

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

3 November 2021

**Zoom Meeting attendees: Tanya Toussaint, Mary Alice Jakso, Brenda Schultze, Boumy Funes, Kerri Chase, Launa Klimowicz-Brown, Michelle Funkhouser, Jackie Caldwell, Erin Caswell, Isabel Stevens, Vanessa Joly, Terri Stevens, Bette Meuleners, and Stacy Lloyd**

**CALL TO ORDER**: 1904

***UPCOMING DATES:***

* 11/6/2021 Morven Park
* 11/19/2021 Candle Making (canx on 11/15)
* 12/1/2021 9:30 am Board Meeting in-person

11:00 am Cookie Exchange

* 2/2/2022 Feb Board Meeting (No January Meeting)

7:30 pm via Zoom

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the Lincoln Cottage Tour.
2. She spoke with and emailed board members and club members.
3. She took pictures and sent pictures from events to Erin, Terri and Michelle. She will send the Cocktail Party pictures to Vanessa for social media.
4. She collected money for the Leesburg Tour.
5. She confirmed with Morven Place and George C Marshall’s Dodena Manor.
6. She attended the Castle Boutique meetings.
7. She attended Book Club.
8. She will continue to look for someone to fill the Nominations position.
9. Mary Alice will send out the Evite for the Cookie Exchange on 12/1. The Board meeting will be in person at Quarters 7 at 9:30 am followed by the Cookie Exchange at 11 am. Mary Alice is asking everyone to bring 3 dozen cookies for the exchange and extras to fill the boxes to give to the Engineer residents of the Fairfax. Boumy will obtain cookie containers for Fairfax as well as for members attending the Cookie Exchange. Jackie and Isabel have a list of the current Fairfax residents.
10. Mary Alice suggested and the board discussed rotating board meetings between morning and evening times every other month in order to accommodate board members who are unavailable during the morning meeting time. Brenda will update the calendar with all the meeting times for the remainder of the board year and send to the board. The meetings will continue to be on the first Wednesdays of the month. The morning meetings will continue to be at 10 am and the evening meetings will be at 7:30 pm.

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

1. Urvi set up and hosted the first Castle House Readers Book Club.

***SECRETARY***: Brenda Schultze

1. A motion to approve the October 2021 board meeting minutes was made by Jackie Caldwell and seconded by Bette Meuleners. The motion passed unanimously and the October AESC Board Meeting Minutes were approved.
2. Brenda set up and attended the October board meeting.
3. She prepared the October board meeting minutes and sent to the board for review.
4. The Board Report template was sent to the board.
5. The Zoom link was sent to Circulation.
6. She attended the Book Club.
7. Brenda completed and returned AEA envelopes. Kara confirmed that the check was received in our PO Box. We stuffed 4,750 envelopes. AEA provided $750 toward AEMA.
8. She sent correspondence.
9. Brenda attended Lincoln Cottage Tour.
10. She prepared and sent the October Board Meeting Follow up list.
11. She added documents to the Google Drive.
12. She prepared and sent November board meeting agenda to board.
13. She updated 2020-2021 Motion list to date.
14. She updated the board roster and send out.
15. She prepared and sent the Board Roster page for Red Book to Jackie.
16. She will complete the November Board meeting minutes and send to the board for review.
17. She will prepare for the November board meeting.
18. Brenda will continue to support the board and members with upcoming events.

***TREASURER***: Boumy Funes

1. Reconciliation:

 Account Balances (as of 3 November 2021)

* + BB&T Statement, $24,444.77
	+ Register and General Ledger, $24,444.77
	+ PayPal amount transferred to BBT since last report: $488.77
	+ Cash/Check Deposit: $250.25

Pending:

1. Deposit AEMA donation checks & cash and a total check to AEMA
2. Reimbursement checks for cocktail party expenses

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

1. Thank you letters mailed to roster of donors from the cocktail party. Kerri received some information during the meeting to locate addresses for 3 of the donors.
2. Final check issued to the last Geraldine K. Morris Award recipient.
3. 2021-2022 AEMA application finalized and ready to push out.
4. Assisted with R&D for the castle boutique.
5. Kerri cannot access PenFed or PayPal.
* PenFed is linked to Mary-Alice and Kara’s phone numbers. Correct login, cannot gain full access
* PayPal is a no-go from everything Kerri has
* She needs to order new check books for GKM & AEMA recipients and verify accounts.
1. Kerri will assist Kara with AEMA applicants.
2. Kerri will verify accounts and funds.

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded renewals and checks to Membership/Circulation and Treasurer.
2. She assisted Kerri with a partial list of Cocktail party attendees for thank you notes.
3. Kara reviewed By-laws AEMA Treasurer/Scholarship position descriptions and forwarded recommendations/notes to Launa.
4. Kara will continue 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. Emails Sent: AESC Zoom November Board Meeting, AESC CG
2. Basia is learning the e-mail system and its quirks.
3. She will keep the email list updated.
4. She will mail out the November Castle Gram.
5. She will monitor the Inbox.
6. Scrub Contact List based on new members, members that did not rejoin, and email address undeliverables.
7. She will continue to send out welcome emails to new members.

***WEBMASTER:*** Terri Stevens

1. Terri emailed last year's members who created an online account, (which gave them access to the Members Only page), but did not apply for membership this year. Gave them the opportunity to submit a membership application before I removed their access to the Members Only page. Seven members re-registered for membership and therefore kept their website page access. Removed non-members from access. (They can always regain access when they register for membership and website registration.)
2. She added a new Membership Roster (as of 10-26-2021) to Members Only page.
3. She added October & November Castle Grams and August & September board meeting minutes, after approval.
4. She added events for October, November, and December.
5. She added Lynch Creek Farms, Wreaths Across America, and DC Honor Flights.
6. She added photos from Cocktail Party and Lincoln's Cottage Tour.
7. She updated the Membership spreadsheet on Google Drive to reflect new website registrations.
8. She completed the update on email Forwards for 2021-22 board members and updated Contact Us page.
9. Terri added flyer for Castle Boutique Fall Sale.
10. Terri talked to Hostmonster regarding our current security plan after two incidents of email scamming. A scan proved that our account had been compromised. Our current complimentary plan (from Sitelock via Hostmonster) allows a scan but does not have malware removal or security. Sitelock Prevent Plan would include malware removal, a firewall, and a Sitelock Security Seal in addition to a daily scan. I recommend we purchase this plan at an annual rate of $180 to prevent future data breaches and for overall security. Terri has already used her budget for the year.
11. After a discussion regarding website and email security, Kerri offered to review Sitelock to ensure it will offer what is needed. A vote followed on increasing the budget for the Webmaster position to pay for this service.

**MOTION:**

Jackie Caldwell made a motion that after sufficient research, we should increase the Website budget, not to exceed $250, in order to purchase a security plan for our Website and Email account. Vanessa Joly seconded the motion. The motion passed unanimously.

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

1. Michelle attended October board meeting via Zoom.
2. She communicated with board members as needed.
3. She completed the November edition of the Castle Gram; it should be mailed out late Wednesday-early Thursday.
4. Michelle attended the Constitution/Bylaws Review meeting via Zoom.
5. QUESTION:

Should we have a separate January CG? We had one last year; in year’s past we have had a combined December-January issue.

If we were to have a combined issue, we would need to include all information and activities for December, January, and early February (anything occurring during the first week). Discussion: It was decided to do a combined December/January issue and Michelle plans to send out the Dec/Jan CG after the Cookie Exchange on Dec 1st. She will let everyone know what she needs from them.

**Deadline for submissions for the December Castle Gram is November 21, 2021.**

1. REQUEST:

Thank you to everyone who sent in a photo/mini bio. If you have not already done so, could you please send me an individual photo with a few sentences about yourself? My email is engineerspouse@gmail.com.

Please send in your favorite holiday cookie/sweets recipe to share with our members. If possible, please include a photo of your item – generic photos are fine (photos don’t have to be of your cookies).

***NOMINATIONS***: Bette Meuleners

1. Bette said that in February she will start checking with current board members to see if they want to be on the board for next year’s slate.
2. Nominations will start actively looking for people to fill the 2022-2023 AESC Slate in February.

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

* 1. Nothing to Report.

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

1. **Lynch Creek**

Fundraiser is up and running. It will go through December 5th this year. Please push out to friends and family. Link will be in CG, but is: https://www.lynchcreekfundraising.com/teams/275261. Last year, we raised $893, so would like to match that or more. Goal is $1,000. So far, we have raised $493.

1. **Wreaths Across America**

WAA is also 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

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

1. **Fisher House**

Have not heard back from Roxannamaria, so unsure what is going on with meals. Jennifer will contact her again after the holidays.

Jennifer will push out Lynch Creek fundraiser and Wreaths Across America; update information on flyer as purchases and sponsorships are made.

1. She will contact Roxannamaria at Fisher House after the holidays to see if there are any updates for when we can start bringing meals.

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

No Report

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

1. Jennifer updated membership roster. Currently at 136 members (as of 11/3/21). If you need a copy of the Membership Roster, feel free to email Jennifer Broderick.
2. Jennifer will continue updating membership roster as membership applications come in.
3. There was a discussion to think about a way to encourage members whose children have received award to remain members while their child receives the award. It was decided that it is such a small amount of people, that it is not likely worth the effort to pursue.

Jackie:

MEMBERSHIP:

(1) continue to verify each member’s information in the soon to be membership section of RB via phone calls, texts, emails.

(2) to the extent possible, list all members info in a parallel (uniform) format for RB

(3) include each honorary member’s information in the membership section of RB.

 RED BOOK:

(1) proofread each section as submitted

(2) make page corrections, change wording, dates, add info on each page as necessary.

(3) continue to stay in touch/update printing company

UPDATE:

(1) memberships received through Nov 7

(Via PayPal or mail) will be included in the Red Book. Kara checks the AESC mail box on Fri or Sat for any memberships mailed on Oct 30/Oct 31.

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

1. Sent Jackie Caldwell an updated list for the Red Book of residents of the Fairfax who are Engineer related.
2. Isabel will supply this list to Mary Alice for the cookie exchange to make boxes for the Fairfax residents.

***HISTORIAN:*** Erin Beer

1. Finish and order Yearbooks

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

1. Posts:
* 10/6 Shared post about Lowe’s small business contest. Congrats to Basia! (Reached 132 on FB)
* 10/15 Posted 3 ways to shop for the holidays that also benefits AEMA (Reached 125 on FB)
* 10/27 Posted Lynch Creek promotion of free wreath hanger (Reached 174 on FB and 45 on IG)
* 10/31 Happy Halloween Post on FB and IG
* Posted Castle Boutique multitool item
1. Picture of new Christmas ornaments for a post?
2. Will continue to post Lynch Creek promotions
3. Members can email me (jolyvl@yahoo.com) with anything that they would like for me to post.

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

1. Next Constitution and By-laws meeting is Nov 29th. Launa has received some feedback on job descriptions, but there is still time to submit changes to job description. Thank you to those who have already updated.
2. The AESC Trifold brochures are in the process of being updated. Launa thanks Michelle for all of her knowledge on updating the brochures.

***CASTLE BOUTIQUE:*** Stacy Lloyd

1. Stacy thanked Kerri for all of her work doing research for products.
2. She met with Erin & Sara to pick-up Castle Boutique inventory.
3. Fulfilled $301 in sales since transition on October 19.
4. She picked up inventory from Sharise’s left from the Engineer Cocktail Party.
5. She created Members Special for November – (20% off multi-tool pocketknives). Created coupon in Weebly, flyer for Castle Gram, and coordinated with Terri & Vanessa to put on Members Only page and social.
6. She submitted invoices to Basia & Boumy for reimbursement.
7. She requested budget information from Basia & Boumy. She needs to find out how to know how much of her budget is left for the year.
8. Stacy needs the Square payment info. Terri will supply this information.
9. Stacy completed a new, current inventory count.
10. She updated the inventory on website.
11. Began proposals with new vendors – J. Tred Woodworking, Charming Affect, Bluebird Glass Studio, Peacock Stained Glass, The Nomadic Sol
12. She assembled new napkin sets & Gift Bag sets.
13. She ordered supplies and began creating/printing stationary to replenish our inventory.
14. She worked on getting in-person dates for holiday sales (HHQ 11/30 Turkey Bowl and Humphreys date is still being coordinated with Annette to determine when most people will be in building)
15. Working on new inventory to have available for the holiday sales. online (grill sets, stained glass, Engineer Christmas Gnomes, etc.)
16. Terri noted that she can take the Castle Boutique offline over holidays. Stacy just needs to let her know the dates.

***NOTES:***

1. Sharise was not able to attend meeting, but she passed on to Mary Alice that she is looking forward to the Cookie Exchange. She wished everyone a Happy Thanksgiving.
2. Tanya thanked everyone for everything they do and enjoy the holidays.

**TIME OF ADJOURNMENT: 1019**