

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

1 December 2021

**Meeting attendees: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Urvi Avichal, Brenda Schultze, Boumy Funes, Launa Klimowicz-Brown, Erin Beer, Jackie Caldwell, Isabel Stevens, Terri Stevens, Bette Meuleners, Stacy Lloyd, and Stephanie Sattinger**

**CALL TO ORDER**: 1001

***UPCOMING DATES:***

* 2/2/2022 February Board Meeting, 7:30 pm

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the November Board meeting.
2. Mary Alice attended and coordinated Morven Park/Dodena Manor Tour.
3. She spoke with and emailed board members and members.
4. Open position on the board –Nominations.
5. Mary Alice prepared for the Annual Cookie Exchange.
6. She took and sent pictures from events to Erin, Terri, and Michelle.
7. She bought gnomes and dropped them off for Castle Boutique.
8. She checked on the White House Tours and as of now they are still not allowing tours.
9. She will keep promoting the new items on the Facebook page.
10. Mary Alice wished everyone a very Happy Holiday!

***VICE*** ***PRESIDENT***: Urvi Avichal

1. Urvi prepared for the Cookie Exchange.
2. She noted that there will not be a Book Club meeting in December. The next Book Club meeting will be in January and the book is Beyond the Point by Claire Gibson.
3. Urvi is looking into a fun activity for AESC members for January.

***SECRETARY***: Brenda Schultze

1. A motion to approve the November 2021 board meeting minutes was made by Urvi Avichal and seconded by Erin Beer. The motion passed unanimously and the November AESC Board Meeting Minutes were approved.
2. She attended the November Board meeting.
3. She prepared the November Board Meeting minutes and sent to the board for review. She also prepared and sent the November Meeting Follow Up list.
4. She prepared and sent the December agenda and Board Report Template to the board.
5. She sent correspondence.
6. She assisted board members.
7. She facilitated Book Club planning.
8. Brenda updated the Calendar and sent to board.
9. She updated the Motions list on the Drive.
10. She attended the Constitution and Bylaws Review committee meeting.
11. She helped at the HQ Castle Boutique Sale and sent pictures to Terri and Michelle.
12. She will complete the December minutes and send to the board.
13. She will prepare for the February board meeting as there will not be a January board meeting.

***TREASURER***: Boumy Funes

1. Reconciliation:

 Account Balances (as of 1 December 2021)

* + BB&T Statement, $24,366.50
	+ Register and General Ledger, $24,366.50
	+ PayPal amount transferred to BBT since last report: $160.66
	+ Square deposits to BBT: S346.23
	+ Cash/Check Deposit, $2380.00
	+ Pending:
	+ Square Deposit to BBT: $404.01
	+ Payment from AEA for masks: $1,100.00

***AEMA C******HAIRPERSON***: Kerri Chase

No Report

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded renewals and checks to Membership/Circulation and Treasurer.
2. She received Cocktail Party checks from Boumy and deposited into the AEMA accounts.
3. She is working to help Kerri access the PayPal account.
4. She forwarded returned letters to members.
5. She is continuing attempts to contact the 2017-18 and 2018-19 GKM awardees that have not sent an update (snail mail, emails and contacting mom who was a member when the kids applied) for payment.

***CIRCULATION***: Basia Kent

1. Basia sent the following emails: AESC CG and Cookie Exchange
2. She answered emails on book club, cookie exchange, and monthly board meeting.
3. She responded to emails and forwarded to appropriate board members.
4. She is learning the email system and its quirks.
5. She is keeping email list updated.
6. She will mail out the December Castle Gram.
7. She will monitor the inbox and scrub the contact list based on new members, members that did not rejoin, and email address undeliverables.
8. She will continue to send out welcome emails to new members.

***WEBMASTER:*** Terri Stevens

1. Terri added the AEMA Application to the website.
2. She installed Sitelock website security plan from Hostmonster. Website was down for 4 days while attempting to propagate. She learned that our editing software, Weebly, does not share FTP information with most security programs. We do currently have cyber attack protection through Weebly, (SSL and DDos mitigation)
3. She added the November Castle Gram and October Board Meeting minutes after approval.
4. She added photos of the Morven Park tour.
5. Currently two-thirds of our members are registered on the website. She updated this information on Membership Roster in the Google Drive.

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

1. Michelle attended the November Board Meeting via Zoom.
2. She communicated with board members as needed.
3. She attended the Constitution and Bylaws meeting via Zoom.
4. The December Castle Gram will be sent out after the Cookie Exchange.
5. She sent a flyer to request cookie recipes to Publicity/Facebook to be posted on social media platforms.
6. Michelle is going to publish a mini-issue of the CG for January. She will have a Castle Boutique flyer, and updated Service/Welfare information, Tour/Event flyer (if there is one), photos, and AEMA information (if needed).
7. She will request/gather information for the January min-issue.

**Deadline for submissions is December 17th, 2021 for the January mini-issue of the Castle Gram.**

***NOMINATIONS***: Bette Meuleners

1. Bette asks members to keep encouraging Engineer friends to join AESC and to be on the board. Pay special attention to new to the area engineer spouses you meet.
2. Bette is looking for a co-chair for Nominations.

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

Nothing to Report

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

1. Lynch Creek is up and running. It will go through December 5th. Please push out to friends and family. Link will be in the CG, but is: <https://www.lynchcreekfundraising.com/teams/275261>. Last year we raised $893, so would like to match that or more. Goal is $1000. So far we have raised $922!!! $78 away from our goal.
2. Wreaths Across America is active. The link for sponsorship will be in the CG, but if you’d like to visit it and sponsor wreaths:

https//www.wreathsacrossamerica.org/VA0549P

We have 7 sponsored wreaths so far.

1. Honor Flight-Flights are successfully going on. Information is in CG for how you can participate, even if you aren’t in the DC area.
2. Jennifer will keep pushing out LC and WAA; update information on flyer as purchases and sponsorships are made.

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

1. Nothing noted

***MEMBERSHIP***: Jackie Caldwell and Jennifer Broderick

1. Jackie reports that after being made aware of a paper shortage, the printing company has obtained the paper weight for RB including Red color (i.e. for RB cover). We are “good to go.”
2. Luckily, mail date is on or before Dec 15.
3. Jackie has an adequate number of envelopes, and once mailings are weighed, will purchase stamps, will print labels, & mail.
4. Jennifer updated the membership roster. Currently at 143 members (as of 11/28/21). If you need a copy of the Membership Roster, feel free to email Jennifer Broderick.
5. Jennifer will continue updating the membership roster as membership applications come in.
6. Jackie highlighted that we take new members all year long.

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

1. Isabel attended the Constitution and Bylaws Review Committee meeting.
2. Isabel will deliver the cookie care packages to Engineer residents of The Fairfax.

***HISTORIAN:*** Erin Beer

1. She plans to continue working on the yearbooks, finish and order them by mid-December.

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

1. Send anything to be posted on Facebook and/or Instagram to my email address, jolyvl@yahoo.com.
2. Posts and number reached:
	* Nov 1: Multi-tool post on FB (216) and IG (36)
	* Nov 7: Cookie recipe post on FB (407) and IG (46)
	* Nov 11: Veteran’s Day post on FB (89) and IG (38)
	* Nov 25: Castle Boutique post on FB (498) and IG (37)
	* Nov 29: Castle Boutique (Free Shipping) post on FB (126 in 7 hours)
3. We have reached 905 Facebook Likes and 89 Instagram Followers.
4. Vanessa will post at least once a week.
5. She will post Castle Boutique bottle sweater flyer and holiday gnome information.
6. Is there any Service/Welfare information to post?

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

1. Launa assisted at the HQ Castle Boutique Sale.
2. Launa held a Constitution and Bylaws Review Committee meeting.
3. Launa reviewed some of the proposed changes the committee has discussed:
	* Change the “Service/Welfare” position name to “Outreach”.
	* A discussion about adding an “Associate” or “Courtesy” member category
	* A proposed change of meaning of “Executive Board” to define the Elected Board, Parliamentarian, and Honorary Advisors and not use it to refer to the entire board. The entire board would then be referred to as the “General Board”. This is proposed in order to decrease confusion. However, the intention of who should vote, etcetera in the Constitution and Bylaws would not be changed.
	* Further defining the Quorum section and setting an advanced notice of a vote time of 48 hours was suggested.

***CASTLE BOUTIQUE:***  Stacy Lloyd

1. Stacy printed and assembled cards.
2. She fulfilled 17 online orders totaling $921.50 and sold $3358 in sales on 11/30 at GAO building.
3. She scheduled in-person sales at GAO building 11/30 and Humphreys 12/7.
4. She created special for December which is free shipping until 12/15. She created a coupon in Weebly and a flyer for the Castle Gram.
5. She submitted invoices to Basia and Boumy for reimbursement.
6. She requested budget information from Basia and Boumy.
7. She worked on updating the website by adding new inventory.
8. She continued filling orders with vendors and looking for new vendors.
9. She made holiday gnomes.
10. She made breakfast burritos for GAO sale (donation only) for after Turkey Trot.
11. She met Boumy to pick up petty cash for the two in-person sales.
12. She still needs to determine the amount of the Castle Boutique funds spent to date to know how much of the budget is remaining and to confirm payment was received from AEA for the past and current order.
13. She plans to replenish the items sold out at in-person sales, choose and order new inventory that could be marketed for Valentine’s Day. Continue to explore t-shirt sales.

***NOTES:***

1. Sharise thanks everyone for all they do. She welcomed everyone in attendance to her home for the meeting and the Cookie Exchange.
2. Tanya thanked everyone for all that they do for AESC. She noted Jackie’s hard work on keeping up with the Red Book and Stacy and her team for all of the work on the Castle Boutique.

**TIME OF ADJOURNMENT: 1042**