

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

8 June 2021

**IN ATTENDANCE at Mattie’s and Eddie’s Restaurant in Arlington:**

**Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Brenda Schultze, Kara Anderson, Betsy Rayfield, Launa Klimowicz, Terri Stevens, Jackie Caldwell, Erin Beer, Ria Etheridge, Isabel Stevens, Boumy Funes, Erin Caswell**

**CALL TO ORDER**: 1947

***UPCOMING DATES:***

* 7/7 July Planning Meeting, 6:30 pm
* 9/25 Cocktail Party, 6 pm

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice opened the meeting with a round of introductions and welcomed the new board members. She also thanked and farewelled those leaving the board.
2. Mary Alice attended the May board meeting.
3. She attended Wild Women of Georgetown Tour and the Old Town Alexandria Tour.
4. She spoke with and emailed board members and members.
5. She wrote the letter for June Castle Gram.
6. She took pictures and sent pictures from events to Erin, Terri and Michelle.
7. Mary Alice went with Erin B to the BSC store room to look for historical documents related to AESC. They borrowed scrapbooks which Erin will scan and return. Mary Alice spoke to the new BSC president and informed her.
8. She also spoke with the new BSC President regarding combining tours between AESC/BSC for next year and she is on board.
9. She emailed Major Benz to get the Cocktail Party on General Spellmon’s calendar.
10. Mary Alice created the cocktail party invitations and sent to Sharise for approval.
11. The following positions are open on the board for 2021-2022: Vice President, Castle Boutique, and Nominations.
12. The Cocktail Party is set for 9/25 at 6 pm.
13. Welcome to Erin Caswell who will be doing Reservations/Hospitality next year.
14. Vanessa will be moving from Nominations to Publicity.
15. Basia will move from Treasurer to Circulation.
16. Mary Alice suggested we offer and Honorary Membership to Leann Martin and after discussion everyone agreed.
17. Mary Alice would like to extend honorary membership to other club presidents in the area for next year. The board discussed the proposal. It is a common practice in the area for military spouse club presidents to be offered honorary membership in local clubs. This fosters relationships and ideas among the club.

MOTION:

Kara motioned the AESC should offer honorary membership to local military spouse club presidents for each membership year going forward.

Boumy seconded the motion, and the motion passed unanimously.

1. Mary Alice will keep promoting Castle Boutique items on the FB page.
2. Mary Alice will put in the request for White House Tours for 12/21.

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

No report

***SECRETARY***: Brenda Schultze

1. A motion to approve the May 2021 board meeting minutes was made by Erin Beer. Terri seconded the motion. The motion passed unanimously and the May AESC Board Meeting Minutes were approved.
2. Brenda attended the May board meeting.
3. She prepared the May minutes and sent to the board for review.
4. The Board Report template was sent to the board.
5. Brenda prepared and sent the June board meeting agenda to board.
6. She updated 2020-2021 Motion list to date.
7. Brenda will complete the June minutes and send to board for review.
8. She attended and supported the AEMA Virtual Celebration and Board Lunch.
9. She will support board and members with upcoming goals as well as special events.
10. Brenda will prepare for the July Planning Meeting and send new board members the pertinent documents.
11. Brenda will update the board roster for 2021-2022 board year and put out to the board.

***TREASURER***: Basia Kent

1. Reconciliation:

Account Balances (as of 7 June 2021)

* + BB&T Statement, $18,447.45
  + Register and General Ledger, $19,416.38
  + PayPal, $33.50
  + Square Payments, $96.38
  + Cash/Check Deposit, $1235.43

1. Basia will work on account reconciliation for June.
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 start training on Circulation position with Sheila.

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

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.

***CIRCULATION***: Sheila Kelly

1. Sheila mailed the June/July Castle Gram.

Emails Sent

5/4 zoom link for May board meeting (all)

5/10 Board motion needed (board)

5/11 email vote (board)

5/13 rsvp for virtual ceremony (board)

5/19 email ballot executive board (all)

5/19 corrected email ballot executive board (half members)

6/2 June CG

***WEBMASTER:*** Terri Stevens

1. Terri added the Georgetown and Old Town Alexandria Walking Tour photos.
2. She added April and May Board Meeting Minutes and June/July Castle Gram .
3. Terri continues monitoring of website registration entries
4. Terri added the AEMA recipients.

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

1. Michelle attended the May Board Meeting via Zoom.
2. She completed the June issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
3. She created flyers for inclusion in the June Castle Gram.
4. Michelle communicated with board members as needed.
5. Michelle will do an August Castle Gram so that the Newcomers Welcome and Cocktail Party can be advertised.
6. Michelle will complete her binder information for 2020-2021 board year.

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

Nothing noted

***HOSPITALITY/ RESERVATIONS*:**

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

1. Fisher House is still not accepting meals.
2. Honor Flight is still postponed.
3. Jennifer will continue to support AESC.

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

1. Nothing noted

***MEMBERSHIP***: Jackie Caldwell

1. Thank you to our members for your loyalty to AESC during the 2020-2021 membership year. This has been a challenging time with COVID restrictions impacting almost every facet of our lives as well as our ability to interact with others. Virtual connections have become a necessary part of our communications.
2. Continue to invite people to join club, it makes a big difference.
3. As we ease into a more relaxed mode of reconnecting in our AESC service and opportunities, please mark your calendars for the July 1 -October 31, 2021 membership renewal time frame. Renewals may be made at AESC online with PayPal or mailed to AESC, P.O. Box 6332, Alexandria, VA, 22306. Renewals and new memberships received by October 31, 2021 will be included in our 2021-2022 AESC Red Book (Castle Directory). If you have any questions, please contact Jackie Caldwell, membership, at email: [jbc21047@aol.com](mailto:jbc21047@aol.com) or iPhone: 703 340 5505.
4. The membership fee for 2021-2022 will stay $25. Michelle will add to Castle Gram with update on application to the email address.
5. Jackie encourages the board to renew membership by the first part of July.

***THE FAIRFAX LIASON***:

***HISTORIAN:*** Erin Beer

1. Erin offered a spot to store Castle Boutique items for the summer and offered to help ship items out over the summer.
2. Erin went to the store room at the Belvoir Club to look at the archives.
3. Erin brought the yearbooks which Michelle Funkhouser created to share.
4. Erin is working on a list of past presidents to add to the Red Book.

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

1. Posted Castle Boutique Items
   * + Monthly special
     + Reminded to check CB for gifts for special events.
2. June CastleGram
3. Added Vanessa to account as Administrator, also passed along login information. We will connect later this month after she has moved.

***PARLIAMENTARIAN***: Launa Klimowicz

1. Launa conducted the email vote for elected board slate.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 9 online orders for $332.50. Including one order that was placed and the customer asked for expedited shipping for a retirement ceremony. I was able to get the order out for next day delivery at the cost of $25 shipping. The customer was happy to pay the extra shipping cost, I let her know the actual cost and asked that she give a donation to AESC via our website to cover the cost. She gave a donation of $50! I forwarded that info on to Mary Alice and Basia.
2. The May member special was a free key chain with any purchase. This special is extended for the month of June.
3. Attended the AEMA Luncheon. Brought items to take pictures of and sent photos to Carolyn to post on social media.
4. Contacted Rob Nowicki for the spring orders of the bullet pens and cases as he works on commission. Forwarded to amount to Basia for payment.
5. Informed vendors that I will no longer be the Castle Boutique Committee Chair.
6. Counted all the current inventory, updated the website with the current numbers and prices.
7. Completed the continuity books for the Castle Boutique. One for vendor information with all the current invoices and contact information of the vendors I worked with. I also completed a binder for all the information on passwords, websites, contacts for in-person sales, as well as an after-action report that I worked on that had my suggestions on ways to manage and structure the boutique. I made sure all the information was also on the flash drive that is with the binders. These binders went with the current inventory that Erin Beer has.
8. Betsy broke down the Castle Boutique tasks into 4 committees.
9. Coordinated with Erin Beer to hand off the current inventory. Erin has volunteered to handle and ship the online orders for the summer as the board looks for a Ways and Means committee chair. Erin has boxes of items currently available, passwords for the website, and shipping supplies.
10. Coordinated with Mary Alice to hand off the remaining Castle Boutique storage items. This includes all extra inventory (ties, pins, patches, stamps, blankets); boxes of Tervis tumblers and water bottles; materials for setting up an in-person sale (table cloths, bags, display racks and stands); the hand cart. Other items are stored in the 249th supply closet (blankets, cash register, display racks)
11. A new Ways and Means Chair is still needed.
12. Betsy will be available to answer any questions that Erin Beer may have about Castle Boutique, shipping, or Weebly.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

1. Shannon will continue correspondence as indicated through notification by our President.

***NOTES:***

1. Sharise brought and shared some of the ornaments Leann Martin has created for AESC. Sharise said that there is a PCC on June 24th, which will be a good opportunity to ensure that the participants know about AESC, the Castle Boutique and they can pass this on to their units. This will help spread the work about the AEMA.
2. Tanya said she is honored to be a part of this club. She is making sure that others who are not local are aware that they can be a part of this club too.
3. Mary Alice thanked everyone for a great and successful year.

**TIME OF ADJOURNMENT: 2044**

