

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

3 August 2021

**IN ATTENDANCE at 249th Engineers, Ft. Belvoir:**

**Sharise Spellmon, Mary Alice Jakso, Brenda Schultze, Launa Klimowicz-Brown, and Erin Beer**

**Via Zoom: Jackie Caldwell, Isabel Stevens, Sheila Kelly, Basia Kent, Stacy Lloyd, Chris Hill, Michelle Funkhouser, Kerri Chase, Debbie Milhorn, Jennifer Broderick, and Vanessa Joly**

**CALL TO ORDER**: 1018

***UPCOMING DATES:***

* 8/28 Newcomers Luncheon
* 9/7 September Board Meeting at Brenda’s
* 9/18 Glenstone Tour
* 9/25 Cocktail Party
* 10/2 Lincoln’s Cottage Tour
* TBD AEA Envelope Stuffing, early October
* 11/6 Morven Park Tour

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the June Board Dinner meeting.
2. She spoke with and emailed board members and members.
3. She took pictures and sent pictures from events to Erin, Terri and Michelle.
4. Mary Alice created the invitation for Cocktail Party.
5. She sent invitation to protocol/legal/ethics for approval.
6. The Save the date was sent out by Colonel Lloyd.
7. Mary Alice spoke to Senator Cotton’s office about White House Tours/not taking reservations right now/call back beginning of August.
8. She spoke to Senator Cotton’s office about coming to speak to us about his book about the Old Guard Provided 3 dates – January 20, February 17 and March 17th. Senator Cotton does not have his Senate calendar out until November or December. She will check back with them in November.
9. She spoke to ASCGWA President about partnering for event with Senator Cotton.
10. Mary Alice sent out letters to Presidents of other clubs for honorary membership.
11. She went to 249th Closet to obtain the reservations/hospitality items.
12. She met with Erin Caswell to hand over reservations/hospitality items.
13. She set up tour for Glenstone Museum on 9/18 at 9:45am.
14. She set up the “Behind the Scenes” Tour for 10/2 at Lincoln’s Cottage at 9:45am.
15. She set up tour for Morven Park for 11/6 at 9:15am.
16. She contacted Atlantic Kayak at the Ghost Ships of Mallows Bay kayak tour
17. Mary Alice paid deposit for Morven Park and Lincoln Cottage.
18. She contacted DAR Museum about group Tours. They are not doing group Tours this year.
19. Open positions on the board – Vice President, Castle Boutique and Nominations.
20. Mary Alice is preparing for the Cocktail Party on 9/25. Chris Hill, Stacy Lloyd, and Sharise have come up with a plan for decorating for the Cocktail Party. They looked at photos from 2019 to use as a model. Will keep it simple by using fresh flowers and using items we already have. Kara has the frames for the display of awardees. Luminaries and welcome sign are at Sharise’s house. Coordinating with Erin Beer to bring the Castle Boutique items ahead of the event. The CB committee members can come a week early to practice setting up.
21. She will keep promoting the new items on the Facebook page.
22. Mary Alice gave a key to the 249th storage closet to Brenda.
23. Mary Alice mentioned that we may need to have board meetings on Tuesdays due to her work schedule.
24. Mary Alice asked the group to CC Brenda, Secretary, on emails as an added safeguard to help her keep track of everything.
25. Mary Alice will inventory the items stored at Sharise’s house with Brenda.

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

***SECRETARY***: Brenda Schultze

1. A motion to approve the June 2021 board meeting minutes and the July 2021 Planning Meeting Minutes was made by Vanessa Joly and seconded by Erin Beer. The motion passed unanimously and the June and July AESC Board Meeting Minutes were approved.
2. Brenda attended the June and July board meetings.
3. She prepared the June and July minutes and sent to the board for review.
4. The Board Report template was sent to the board.
5. She prepared and sent a July Planning Meeting Follow up list.
6. She prepared the 2021-2022 Calendar.
7. She added President and Secretary documents to the new Google Drive.
8. She prepared Sister Club President mailings for Mary Alice and added to the Google Drive.
9. She added the AEMA Celebration recording to the Google Drive.
10. She renewed the Zoom Pro account for the board year and submitted invoice to Basia.
11. She contacted Dave Theisen at AEA regarding Envelope Stuffing and meeting space. Meeting space is not likely with new restrictions due to Covid-19 Delta. Brenda will follow up with Dave for the envelope stuffing to take place in early October.
12. She checked with a few places to find future board meeting sites. Arlington County Library may be a possibility in the future but not as a regular site.
13. Brenda sent out the Cocktail Party AAR/SOP.
14. She went through Secretary files with Erin Beer to cross check previous presidents of the club.
15. The Zoom link sent to Circulation to send to general membership for the August board meeting.
16. She prepared and sent August board meeting agenda to board.
17. She updated 2020-2021 Motion list to date and the board roster.
18. She will complete the August Board meeting minutes and send to the board for review.
19. She will prepare for the September board meeting.
20. Brenda will continue to support the board and members with upcoming events.
21. Brenda will help Mary Alice inventory the club items stored at Sharise’s and make a list of club property.
22. Brenda will be out of town the second half of August, but will help and support as able.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 1 August 2021)

* + BB&T Statement, $19,934.16
	+ Register and General Ledger, $20,481.67
	+ PayPal, $841.50
	+ Square Payments, $167.38
	+ Cash/Check Deposit, $0
1. Basia will work on account reconciliation for August.
2. Basia will start handover with Boumy. She will officially start in September, so Basia will continue through until then and work on transferring with Boumy.
3. Basia will work with Kara Anderson on the AESC audit.
4. Basia thanked Sheila Kelly for staying on with Circulation for a few more months until Basia is able to transition Treasurer to Boumy.
5. Basia will coordinate with Erin Beer regarding items needed for Castle Boutique at Cocktail Party.
6. Basia closed out the books for 2020-2021.
7. Basia is seeking volunteers for the audit. Audit will take place on Zoom within the next month. Mary Alice noted that AEMA and AESC need to be audited. Volunteers: Vanessa Joly

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

1. Kara sent AEMA award packets to winners.
2. She forwarded mailed membership information to Jackie, Sheila and Basia.
3. She sent checks to Basia.
4. Kara checked the mailbox.
5. She forwarded AEMA awardee information to Terri for the website.
6. Kara corresponded with the Morris family regarding funding requests for the last three awardees. She is awaiting GKM awardee updates per funding requirements.
7. Kara is finalizing all expenses.
8. Kara will get the AEMA information to the new AEMA Chairperson, Kerri Chase.
9. Kara will schedule the AEMA audit.
10. Kerri does not have a local PenFed, but she is a member. She does not foresee any problems with access. Kerri will be a co-signee, but a person local in DMV will handle bank.
11. Kerri is hoping to be able to attend the Cocktail Party.
12. Kerri and Kara should be fully transitioned by the next meeting.

***CIRCULATION***: Sheila Kelly

1. Sheila mailed the June/July Castle Gram.
2. Created new 2021/22 circulation spreadsheet as members join for new year.
3. Spoke with Basia about transition, plan to transition at the end of September.
4. Respond to emails as they come in.
5. Sheila will send out invitation flyer for Newcomers Luncheon.
6. Sheila will send out the Cocktail Party invite at the end of August, a month before the event.
7. Mary Alice will send out tours through Evite.
8. Mary Alice said that for this year the Cocktail Party invite will not go out through AFIT, all RSVPs will be handled through the Reservations email.

***WEBMASTER:*** Terri Stevens

1. Terri gave Emails and Forward information to new board and committee members.
2. She sent Erin Caswell the Hospitality SOP from 2018.
3. She updated the Membership page, online application, and printable application.
4. She added the AEMA recipient's bios and photos.
5. She updated Contacts page.
6. A small percentage of mobile device users are having trouble completing their membership payment on PayPal. Website interface is working fine.
7. She is monitoring website registration entries.

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

1. Michelle attended the July Planning Board Meeting via Zoom.
2. She is finishing up the August Castle Gram. She is designing it to be an intro to AESC, so that it will not have personal information and can be posted to social media.
3. Michelle would like to do a “Meet the Board” segment for the September Castle Gram. Please send a photo and 2-3 sentences about yourself.

**Email to: engineerspouse@gmail.com**

1. Request/gather information for the September issue of the Castle Gram.

**Deadline for submissions is August 24th, 2021 for the September Castle Gram.**

***NOMINATIONS***: Bette Meuleners

 Nothing noted

***HOSPITALITY/ RESERVATIONS*:** Erin Caswell

1. Erin worked with Mary Alice to secure and book a location for the Newcomer’s Luncheon.
2. She created an invitation flyer for Newcomer’s Luncheon.
3. She combined the Hospitality and Reservations binders into one binder to reflect the combined position.
4. The Cocktail Party invitation is still not approved for distribution.
5. Erin will send invitations for the Cocktail Party.
6. She will manage reservations for both Newcomer’s Luncheon and Cocktail Party.
7. She will create nametags for both Newcomer’s Luncheon and Cocktail Party.

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

1. Fisher House is still not accepting meals. She will contact the POC for any updates.
2. Honor Flights will be resuming at the end of the month. Jennifer will put out information regarding the protocols.
3. Jennifer will continue to support AESC.

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

1. Nothing noted

***MEMBERSHIP***: Jackie Caldwell

1. Membership requires and will continue to maintain a separate document to include honorary members and sister spouses. Membership has always worked closely and communicated with Terri, Sheila (circulation), Basia (treasurer), and Kara (mailed memberships) to ensure that our yearly membership list is accurate. The finalized membership spreadsheet is sent to the publisher to produce the membership section of the Red Book. Our final spreadsheet does not include extraneous data such as amt of $, date paid, honorary, etc. Just the exact info to be in the Red Book.
2. Honorary members are not required to pay dues; however, most honorary members send dues each year as a way to support AESC.
3. The honorary members include all of the honorary presidents and vice presidents from previous years plus a few very long-time members who have contributed for many years.
4. I will need suggestions as to how to include sister spouses and obtain their permission and data.
5. Other membership info:
	* + - 1. Memberships to be included in the Red Book will be received thru Oct 31.
				2. Memberships will be accepted at any time during the 2021-2022 AESC membership year.
				3. Engineer spouses joining for the sole purpose of submitting a scholarship application also must pay the full dues $.
				4. Circulation will send out an electronic membership reminder in mid-August. I will develop the content. Thanks Sheila.
				5. In mid-September, I will begin my yearly phone and/or email reminders to members who have not renewed.
				6. At September AESC BD mtg, I will remind those who make yearly submissions for the Red Book.
				7. By mid-October, all sections of the Red Book will be submitted to publisher with the exception of the Membership section.
				8. The membership section for the RB will be submitted a few days after the Oct 31 membership deadline. This allows Kara to check the AESC mailbox for memberships mailed by Oct 31.
				9. Please remember to invite all of your engineer spouse friends, neighbors, and associates to join AESC.
				10. Jackie will provide a membership submission to Michelle for the September Castle Gram.
				11. This will be a great year to be a member of AESC!
6. Jennifer is working on the membership spreadsheet and reaching out to those who have filled out an application but not yet paid.
7. There are 45 members as of August 3, 2021. Jackie stated that this is usually about where membership is at this time of year. It picks up in August and September.

***THE FAIRFAX LIASON***: Isabel Stevens

1. Isabel reported that nothing has opened up as of yet. No meetings at the Fairfax for a while.

***HISTORIAN:*** Erin Beer

1. Erin has been busy with the Castle Boutique.
2. She plans to continue working on the yearbooks, finish and order them.
3. She will support the Newcomers Luncheon as Historian.

***FACEBOOK/PUBLICITY:*** Vanessa Joly

1. Vanessa will post about the vacant positions on the board.
2. She posted: June – posted about Amazon Smile on Amazon Prime Day and

July – post on July 4th, post about membership reminder.

1. She will post about Castle Boutique duties separated, post about new member luncheon, and make any other posts requested by board members.
2. She will post Castle Boutique items.
3. Vanessa will be able to post the August Castle Gram on the FB page, since it will be designed as an intro to AESC.
4. Send anything to be posted on Facebook and/or Instagram to my email address, jolyvl@yahoo.com.

***PARLIAMENTARIAN***: Launa Klimowicz-Brown

1. Launa is working on setting up the committee for the Bylaw’s review. Volunteers: Isabel, Erin C, Sharise, Erin B, Michelle, Vanessa, and Brenda.
2. She is preparing a plan for the committee to review the Bylaws.
3. She will send out an email to the committee to set up meetings this fall via Zoom.
4. Launa spoke with Brian at FLW regarding AESC brochures. She will have some sent to him. There are some updates that need to be made to the original including the email address to be updated to .org. Launa will order enough to have for us to pass out locally.

***CASTLE BOUTIQUE:***  Erin Beer (summer)

1. Erin packaged and sent 6 orders for July. There were several orders in June and already a couple of orders for August.
2. She ordered more red leatherette frames; 5 Regimental castles and 5 Corps castles.
3. She is checking inventories and updating inventories online.
4. She is trying to plan ahead for Newcomer’s Luncheon and Cocktail Party.
5. She plans to meet with the Cocktail Party Committee; plan to hand off items (or deliver to Sharise’s house)
6. She will attend Newcomer’s Luncheon with door prizes.
7. She will begin planning and designing Christmas ornaments for 2021! Any ideas, email Erin. Erin is working with Sharise on some ornaments.
8. Sharise is working on some lantern ideas. Sheila stated that lanterns are best sold in person, difficult to mail. They were very popular at Cocktail Party.
9. Erin said that we will need at least 3 people to serve on Castle Boutique since it is a huge job.

***NOTES:***

1. Sharise encourages everyone to reach out to friends regarding helping with helping with Castle Boutique.
2. Sharise is working on Cocktail Party decorations with Chris Hill and Stacy Lloyd.
3. Sharise will work with Mary Alice and Brenda to go through club items stored at the house.
4. Sharise will set up a time for a run through set up.
5. Next meeting will be on Tuesday, September 7th at 10 am at Brenda’s house.
6. Jackie discussed the need to do an inventory of some of the historical pieces at Quarters 7. We should make a list to keep on record. Brenda and Erin will look through the Secretary and Historian bins to see if any information is already there. Sharise will send an email to some of the past Chief spouses to coordinate and look through house for historic pieces and gather history. Isabel mentioned that maybe 20 years ago there was a notebook with it all written down. The notebook was supposed to have stayed at the house, but that was when it was Quarters 9. Michelle mentioned that there is an Historian responsible for the items in Quarters 7.

**TIME OF ADJOURNMENT: 1126**

