

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

3 March 2021

**IN ATTENDANCE VIA ZOOM: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Brenda Schultze, Basia Kent, Betsy Rayfield, Michelle Funkhouser, Bette Meuleners, Launa Klimowicz, Terri Stevens, Sheila Kelly, Jackie Caldwell, Erin Beer, Ricardo Mediano, and Chris Hill**

**CALL TO ORDER**: at 1010

***UPCOMING DATES:***

* 3/20 Wreath Drawing
* 3/27 Presidents Heads Tour
* 4/10 Swannanoa Palace Tour
* 4/14 Hike with an Alpaca
* TBD April- AEA Envelope Stuffing
* 5/2 AEMA Luncheon

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice brought to discussion before the board a candidate who reached out to Vanessa Joly to fill the VP role for the remainder of the board year. Ricardo Mediano provided a bio, which was sent to the board prior to the meeting. Mary Alice went over his bio with the board and his interest in the VP position was discussed. A motion was made by Sheila Kelly to vote Ricardo Mediano in to fill the position of VP for the remainder of this board year. Jackie Caldwell seconded this motion. The vote was unanimous and Ricardo Mediano was voted in as VP.
2. Mary Alice informed the board that Laura Putnam would be stepping down from the AEMA Chair position as of March 15, 2021. Kara Anderson, Scholarship, agreed to fill in as the AEMA Chair for the remainder of the board year.
3. Since Laura Putnam has put in her resignation for March 15th, we can go ahead and vote on Kara filling in the AEMA Chair position. Kara has been AEMA Chairperson before but there has been enough time since she last was AEMA Chair so no waiver is needed.
4. Bette Meuleners makes a motion to vote in Kara Anderson as the AEMA Chairperson position from March 16th through the remainder of the 2020-2021 board year. Jackie Caldwell seconds the motion. Vote passes unanimously. Kara Anderson is voted in as the AEMA Chairperson from March 16th through the end of the board year.
5. Mary Alice expressed her gratitude for Ricardo stepping up to fill VP. She also expressed gratitude to Laura Putnam for her long and valued service to AESC and Kara Anderson for her willingness to step into the role for the remainder of the year.
6. Mary Alice attended the February board meeting.
7. She attended the Winery at Bull Run tour.
8. She spoke with and emailed board members and members.
9. She wrote letter for March Castle Gram.
10. Mary Alice took pictures and sent pictures from events to Erin, Carolyn, Terri and Michelle.
11. She set up and sent out evites for AFOSC Zoom with Monte Durham, hike with alpaca and Presidents Heads Tours.
12. She spoke to Dave Theisen (AEA) about envelope stuffing. Envelope stuffing will be in April.
13. Obtained wreaths from Kim Farnsworth. Had zoom meeting with Michelle and Betsy about wreaths.
14. Mary Alice continues to look for individuals to fill the open board positions of Hospitality and Reservations.
15. Mary Alice will keep promoting the new Castle Boutique items on the FB page.
16. Mary Alice proposed a virtual AEMA ceremony this year. Many of the applicants are out of state.

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

1. Ricardo was voted in as the VP, for the remainder of the board year, at the onset of the meeting. He also plans to be on the slate to run for VP for the 2021-2022 board year.
2. Ricardo is looking forward to being on the board.

***SECRETARY***: Brenda Schultze

1. A motion to approve the February 2021 board meeting minutes was made by Sheila Kelly. Jackie Caldwell seconded the motion. The motion passed unanimously and the February AESC Board Meeting Minutes were approved.
2. Brenda attended the February board meeting.
3. She prepared the February 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 March Board meeting with general membership.
6. Brenda prepared and sent the March board meeting agenda to board.
7. She updated 2020-2021 Motion list to date.
8. Brenda will complete the March minutes and send to board for review.
9. Brenda will provide pertinent information to Ricardo.
10. Brenda will update the board roster and send to the board.
11. She will support board and members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 27 February 2021)

* + BB&T Statement, $29,599.12
	+ Register and General Ledger, $30,028.94
	+ PayPal, $80.28 (Membership and W&M)
	+ Square Payments, $728.91 (W&M)
	+ Cash/Check Deposit, $520.46
1. Basia will work on account reconciliation for March.
2. Basia paid for the annual PO Box renewal and sent out a few reimbursement checks.
3. Basia recommended AEMA Awards Donation from AESC: $10,000.00 (this does not include any of the donation checks that were sent in – those are going straight to AEMA) She thanked all of the people who have worked hard to raise money this year to make this possible. Mary Alice expressed her thanks as well.
4. We have the ability to add/subtract a small amount to adjust scholarships to more even amounts if need be.

***AEMA CHAIRPERSON*:**  Laura Putnam

1. Amazon Smile donations received this club year so far: $24.53
2. Donations via PayPal received this club year so far: $1196.75
3. Checks: $670 (not yet cashed)
4. The AEMA/GKM application deadline was 28 February.
5. Thank you to Christine Hill, Debbie Milhorn and Jennifer Broderick for volunteering to be on the AEMA committee.
6. The last outstanding AEMA ($500) awardee check for 2020 was cashed.
7. Financial Statement note: Funds available for scholarship is noted as $1932.98 (See attached AEMA Financial Report) When you add $670 in checks, the amount available for scholarships is $2602.98. Checks will be cashed by March 15th.
8. Laura will be stepping down from the AEMA Chairperson as of March 15th. She will pass on all the position bins to the president.

***SCHOLARSHIP:*** Kara Anderson

1. Kara responded to inquiries regarding scholarship questions.
2. Kara reported that 14 applications have been received to date and she will be checking the mailbox for more postmarked Feb. 28.
3. She is creating a donation acknowledgement letters for AEMA donations.
4. Kara checked the mailbox and forwarded mail when necessary.
5. Kara is finalizing the AEMA applications, make copies and set up evaluation “meeting.” This may need to be done virtually and she will finalize in the next week or so.
6. She will have the essays evaluated.
7. Kara was voted in as the AEMA Chair from March 16th through the end of the board year.

***CIRCULATION***: Sheila Kelly

1. Sheila mailed the February and March Castle Grams.
2. She forwarded received emails to pertinent Board Members.
3. She emailed her postal receipts to Basia, Treasurer.
4. Sheila added new members emails to circulation distro as they joined. She emailed them her welcome and current CG.

Emails Sent

2/3 February CG (all)

2/28 2021-22 Board nomination request (all)

3/1 March CG (all)

***WEBMASTER:*** Terri Stevens

1. Terri added a message for Nominations to the website.
2. She removed the AEMA Application.
3. She added the March Coupon Code for Castle Boutique.
4. She added the photos from the Winery Tour.
5. Terri added the February and March Castle Gram and December board meeting minutes.
6. She continues to monitor website registration entries.
7. She added upcoming events to Members Only page.

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

1. Michelle attended the February Board Meeting via Zoom.
2. She completed the March 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 April Castle Gram.
5. Michelle noticed in past Castle Grams there was an award given out in someone’s name who had passed. There was a discussion on continuing this. It was decided that it is difficult to decide who gets to be honored. It was brought up that Kay Burlin could be recognized for her over 50 years of membership and active service on the board at the time of her passing during this board year. There will be more discussion at the upcoming meeting.

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

1. Vanessa corresponded with board members regarding their positions next year.
2. She corresponded with Mary Alice to let her know of board members wanting to remain in their current positions and to discuss vacancies.
3. She sent an email to Launa regarding election time line and process.
4. She sent information about board nominations to be placed in the Castle Gram, on Facebook, on the website.
5. She received email from a member about interest in the vice-president position and passed it along to Mary Alice.
6. She is searching for Treasurer and AEMA Chair for 2021-2022 Board.
7. She will work to fill the elected board slate.
8. She will send information to Michelle to publish in Castle Gram.
9. She will assist Mary Alice with filling appointed position vacancies.
10. Bette added that we have to ask one more time for nominations for the elected board.

***HOSPITALITY/ RESERVATIONS*:** Vacant

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

1. Jennifer attended the February Board meeting.
2. She contacted Roxannamaria again at Fisher House about updates for meal donations; she told me that it could be around May, but could be sooner once the vaccines continues to come out.
3. She sent update for Castle Gram.
4. She responded to email from Vanessa about continuing in this position if possible.
5. Honor Flight is still postponed until June of this year

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

1. Nothing noted

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

1. Current Membership as of March 1st: 202
2. The last few years we have averaged about 200 members by the end of the year. New members joining after Feb 28 have been included in the following membership year which begins July 1. We should discuss next month those who join after AEMA.
3. The deadline for joining AESC to qualify for application for AEMA Award application was the end of Feb prior to the submission of the Award application (deadline Feb 28, 2021).

***THE FAIRFAX LIASON***: Vacant

1. There was a discussion regarding finding a way to honor Kay Burlin such as a tree in her honor at The Fairfax.

***HISTORIAN:*** Erin Beer

1. Erin received all of the outstanding yearbooks made by Michelle.
2. Erin is thinking about digitizing the records, but maintaining the physical items as well.
3. Erin requested input about formatting and/or where to store it? External hard dive? Online server? Mary Alice mentioned creating an AESC Gmail account to have a Google Drive with 15 GB to share documents. This would be best suited for AARs and shared documents not necessarily the historical documents. Terri will check to see how much website storage we have to see if that is an option.

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

1. Castle Gram Post
2. Castle Boutique Posts
	1. Blanket
	2. Highlighted new item – door hanger
	3. Bottle Sweater
3. She posted to remind of AEMA award application deadline.
4. Posts to solicit nominations.
5. USACE Mission Video
6. Engineer items at winery
7. Highlighted March Special – stamps
8. Facebook and Instagram are working well together – it’s much easier across both platforms now.
9. Carolyn and Betsy have discussed doing a flash sale/giveaway to increase traffic to the website.

***PARLIAMENTARIAN***: Launa Klimowicz

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

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 8 online orders for a total of $592.35 in February.
2. She restocked 10 more brick castles, also communicated with a member to inform her the item was restocked.
3. The February member special was 25% off door hangers. Code was used 2 times for 5 hangers.
4. March member special is 50% off stamps, either size. Included special in Castle Gram, also sent info to Carolyn for social media promotion and to Terri to include in the member only section of the website.
5. She attended the historic winery tour at Bull Run. Also brought merchandise to do an impromptu photo shoot with some of the ladies. Used some of the photos for the Castle Gram and sent photos to Carolyn for promotion on social media. Thank you to Mary Alice, Brenda, Erin and Jennifer for being models!
6. She received a message from our vendor Stick with Me, LLC, about some red leatherette items. Worked with Cyndi to choose a few items to try out for the boutique including a picture frame, business card holder, id holder, bottle openers, coasters, a tray and wine tumblers.
7. Betsy received a request from Brian at AEA store for more black embroidered masks. Coordinated with Beth Light for an order of 125 masks.
8. She coordinated with Basia for payment for new inventory.
9. She completed the Castle Gram flyer pages for the March issue.
10. Betsy worked with Mary Alice and Michelle about the wreaths made and donated by AESC member, Kim Farnsworth. Concluded that wreaths will be sold on a lottery basis on March 20th.
11. Betsy will coordinate with Beth Light for completion of masks and ship 100 to AEA.
12. She will coordinate with Cyndi from Stick with Me for merchandise finalization, payment and delivery.
13. Betsy received light boxes to take photos of the merchandise, plan to take photos of all our items in hope of having a cohesive look on the website.
14. She will continue working with Carolyn to promote CB on Facebook.
15. She will continue to fulfill online orders.
16. She will monitor entries and pick and notify winners for the wreath lottery fundraiser.
17. Betsy noted that she will be moving this summer and the Castle Boutique position will be open. Ideally, it is a group effort.

***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 expressed her thanks to Mary Alice for doing such a great job as president as well as filling other job tasks like VP and making it a great environment. Thank you to Brenda for doing a great job keeping everyone straight as secretary. Thank you to Basia, we miss you and thank you for doing a wonderful job all the way over in Germany. Thank you to Laura Putnam for working with the club all of these years. She is moving away and we wish her the best. She will be missed. Thank you to Kara for stepping in and she has done it before and will do a great job. Thank you also for all of the hard work on the Scholarships. Sheila, thank you for all that you are doing down there in Florida to keep everyone informed. Terri, thank you for your awesome work as webmaster keeping it up to date. Michelle Funkhouser, we miss you too. The Castle Grams are great and beautiful. Vanessa and Bette thank you for all of your work for the board for next year. We will miss Betsy so much. She has kept the Castle Boutique so fresh and interesting. Jackie Caldwell, thank you for all you do and your wisdom, insight, and thoughtfulness. We treasure having you on the board. Carolyn Hudson we really appreciate all you do to keep us up to date on FB and publicity. Thank you, Ricardo for stepping up to fill VP. Thank you, Erin Beer, for your forward thinking regarding digitizing our records for preservation! Thank you for undertaking this monumental task. Thank you to Jennifer Broderick for her organization and work on our outreach and welfare. Thank you to everyone for all you do to make this a successful year.
3. Tanya stated that it was a wonderful meeting as always. Information is flowing through all the right channels. Thank you to Kim for donating wreaths. Thank you to Betsy for opening her home to shop. Everyone is doing such an amazing job. Please remember to use AmazonSmile to continue to support the club. Thank you for all that you do. Welcome Ricardo. Thank you to Kara for stepping in. Best of luck to Laura and her family.

**TIME OF ADJOURNMENT: at 1122**

