To Michelle Tyler, Sarah Jansen and Vanessa Joly for serving on the financial review committee this year!
3. She filed 990N with the IRS.
4. She sent AEMA thank you notes from awardees to Michelle for inclusion in the Castle Gram.
5. She is currently working on the advertisement of the AEMA award. See Below.
6. She will set an AEMA Committee date to review and revise the scoring rubric.
7. She will plan an AEMA Donation Drive.
8. Amending the AEMA was brought for discussion:

Laura said:

I will present a proposal to amend our AEMA charter. Basically, to take out the requirement that the monies be used for tuition or scholastic expenses to universities, college, technical or vocational schools.

The background is a conversation with a former soldier whose child is entering the Army from high school, but would not be eligible for the award. Going into the Army is a great calling and should not disqualify someone from receiving an award. This is an award that acknowledges the applicant’s achievements during their high school years.

We can change the essay question to gain more insight on where they think they are going in the future.

We would be opening it up to any high school senior who has made a significant achievement during their high school years.

From Laura’s Board Report as an example:

MOTIONS: (exact wording for the minutes)

I propose we amend the AEMA Charter as such:

Excerpt from the AEMA Charter

**IV. Award Information:**

1. ~~Both~~ The AEMA award~~s are~~ is merit based (not on a financial need basis) to ~~be used toward the pursuit of further education for tuition or scholastic expenses at a university, college, technical or vocational school and to~~ recognize outstanding achievement during the high school years both in academic and extracurricular activities.
2. No awardee shall be eliminated from competition due to other awards and/or scholarships or Service Academy Appointments.
3. Applicants may apply for both of the awards, if qualified, but can only be awarded one of the awards.

Discussion:

Money is provided directly to the students anyway and they are not asked where they are attending or how it will be used.

Not based on financial need.

This is a great time to redefine AEMA.

Due to Covid, less possible for applicants to volunteer and participate in sports and activities.

A way to evaluate those with IEP’s and how to give them a fair chance when scoring the rubric needs to be considered. Maybe ask on the application if there is anything else applicant wants to add for consideration.

Mary Alice stated that the way she reads the charter is that it needs to be presented at this meeting and then opened for discussion and then the board would have a month to look at it and it would be voted on at the October Board meeting.

Launa: A committee will bring forward a proposal to membership for discussion, questions, any revision and then a vote.

A committee will be set up to discuss via Zoom and present at the October Board meeting.

Committee:

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

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded when necessary.
2. Kara continues to offer Farewell and Welcome support.

***CIRCULATION***: Sheila Kelly

1. Sheila thanks Terri for sending the Farwell invite email out while she was on vacation.
2. The local emails for renewing and moving to the NOVA area was updated on 8/17/20 then rechecked again 8/27/20 If anyone you know is not receiving local information please send Sheila their contact info to add.
3. The Circulation email will be transferring to .org by 1 October, Sheila plans to notify all members via email prior to the switch.
4. Information regarding the email change was sent to Michelle Funkhouser to include in the Castle Gram.
5. Sheila thanks Terri for guiding her in transferring emails to the .org account.

Emails Sent

8/7 Farewell invite (All)

8/13 Newcomers Luncheon (local)

8/13 Resent Newcomers Lunch with email correction (local)

8/17 Newcomers lunch to those I missed

8/17 Passing of MG Bob Howard (All)

8/17 Farewell event time (RSVP list)

8/20 VP position open (Board)

8/22 Farewell info (Board)

8/27 Board Meeting ZOOM info (All)

8/27 Newcomers Luncheon RSVP reminder (All)

***WEBMASTER:*** Terri Stevens

1. Terri monitored website registration. Half of the members who submitted membership applications have also registered on the website allowing them Member Access.
2. Terri submitted revised Webmaster duties to Parliamentarian for Bylaws.
3. Terri emailed Connie and Kim's Farewell invitation via Circulation to membership.
4. Terri added July and August board meeting minutes to Members Only page.
5. She submitted articles for Castle Gram.
6. She contacted most board members with AESC email accounts and transitioned their .com email accounts to new .org accounts. She then deleted corresponding .com accounts. The transition is going well.
7. She plans to finish email account transition for 5 remaining accounts: AEMA, Circulation, MembershipApp, Sales, and Service in September.
8. Terri asked everyone to look at the website home page to view pictures and farewell message from Connie and Kim.

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

1. Michelle assisted with planning/execution of Farewell for Connie Semonite and Kim Houston.
2. Michelle took photos at Farewell – emailed Google Drive link of photos for publication on club Facebook page.
3. She worked on September issue of the Castle Gram.
4. Not an issue but a point of discussion – this is more a Historian item – albums have not been created for the past few years. It is possible to create albums from those years. Is this something the board would like to have done?
5. Michelle will request/gather information for the October Castle Gram. She will send out deadlines to board.
6. She will find time to meet with Susan Wright to get Castle Gram items/files.
7. Michelle will prepare/hand off Historian files/items to Erin Beer.
8. Michelle will complete the 2019-2020 club albums (club, President, Connie Semonite and Kim Houston)

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

1. An email to the board was sent regarding Lois stepping down from the VP position.
2. An email will be drafted about current available positions, Welfare and VP, to send to all members.

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

1. Lucy and Ria checked the Hospitality e-mail account.
2. They attended the August Board meeting.
3. They attended the Planning Meeting for Farewell.
4. Lucy and Ria printed Farewell invitations and enclosures at Staples.
5. They compiled RSVP’s for the Farewell.
6. They contacted certain individuals via phone and e-mail who had not yet RSVP’d, at the request of the President.
7. They provided Erin Beer with names and contact information of those who RSVP’d “No” for the Farewell.
8. They compiled Guest List for Farewell. Submitted to President and Guests of Honor for review.
9. Contacted Guests of Honor to confirm various components of Farewell event.
10. Consulted with President regarding Name Tag style preference for Farewell
11. Printed and organized Name Tags for Farewell
12. Attended Farewell and performed duties of the Hospitality Committee, as well as supported other Committees/individuals at the event
13. Submitted two reimbursement forms to Basia for a total of $77.29 for printing of invites, envelopes and name tags
14. Checked Vice President e-mail account to compile Newcomer’s Luncheon RSVP’s
15. Provided President with current RSVP’s for Newcomer’s Luncheon
16. Began developing Welcome Invitation and submitted to President for initial review
17. Working on Welcome invitations and the guest list compilation. They will need board member assistance in obtaining certain contact information (e.g. certain DA spouses).
18. Lucy and Ria will create Name Tags for Newcomer’s Welcome Luncheon.
19. They will contact Guests of Honor to confirm various components of Welcome.
20. They will finalize Welcome invitations and enclosures.
21. Lucy and Ria will finalize Guest Lists and submit to Guests of Honor for review.
22. They will print Welcome invitations and enclosures.
23. They will mail/e-mail Welcome invitations by 14 September.
24. They will check Hospitality e-mail account for Welcome RSVP’s.
25. If necessary, divide RSVP’s into two groups and assign individuals a time slot for the Welcome according to their last name (alphabetical order)
26. Email time slots to all guests who RSVP’d “Yes” after 17 September, if needed.
27. They will create Name Tags for Welcome.
28. Provide general assistance to other committee chairs as needed.
29. Currently have 19 RSVPs to attend Newcomers’ Luncheon.

***WELFARE/SERVICES***: Brenda Schultze until filled

1. Brenda worked on the Wreaths Across America account.
2. DC Honor Flights are currently postponed through 2020 dur to Covid-19.
3. Brenda is preparing to hand-off the Welfare/Service position when filled.
4. Brenda will set up the Fall Yankee Candle Fundraiser. Last year it ran from mid-September until early January.
5. Lynch Creek Fundraising will be sending out an invitation to start the fall campaign and Brenda will follow up on this.
6. Brenda will work with Terri to update email account with vendors who use the .com email and transfer to the .org email.

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

1. Priscilla is still in Maine, but tried contacting Ann Kem for a Knollwood update.
2. Priscilla is sorry to have missed all of the events.

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

1. Membership total as of 2 September: 106
* Breakdown:

New Members: 13

Rejoining Members: 15

Returning Members: 78

Membership Goal: 225

1. Membership will have circulation send another reminder to join.
2. Jackie handles the Red Book and Laura handles members joining.

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

1. No updates noted

***HISTORIAN:*** Erin Beer

1. Mary Alice welcomed Erin
2. Erin introduced herself to the board.
3. Erin did a video for the farewell with those who RSVPed “no” to be viewed by Connie and Kim at the Farewell.

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

1. FB likes are up to 858! Thanks to everyone for sharing and liking our page. When everyone shared the FB page the likes bumped up 100 in one day, please continue to share.
2. Carolyn posted pictures of Connie & Kim’s beautiful farewell.
3. She posted information on the Newcomer’s Luncheon.
4. Carolyn reminded everyone of the free shipping offer for Castle Boutique.
5. Carolyn posted an update when masks were re-stocked.
6. Carolyn will work with Betsy & Basia to create FB giveaway that increases traffic to our page.
7. She will post 2 – 3 times per week and continue to increase our visibility.
8. Carolyn is looking for ideas to increase the traffic/visibility of the FB page. A scavenger hunt was suggested.

***PARLIAMENTARIAN***: Launa Klimowicz

1. Launa will review any revisions.
2. Launa will see if she can get the Parliamentarian bin from Michelle Tyler’s husband as she is in TN with her ill mother.
3. Launa will consult Roz Riley, a past parliamentarian, for reference.
4. Launa supported the Farewell.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 24 online orders for a total of $1,393.00 and $84.00 cash/card sales.
2. She received a shipment of 100 masks, 50 black, 40 red, 10 cream and updated the website.
3. She created a coupon code for members for September ‘fall10off’– the August code ‘ijoined2020’ for free shipping on any order was used 10 times.
4. Betsy held a collaboration meeting with Mary Alice and Erin to discuss new items for the Castle Boutique. She is also working with Basia on new items.
5. She ordered AESC crest pins. She should receive the shipment mid-September.
6. She changed the shipping threshold for online orders. Now orders up to $50 are at the $6.50 rate and orders up to $100 are $12.40. Orders over $100 are $17.05.
7. She ordered shipping supplies of envelopes for shipping masks and boxes for shipping the new blankets.
8. The September member special is 10% off the total order. Betsy created coupon code fall10off and advertised it in the Castle Gram and it will be posted on the Facebook page.
9. Betsy has been tracking the shipping for online order in July and August to evaluate if it is possible to decrease the shipping amount at least for the higher tiers. Right now, masks have been easy and cheap to mail, however looking to the fall with shipping blankets, they will cost more. She is also factoring in shipping supplies.
10. She has had quite a few requests for pink masks and it was suggested by one of our members to sell them for Breast Cancer Awareness month in October and have a portion of the proceeds go to breast cancer research. Feedback needed from board/welfare/service before ordering. Launa stated that it would be something we need to vote on if we are giving money to an organization. However, we only give to Engineer Organizations. It was not brought to a vote.
11. Deb Wehr asked if we are planning for a shortfall in sales this year due to no/limited live sales. Betsy stated that we are making about $1000/month. Basia will look into sales.
12. Direct donations were suggested, but we have to follow the rules for 501c7 for AESC and 501c3 for AEMA. Launa and Laura will confirm the rules. Terri stated that the donation button will be located under the Members Only section of website.
13. Betsy will continue to fulfill online orders.
14. She will provide some items for the Newcomers Luncheon for giveaways.
15. She will continue researching and ordering items to have in stock for Christmas season.
16. Betsy is working on a new piece of jewelry featuring the Engineer button. Found it on Etsy and will order and see if we are able to recreate ourselves.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. Shannon will continue correspondence as indicated through notification by our President.
2. Shannon sent letters to residents at The Fairfax and Knollwood.

***NOTES:***

1. Mary Alice thanks everyone for all of their support.
2. Tanya thanks everyone for the great job they are doing!

**TIME OF ADJOURNMENT: at 1119**

