

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

7 April 2021

**IN ATTENDANCE VIA ZOOM: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Ricardo Mediano, Brenda Schultze, Basia Kent, Kara Anderson, Betsy Rayfield, Michelle Funkhouser, Bette Meuleners, Launa Klimowicz, Terri Stevens, Sheila Kelly, Jackie Caldwell, Vanessa Joly, Jennifer Broderick, Priscilla Noah, Deb Wehr, and Chris Hill**

**CALL TO ORDER**: 1006

***UPCOMING DATES:***

* 4/10 Swannanoa Palace Tour
* 4/14 Hike with an Alpaca
* 5/2 AEMA Luncheon

***AEMA CHAIRPERSON /SCHOLARSHIP***: Kara Anderson

1. Kara stated that the primary goal of what AESC does throughout the year is to raise money for awards.
2. Kara finished copying applications and shared with Christine Hill and Jennifer Broderick for scoring. Thank you to Christine and Jennifer for serving on the committee.
3. Laura Putnam was instrumental in helping to modify the way the applications are scored. Not only is there consideration for applicants’ moves but deployments as well. Also added, were there any special considerations that need to be taken into account for example: special needs, pandemic impacts, etc.
4. Kara copied essays and delivered copies to three judges. She tallied the judges scores and reviewed/scored the applications. She confirmed amounts available for awards. She then reviewed the scores and prepared award recommendations. Sixteen applications were received with one deemed ineligible. Kara prepared a proposed awards spreadsheet that she presented at the board meeting.
5. There was not a nursing applicant this year to be considered for the GKM. Kara will request the Morris family provide for the last three years winners. Kara will also follow up with current nursing awardees to see if they are meeting all of the requirements of their award.
6. We have $13,800 to award this year and are able to award each eligible applicant an award.
7. AESC Board Members reviewed the proposed award distribution and discussion followed.
8. Michelle Funkhouser made a motion to accept the proposal of award distribution as put forward by the scholarship committee which consists of awards as follows: $2000, 1750, 1750, 1250, 1250, 1000, 1000, 800, 550, 550, 550, 375, 375, 300, and 300. Terri Stevens seconded the motion. Motion passed.
9. Provided information to Michelle Funkhouser for the Castle Gram.
10. Kara will put a special place in the program for the AEMA Awards to honor Kay Burlin. It would be “in memory of Kay Burlin” on the highest award. This is in recognition of Kay’s 50 years of being an AESC member and a current board member at time of her passing.
11. Kara will send letters to winners requesting bio information.
12. Kara will work with Sharise, Mary Alice, Tanya and Ricardo on virtual celebration to be held virtually on May 2nd.
13. Kara will send letters to past GKM winners for status update.
14. She will send a letter to the Morris family for past GKM funding.

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice thanked everyone for all they do for the board.
2. Mary Alice attended the March board meeting.
3. She attended the Ruins of Presidents Park.
4. She handed out pins to members.
5. She spoke with and emailed board members and members.
6. She met with Kara to put her on AEMA accounts at PenFed.
7. She obtained AEMA boxes from Laura and gave them to Kara.
8. She wrote letter for April Castle Gram.
9. She took pictures and sent pictures from events to Erin, Terri and Michelle.
10. She met with Ricardo, Sharise and Tanya.
11. She met with Betsy, Sharise and Leann Martin about castle boutique items.
12. She will keep promoting the new items on the Facebook page
13. She will continue looking to fill Hospitality and Reservations board position
14. One of the GKM Scholarship awardees scholarship checks was sent, but it was not received. Check sent was cancelled and a new check was sent out.
15. Continued AEMA Luncheon discussions.
16. Betsy will be needing to hand over Castle Boutique by the end of May so we may need someone on the board to take over until we get someone. Betsy will have it all ready to go so that over the summer just orders will need to be sent out.

***VICE*** ***PRESIDENT***: Ricardo Mediano

1. Ricardo attended the March Member Meeting.
2. He met with Mary Alice to receive VP Binder and discuss position.
3. He met with Mary, Honorary President, and Honorary VP for introductions.
4. He gained familiarity with AESC and VP position.
5. He will assist as needed with the AEMA Virtual Luncheon.
6. He will plan and schedule tours for May and June.

***SECRETARY***: Brenda Schultze

1. A motion to approve the March 2021 board meeting minutes was made by Sheila Kelly. Jackie Caldwell seconded the motion. The motion passed unanimously and the March AESC Board Meeting Minutes were approved.
2. Brenda attended the March board meeting.
3. She prepared the March minutes and sent to the board for review.
4. The Board Report template was sent to the board.
5. She sent Zoom link to Circulation for sharing April Board meeting with general membership.
6. Brenda prepared and sent the April board meeting agenda to board.
7. She updated 2020-2021 Motion list to date.
8. She updated the board roster and sent out to board members.
9. She prepared and sent a letter on AESC letterhead to Mary Alice for her to use with PenFed regarding the change in AEMA Chair.
10. Brenda will complete the April minutes and send to board for review.
11. She attended the President’s Head tour.
12. Brenda will provide pertinent information to Ricardo.
13. Brenda will update the board roster and send to the board.
14. She will support board and members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

Account Balances (as of 5 April 2021)

* + BB&T Statement, $28,327.81
  + Register and General Ledger, $28,415.32
  + PayPal,93.91
  + Square Payments, $554.63
  + Cash/Check Deposit, $0

1. Basia will work on account reconciliation for April.
2. Basia noted that she received checks from Wreaths Across America ($10) and Lynch Creek ($890).

***CIRCULATION***: Sheila Kelly

1. Sheila mailed the April Castle Gram.
2. Sheila added new members emails to circulation distro as they joined. She emailed them her welcome and current CG.
3. Sheila followed up with a current member who recently submitted another membership payment. Emailed with Basia, Treasurer, and the membership will be counted for 2021-22 year.
4. Sheila will send out the invitation to the membership when she receives it.

Emails Sent

3/2 March zoom info (all)

4/3 April Castle Gram (all)

***WEBMASTER:*** Terri Stevens

1. Terri updated the Contact List.
2. She added the April Coupon Code for Castle Boutique.
3. She added April Castle Gram and February board meeting minutes.
4. Terri continues monitoring website registration entries.
5. She added President's Park photos.
6. Hostmonster - Annual renewal for our old website domain name, armyengineerspouses.com is due April 17. This renewal is free since we were "grandfathered" in. This renewal assures that no one else will purchase the website name, armyengineerspouses.com, (you never know). As always, if someone enters the old .com address, they will automatically be forwarded to our current website, armyengineerspouses.org.

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

1. Michelle attended the March Board Meeting via Zoom.
2. She completed the April issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
3. Michelle communicated with board members as needed.
4. She will request/gather information for the May Castle Gram. She may push up the May CG due to the May 2nd date of the AEMA luncheon.
5. Michelle requested a way to be alerted when new members join so that she can include their birthdays in upcoming Caste Grams. Terri will add Michelle to the new member email list so that Michelle can be aware and have the birthdates.

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

1. Vanessa corresponded with other board members for nominations for vacant board positions.
2. She corresponded with Launa, Mary Alice, and Roz about proper procedure for extending Basia’s time as treasurer, if needed. Basia could continue as Treasurer while board actively recruits someone. If by September no one volunteers, the board could vote to keep Basia as Treasurer. Discussion about the treasurer living near a bank branch.
3. AEMA account is held at PenFed and AESC account is held at BB&T.
4. She contacted several members about filling board vacancies.
5. She corresponded with Launa and Michelle about the slate and voting information for the Castle Gram.
6. Vanessa still needs volunteers for Treasurer and AEMA Chair.
7. Vanessa is working to have a complete slate to publish in the Castle Gram and sent to members by email for vote.

***HOSPITALITY/ RESERVATIONS*:** Vacant

***WELFARE/SERVICES***: Jennifer Broderick

1. Fisher House is still tentatively starting back up in May according to Roxannamaria. She will contact Roxannamaria to see if she has any updates on meal drop-offs; update board and membership as needed
2. Jennifer sent update for Castle Gram.
3. Honor Flight is still postponed until June of this year.
4. Jennifer will continue to support AESC.

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

1. Nothing noted

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

1. Current Membership: 202

***THE FAIRFAX LIASON***: Vacant

***HISTORIAN:*** Erin Beer

1. Erin researched and learned about database and album storage.
2. She is still researching and hunting through possibilities for a searchable database for photos and documents. She is optimistic about several things; still very open to suggestion or recommendations.
3. Erin will continue work on the yearbook.
4. This has been a strange year full of new challenges and adventures, so let’s include some of that in our yearbook. Please be thinking of something memorable that happened this year (2020-2021) (It doesn’t have to be Engineer or Army related, it can be covid related, election related, family fun, vacation, staycation, new grandbabies, new homes, marriages, graduations, deaths, books you read, a hobby you picked up, etc.…) I would love to include something like “snapshots from when we were apart.” Maybe a motto or quote you have been focusing on, or a favorite story from all those months of shutdowns, ANYTHING really! And this is a yearbook, so bonus points if you have photos to go along with it! Mary Alice will send an send out to Erin to suggest sending an email inviting the membership to participate in this.

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

1. Social Media Posts:

Castle Gram Post

Nominations

Reminder to donate to AESC

Castle Boutique Posts

wine tumblers

Red leatherette items

Tervis water bottles

Christmas with the Castle Boutique

A couple of happy Friday posts

March special reminders on stamps

St Patrick was an engineer

Happy Easter

1. Working to feature more pictures with people - any and all pictures are very appreciated!

***PARLIAMENTARIAN***: Launa Klimowicz

1. Launa will prepare an email at mid-month with candidates and the information about voting in May.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 11 online orders for a total of $550.60 in February. Coordinated with Rob Nowicki for 2 custom pen orders.
2. March member special was 50% off stamps. Code was used 1 time for 2 stamps.
3. April’s member special is 15% off our new red leatherette collection. Coupon code RED15 Included special in flyer on CastleGram, also sent info to Carolyn for social media promotion and to Terri to include in the member only section of the website.
4. Received our new line of red leatherette products and wine tumblers. Took pictures of each item and uploaded to the website and set the price of each item. Also coordinated with Mary Alice to have some items to take pictures with members for promotion on social media.
5. Received the shipment of embroidered masks from Beth Light and mailed 100 to Brian at AEA store. Included an invoice and sent a copy to Basia for our records.
6. The wreath lottery from March received 7 entries. Contacted the winners asking them for a suggested donation paid through the website or with a check. All the ladies were very excited about their new wreath. Worked with Mary Alice to coordinate delivery and shipping for the wreaths.
7. Met with Sharise and Leann. Leann is willing to use her talents and Cricut machine to make some items for the boutique. Discussed a canvas wine bag. She also took the red ball ornaments that were given to the Boutique from Bette, Leann will add a castle and the words Essayons to them.
8. Received an email from a USACE employee inquiring about our product vendors. She is interested in using our vendors for their own line of products to sell for their morale fund. Need to discuss if this is something, we are willing to give out or work with her on a wholesale basis. Discussion regarding this issue: The districts have permission to use the USACE symbol. We are not necessarily in direct competition with who the districts would be selling to. Discussed working with vendors on their behalf and keeping AESC in the loop versus the increased workload. Can we use this as a way to increase our membership within the districts while sharing information about our vendors. Suggestion to hire a paid staff to increase our membership and expand AESC to decrease workload on volunteers was discussed. Offering a discount and order for them versus provide our vendors sources were discussed.
9. Betsy will continue working with Carolyn to promote CB on Facebook.
10. Betsy will continue to fulfill online orders.
11. She will contact Connie about resupplying notecards.
12. Pictures with people help sell our products, so please send pictures with products to be used on Facebook.

***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 and the amazing job everyone has done this year.
2. Sharise expressed her thanks to the board for everything they have done to raise money for the AEMA and to the Scholarship Committee for all their hard work. Sharise is excited about having the board on May 2nd and is looking forward to seeing everyone. Thank you to Betsy for everything you have done for the Castle Boutique.
3. Tanya thanked all of the members for all of the amazing things that you do. Looking forward to seeing everyone who can make it on May 2nd.

**TIME OF ADJOURNMENT: 1146**

Addendum:

An Email Vote was initiated on April 21, 2021 and concluded on April 25, 2021.

Vanessa Joly motioned for our Treasurer to transfer $10,000 from the AESC bank account to the AEMA bank account for the memorial awards.

Michelle Funkhouser seconded the motion.

The motion passed unanimously to move $10,000 from AESC to AEMA.