

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

5 May 2021

**IN ATTENDANCE VIA ZOOM: Sharise Spellmon, Tanya Toussaint, Mary Alice Jakso, Ricardo Mediano, Brenda Schultze, Basia Kent, Kara Anderson, Betsy Rayfield, Michelle Funkhouser, Launa Klimowicz, Terri Stevens, Sheila Kelly, Jackie Caldwell, Vanessa Joly, Jennifer Broderick, Erin Beer, Deb Wehr, Boumy Funes, Pat O’Neill, and Tracy Owens**

**CALL TO ORDER**: 1006

***UPCOMING DATES:***

* 5/15 Wild Women of Georgetown
* 5/22 Walking Tour of Old Town Alexandria
* 6/8 June Board Meeting/Board Dinner

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the April board meeting and the AEMA Virtual Celebration and Board Lunch.
2. She attended Hike with Alpaca Tour.
3. She spoke with and emailed board members and members.
4. Mary Alice coordinated with Sharise, Tanya, and Kara for AEMA Virtual Celebration Presentation.
5. She wrote the letter for May Castle Gram.
6. She took pictures and sent pictures from events to Erin, Terri and Michelle.
7. Next month’s meeting will be a board dinner on Tuesday 6/8.
8. She created and sent out evites for Wild Women of Georgetown 5/22 and Walking Tour of Old Town Alexandria 5/22. Emailed participants link to pay for tickets.
9. Mary Alice thanked everyone who worked on the AEMA Virtual Celebration to put on a wonderful event for all of the recipients. Mary Alice hopes to include the virtual part in the future since many of the awardees are not in the local area.
10. Mary Alice deposited $10k check into the AEMA account for the awards.
11. She will continue to look to fill open positions on the board – Hospitality and Reservations.
12. Need a Vice President for next year as Ricardo is unable to continue on. If we do not have a VP by the time to plan for the Cocktail Party, we will form a committee to take on tasks.
13. We have someone who has come forward to do Castle Boutique IF she has a cochair.
14. Keep promoting the new items on the Facebook page.
15. Mary Alice is looking for a location to hold the July Planning meeting for the 2021-2022 AESC Board Year.

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

1. Ricardo attended the April Board Meeting.
2. He continued to review roles and responsibilities of VP position.
3. He researched programs/events for May and June.
4. Ricardo facilitated AESC Board Luncheon.
5. He attended AESC Board Luncheon and AEMA Awards.
6. Ricardo notified Board of inability to serve as VP after end of remaining term.
7. Ricardo will assist as needed, plan and schedule tour for June.
8. He will continue to gain familiarity with AESC and VP position.

***SECRETARY***: Brenda Schultze

1. A motion to approve the April 2021 board meeting minutes was made by Sheila Kelly. Vanessa seconded the motion. The motion passed unanimously and the April AESC Board Meeting Minutes were approved.
2. Brenda attended the April board meeting.
3. She prepared the April 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 May Board meeting with general membership.
6. Brenda prepared and sent the May board meeting agenda to board.
7. She updated 2020-2021 Motion list to date.
8. Brenda will complete the May minutes and send to board for review.
9. She attended the Hike with an Alpaca tour.
10. She attended and supported the AEMA Virtual Celebration and Board Lunch.
11. She will support board and members with upcoming goals as well as special events.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 4 May 2021)

* + BB&T Statement, $28,055.98
	+ Register and General Ledger, $28,133.48
	+ PayPal, $0
	+ Square Payments, $613.46
	+ Cash/Check Deposit, $903.04
1. Basia will work on account reconciliation for May.
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. Mary Alice noted that we had a motion via email in April to move the monies from AESC to AEMA for the AEMA awards.

An Email Vote was initiated on April 21, 2021 and concluded on April 25, 2021.

Vanessa Joly motioned for our Treasurer to transfer $10,000 from the AESC bank account to the AEMA bank account for the memorial awards.

Michelle Funkhouser seconded the motion.

The motion passed unanimously to move $10,000 from AESC to AEMA.

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

1. Kara emailed all applicants regarding awards.
2. She sent award letters and virtual celebration invitations to all applicants.
3. She gathered awardee information and created celebration slides.
4. She created virtual awards presentation.
5. Kara sent letters to previous GKM awardees for academic progress/updates.
6. She participated in virtual celebration. Kara thanked everyone for all they did to put on the celebration.
7. Kara provided information to Michelle Funkhouser for the Castle Gram.
8. Kara will coordinate with Kerri Chase
9. Kara will put together and mail award packets including letter, check and certificates.
10. Kara will follow up with GKM awardees.
11. She will send letters to the Morris family for past GKM funding.

***CIRCULATION***: Sheila Kelly

1. Sheila mailed the May Castle Gram.
2. Sheila thanked the board and noted that it was very nice to be able to be a part of the virtual celebration.

Emails Sent

4/6 Zoom April board meeting (All)

4/15 Open positions 2021-2022 Board (all)

4/21 Motion needed to move money (board)

4/23 Menu Selection for AEMA (board)

4/25 AEMA Virtual Invitation & Zoom (all)

4/30 May Castle Gram (all)

5/3 Recording of AEMA celebration (all)

***WEBMASTER:*** Terri Stevens

1. Terri added Michelle F to receive forwarded emails which contain membership applications so she can verify birthdates of new members for the Castle Gram.
2. Terri set up Ricardo's emails for Events and VP.
3. She sent Erin information on storage for historic documents in Weebly. She will get with Erin regarding storage.
4. She added May Castle Gram and March board meeting minutes.
5. She added May Coupon Code for Castle Boutique.
6. Terri added the Alpaca photos.
7. She updated upcoming events.
8. Terri will continue to monitor website registration entries.
9. Terri will add the AEMA recipient’s photos and bios.

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

1. Michelle attended the April Board Meeting via Zoom.
2. She completed the May issue of the Castle Gram and emailed PDF to Circulation for distribution to club members.
3. She created flyer for Old Town Alexandria Walking Tour.
4. She created flyers for inclusion in the May Castle Gram.
5. Michelle communicated with board members as needed.
6. She will request/gather information for the June/July Castle Gram.
7. The deadline for submissions for the June Castle Gram is May 23, 2021. Also let her know if you don’t have a submission if you regularly do.

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

1. Filled the slate and sent to Launa for voting and Michelle Funkhouser for Castle Gram.
2. Ricardo Mediano will not be able to continue on in the new board year so VP is now vacant on the slate.

President: Mary Alice Jakso

Vice-President: Vacant

Secretary: Brenda Schultze

Treasurer: Boumy Funes

AEMA Chair: Kerri Chase

1. Vanessa is going to move over to Facebook/Publicity as Carolyn will no longer be filling this position. Nominations will then be vacant.
2. Vanessa continues to look for a volunteer for Castle Boutique.
3. Vanessa also thanked the board for the AEMA Virtual Celebration.
4. Vanessa will put together a list of available positions to go out.
5. Jennifer Broderick is going to assist with the Membership Excel program.

***HOSPITALITY/ RESERVATIONS*:** Vacant

***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.
4. We received $809 from Lynch Creek and Wreaths Across America. In the past 25% has gone to The Fairfax, 25% to Knollwood and 50% to AEMA. In an upcoming meeting we will vote on what to do with these funds.

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

1. Nothing noted

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

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 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. New spring members are included in the next board year membership.

***THE FAIRFAX LIASON***: Vacant

***HISTORIAN:*** Erin Beer

1. Erin took photos at the AEMA Virtual Celebration.
2. Erin will get together with Terri for digital storage.
3. Erin offered a spot to store Castle Boutique items for the summer and offered to help ship items out over the summer.
4. Erin will go to the store room at the Belvoir Club to look at the archives.
5. Jackie noted that she had a submission from the Historian at USACE that they would like to review any information we have about the history of the Engineer Officer’s Wives Club and the Army Engineer Spouses Club to document along with the USACE history for posterity. She gave him the two- page public history from the Red Book.

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

1. Posted on Facebook/Instagram

Castle Boutique Items

Reminder to check the boutique for gift needs

Monthly special (twice)

Engineer Jewelry

Gift Bag set

Nominations - twice

Photos of AESC Spouses in action - President’s Park, Alpaca Hike, Jamestown

USACE Connection to Jamestown

Happy Easter

Thanks to our Volunteers

1. Carolyn thanked everyone who has submitted pictures. They are greatly appreciated.

***PARLIAMENTARIAN***: Launa Klimowicz

1. Launa stated that last month we voted to move the money to AEMA.
2. Launa attended and supported the AEMA Virtual Celebration and board lunch.
3. Launa will put out the slate in May to be voted on for the elected board for 2021-2022. Only respond if “Nay”. Not vote is a “Yea”. Vice President will remain vacant for the vote and we will continue recruiting for the position. Voting will be open for one week.

***CASTLE BOUTIQUE:***  Betsy Rayfield

1. Betsy fulfilled 16 online orders for a total of $1076.05 in April.
2. March member special was 15% off red leatherette items. Code was used 1 time.
3. May member special is free gift with any purchase. No coupon code required. Members will put Free Gift in the comments section of the order online and they will receive our key fob. Promo was featured in the Castle Gram flyer, also sent info to Terri to include in the member only section of the website.
4. Betsy went on the hike with an Alpaca, brought along some items to photograph with different members. Thanks to Pat, Brenda and Karen for being my models this month.
5. Betsy updated the website with new photos of some items. Combined some items online.
6. Betsy reviewed the shipping costs over the last year. I have tracked the cost of shipping (supplies included) and the amount we charge for shipping to make sure we have not been losing money with shipping orders. Our average cost per item to mail is $5.50. I received two orders this last month that cost less than $5 to mail but the order was over $100 so the customer was charged $15 in shipping. After reviewing all my data, I decided to change our shipping costs to a flat $6.50. This cost will cover the shipping for most orders. In order not to lose money on our bulkier items that will cost more to ship, I increased the online price. I increased the price for the blankets, sunshade and LEGO. If any items cost more than $6.50 to mail, the added expense will be covered by the increased merchandise cost. Will keep tracking and update merchandise cost or shipping price as needed. Our shipping costs can remain low if we continue using the goshippo.com account to print labels and avoid using flat-rate shipping boxes, instead using envelopes as much as possible and purchased boxes for the rest.
7. After discussing the idea of sharing vendor info with district employees in last month’s meeting and receiving emails afterwards, I responded to the person requesting info explaining how our shop is run and said that we would like to work together however there will be items that we will not share (Castle Boutique exclusive such as our jewelry) I asked what items she is interested in. I have not heard back at this time.
8. She ordered six more Queen of the Castle tumblers in red since we sold out in that color. Received items and vendor was paid.
9. Betsy contacted Connie about resupplying the notecards for the Boutique.
10. Betsy is moving next month and need to coordinate a person or place to move the Castle Boutique merchandise by the end of May. I will work this month to inventory all the merchandise that we have in stock, make sure the website it up-to-date and notes are updated with all vendor info, passwords, notes, etc.
11. Betsy will continue working with Carolyn to promote CB on Facebook.
12. She will continue to fill orders.
13. She will hand over Castle Boutique inventory.

***CORRESPONDING SECRETARY:*** Shannon Luzzatto

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

***NOTES:***

1. Sharise shared that the AEMA Virtual Celebration was a wonderful event.

Sharise thanked everyone for everyone who put on the event. Sharise thanked all of those who continue to give back to this club and to share their expertise, thoughts, perspective, and ideas. Sharise thanked Betsy for all she has done for Castle Boutique. Anyone who is moving on, please continue to come to the meetings and share your input. Please share any ideas you have for products for Castle Boutique. Sharise thanked Mary Alice for her leadership. Thanks to everyone.

1. Tanya thanked everyone on the board and is thankful to be a part of this club. Tanya is working to get those at a distance to be involved. Patrick was impressed with the AEMA Virtual Celebration and is sharing information with those at a distance about AESC membership. Tanya thanked Betsy for her dedication and working so hard n the Castle Boutique. Also, thank you to Basia for all of her work on vendors. Thank you to Erin for volunteering to house the CB items.

**TIME OF ADJOURNMENT: 1109**

