

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

3 February 2021

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

**CALL TO ORDER**: at 1009

***UPCOMING DATES:***

* 2/21 Bull Run Winery Tour
* 3/27 Presidents Heads Tour
* 4/10 Swannanoa Palace Tour
* 5/2/21 AEMA Luncheon

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the December board meeting.
2. She attended White House Tour.
3. She made and brought baskets of goodies to Engineers at Fairfax.
4. Mary Alice bought envelopes and printer ink for the fundraiser mailing.
5. She printed out, envelope stuffed and mailed fundraiser letter (Thank you Brenda for your help!)
6. She handed out pins to members.
7. She set up and sent out evite for Bull Run Winery 2/21 at 1:30 and 3:30pm.
8. She spoke with and emailed board members and members.
9. She wrote letter for January and February Castle Gram.
10. Mary Alice took pictures and sent pictures from events to Erin, Terri and Michelle.
11. She sent out Omaha Steak crock pot meals to Pat O’Neill from donations.
12. She sent out evite to Presidents Heads for 3/27 tour.
13. She set up and sent out evite for The Majestic Swannanoa Palace on 4/10/21.
14. She had a board meeting to address cocktail party. The Cocktail Party has been cancelled for this board year due to COVID-19 restraints.
15. Mary Alice continues to look for individuals to fill the open board positions of VP, Hospitality, and Reservations.
16. Mary Alice will keep promoting the new Castle Boutique items on the FB page.
17. Mary Alice and Betsy visited the AESC locker at the 249th. The locker is full and contains items from Hospitality, Treasurer, and the Castle Boutique. Mary Alice has the key to the locker but anyone who needs to get in to the locker needs to get key 25 from the second floor to access the FRG Supply Room door. Once inside there is a note on the locker for AESC and has Mary Alice and Brenda listed as contacts in case of any questions.
18. Mary Alice stated that follow-up emails will be sent highlighting portions of the fundraising mailing.

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

***SECRETARY***: Brenda Schultze

1. A motion to approve the December 2020 board meeting minutes was made by Vanessa Joly. Bette Meuleners seconded the motion. The motion passed unanimously and the December AESC Board Meeting Minutes were approved.
2. Brenda attended the December board meeting.
3. She set up a special Zoom meeting on January 13th, as requested by the President, to discuss the Cocktail Party.
4. She prepared the December minutes and sent to the board for review.
5. The Board Report template was sent to the board.
6. She sent Zoom link to Circulation for sharing February Board meeting with general membership.
7. Brenda prepared and sent the February board meeting agenda to board.
8. Brenda worked on the AESC letterhead for the fundraising letter and prepared mailing labels and return address labels for the mailing.
9. She attended the White House Tour.
10. She updated 2020-2021 Motion list to date.
11. Brenda will complete the February minutes and send to board for review.
12. She will support board and members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

Account Balances (as of 1 February 2020)

* + BB&T Statement, $29,527.19
  + Register and General Ledger, $29,398.48
  + PayPal, $1,288.82 (Membership and W&M)
  + Square Payments, $1831.55 (W&M)
  + Cash/Check Deposit, $100.00

1. Basia will work on account reconciliation for February.
2. Basia noted that she has not received any donation checks as of yet. She suggested checks made out to AESC be deposited by Mary Alice to save time on mailing since Basia is in Germany. Also, checks made out to AEMA can be deposited by Laura Putnam. Kara and Laura and Basia will work together to make sure incoming checks are deposited in the correct accounts.
3. Also, Basia and Laura will track the donations generated by the fundraising letter.
4. Basia will work on the numbers and present the amount that AEMA will have for scholarships by the March Board meeting.
5. Basia also asked for anyone interested in the Treasurer position for next year to get in touch with her so she can begin the turnover process as it will take some time.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Amazon Smile donations received this club year so far: $24.53
2. Total Amazon Donations since AEMA started Amazon smile (2014): $297.99
3. Donations via PayPal received this club year so far: $1146.15. The bulk of this amount has been generated by the fundraising letter. Laura will continue to track donations generated by the fundraising letter.
4. Terri set up a AEMA donation button and all donations have come through the PayPal button link to date,
5. Checks: $0
6. Laura will work with Kara on depositing checks made out to AEMA generated from the fundraising letter.
7. Amazon smile donations: donations are direct deposited quarterly, last deposit Nov 2020.
8. Amazon Smile Notes:

You must renew AEMA as your Amazon Smile Charity twice a year in your Amazon App settings. You can set AEMA as your charity in the Amazon app or online. If you order using a computer you must be on the Amazon Smile website to get the credit. If you use the Amazon app you must have selected AEMA in your Amazon app setting for Amazon smile.

1. Laura noted that the amount on the Feb Financial Report “Funds Available for Scholarship” listed as $2,235.23 is actually $500.00 less due to one $500 2020 Award winner has not yet cashed their check. Laura is following up with this person.
2. The AEMA/GKM application deadline is 28 February.
3. Laura is putting out the annual call for volunteers to sit on the AEMA committee to score applications. She will need 1-4 volunteers depending on how many applications are submitted. Applications are coming in. Jennifer Broderick volunteered to sit on the committee.
4. Laura stated that it would be helpful to know the amount that AESC will be putting forward to AEMA ahead of the April meeting in order to help inform the recommendations and scenarios that AEMA will put to the board for the awards at the April meeting. Basia will put together the numbers so that Laura will know by the March meeting.
5. Laura will continue to field AEMA Questions.
6. She will determine AEMA selection timeline.
7. She will schedule the AEMA committee scoring deadlines.

***SCHOLARSHIP:*** Kara Anderson

1. She checked the mailbox and forwarded checks to Basia and other mail when necessary. Donation checks are arriving and being forwarded to Basia.
2. The first scholarship application has been received.
3. Kara responded to inquiries regarding scholarship questions.
4. Kara joined meeting to discuss cancellation of the Cocktail Party.

***CIRCULATION***: Sheila Kelly

1. Sheila mailed the December & January Castle Grams.
2. She forwarded received emails to pertinent Board Members.
3. Sheila’s GOAL is to email her postal receipts to Basia, Treasurer.

Emails Sent

12/3 December CG (all)

12/3 Info regarding members spouse (board)

12/8 Final week for Lynch Creek (all)

12/11 Passing of Kay Burlin

1/2 Memorial service inf for Kay (all)

1/8 January CG (all)

1/12 Quick board meeting for cocktail party (board)

1/28 Zoom info for February board meeting (all)

***WEBMASTER:*** Terri Stevens

1. Terri posted the AEMA Application on the website.
2. She featured a Donate button on home page, which is a PayPal link directly to AEMA.
3. She added Lynch Creek and Wreaths Across America thank you messages.
4. She added January and February Coupon Code for Castle Boutique.
5. She added photos from White House Tour.
6. She added the January Castle Gram and the November board meeting minutes.
7. Terri added Kay Burlin to “In Memoriam” section.
8. She updated the “Contact Us” list.
9. She submitted “Log In” article for the Castle Gram.
10. Terri is monitoring website registration entries. About half of the members this year have registered on the website for “Member’s Only” access. Sheila will highlight this when she sends out the Feb Castle Gram in the email.

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

1. Michelle attended the December Board Meeting via Zoom.
2. She completed January issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
3. She completed February issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
4. Michelle communicated with board members as needed.
5. She will request/gather information for the March Castle Gram.
6. Michelle obtained the Castle Gram files from Mary Alice Jakso.
7. Michelle submitted receipts to the Treasurer for AESC scrapbooks (previous Historian task). Michelle has ordered 5 scrapbooks. She ordered for Launa, Connie, and Kim. Two of these scrapbooks were historic scrapbooks. Much of this is catching up over previous years club yearbooks.
8. Michelle thanked everyone who submitted articles and wedding photos for Castle Gram.

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

1. Vanessa corresponded with the elected board members. Mary Alice and Brenda volunteered to remain in their positions for next year. Basia and Laura cannot remain in their positions due to term limits.
2. Vanessa emailed a few members about serving on the board.
3. She sent information to Michelle for Castle Gram.
4. VP, Treasurer, and AEMA Chairperson are vacant on the slate. Please let Vanessa know of any recommendations.
5. Vanessa will send Sheila information to send through Circulation.
6. Vanessa requested that board members let her know if they want to switch positions or know they will not be on the board next year so she can assist the President in filling those positions as well.

***HOSPITALITY/ RESERVATIONS*:** Vacant

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

1. The final count for Wreaths Across America was 59 wreaths donated.
2. The final amount raised for Lynch Creek Fundraiser was $893.04.
3. Jennifer followed up with Lynch Creek about funds transfer. She will close the loop on the 2020 Lynch Creek Fundraiser.
4. She contacted Roxannamaria at Fisher House about updates for meal donations; she is contacting the Hospital Public Health/Infectious Control Team to see when we can start drop-offs and expressed her excitement in having us again soon.
5. She checked on Honor Flight—flights have been postponed from April to now June 28, 2021.
6. Jennifer will continue to support AESC. She volunteered to be on the AEMA Scholarship Committee.

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

1. Due to COVID 19 restrictions, the Knollwood Bake Sale is still on hold.

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

1. Membership as of Feb 1st: 191

There usually are a few who join in February due to scholarships.

1. Membership (Laura and Jackie) is a team effort with Sheila, Kara, Basia, Terri and Michelle.
2. Thank you to all BD members as well as the total membership for ensuring that engineer friends, neighbors. and associates are cordially invited to join AESC.
3. There was a discussion regarding an international spouse who has been a guest in the past and is on the AESC rolls for this year. Her membership was agreed on by all by discussion, as a vote is not required. Should this spouse be interested in membership next year, it would need to be discussed on a yearly basis and if agreed on, the spouse would be invited to join again for the year, per the Bylaws on p.42, 2020-2021 Red Book.

***THE FAIRFAX LIASON***: Vacant

***HISTORIAN:*** Erin Beer

1. Erin will be receiving the Shutterfly albums that Michelle has completed for prior years. When received she will ensure the quality. She will also plan to bring to any upcoming events.
2. Erin will be sorting through old photo albums and scanning in new documents.
3. Erin plans on going to archives with Mary Alice at the Belvoir Club to see what is there.

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

1. **Posts:**
   1. Castle Blanket
   2. Castle Gram
   3. January Special - Face Masks
   4. Flag picture on Jan 7
   5. Pictures of volunteers with cookie boxes to the Fairfax
   6. Engineer Gear on White House Trip
   7. Small Business Saturday
   8. Castle Boutique kitchen items
   9. Gift for me
   10. Lego Castle
   11. Army/Navy Football game
   12. Shipping deadline for CB
   13. Wreaths Across America
   14. AEMA Award application
   15. Lynch Creek Farm fundraiser reminder
   16. Castle Earrings
   17. Bullet Pens
   18. Giving Tuesday
2. Having trouble linking FB and Instagram accounts so that when we post to one, they are visible to both. Working on getting that straightened out this month.

***PARLIAMENTARIAN***: Launa Klimowicz

1. Waiting for nominations to come in for the elected slate.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 53 online orders for a total of $3303.60 in December! And seven orders for $486.70 in January.
2. She sold out of the new brick building castle in 24 hours. Castle Boutique started with 20 in stock and restocked with 10 more and sold out of them again. Uploaded the pdf file of just the instructions to sell as a digital download. Received 3 download orders.
3. She coordinated with the bullet pen wood turner, Rob Nowicki to fulfill nine pen orders. Coordinated with Basia to pay Rob for the December sales. Rob is consigning with so the Castle Boutique keeps 30% of the profit.
4. Betsy contacted Stephanie Keisewetter to order more Engineer Button jewelry which sold out in November. She received a brooch and six necklaces. She also sent some pictures of the jewelry for use on the website.
5. The December member special was a free pin with purchase of $40+. Twelve pins were given away, shipped with the order.
6. The January member special was 25% off face masks. This code was used two times for four masks.
7. She coordinated with Carolyn about merchandise photos for the Facebook page. After posts about the bullet pen, she received nine orders. After the post about the brick castle, she sold out all 20 boxes!
8. Betsy received an inquiry for a customer about a certain sold out Artel piece. She contacted Matt Duffy to see if he had any in stock. He was not able to find any in his stock. Informed customer and asked if she is interested in a different color or style.
9. Betsy coordinated with Stick with Me, LLC on a wooden door hanger, designed to have Queen of the Castle Do Not Disturb on one side and King of the Castle on the other. This product was delivered 1/21/21. Pictures of the product were taken and uploaded onto the website.
10. She decided on February special for members which will be featuring our new door hanger at 25% off. Completed coupon code and forwarded to Terri to update the member-only page.
11. Betsy completed the Castle Gram flyer pages for the January and February issues.
12. Sold out of ornaments, will begin research for new ornaments for 2021! Sharise stated that she has a contact for ornaments.
13. Order one more batch of brick Castles.
14. Continue updating the website with a cohesive look/photo
15. Continue working with Carolyn to promote CB 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.
2. Sharise will help Betsy with ornament contact. She and Tanya are working on sending birthday cards. Thank you to Michelle for working so hard on all of the scrapbooks as well as the Castle Gram. Sharise will get with Erin for photos of crystal. Sharise thanks everyone and Happy Valentine’s!

**TIME OF ADJOURNMENT: at 1106**

