

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

7 September 2021

**Zoom Meeting attendees: Sharise Spellmon, Mary Alice Jakso, Urvi Avichal, Brenda Schultze, Boumy Funes, Kerri Chase, Launa Klimowicz-Brown, Erin Beer, Jackie Caldwell, Isabel Stevens, Michelle Funkhouser, Vanessa Joly, Erin Caswell, Terri Stevens, Bette Meuleners, Kara Anderson, Deb Wehr, and Cathy Hansen**

**CALL TO ORDER**: 1835

***UPCOMING DATES:***

* 9/18 Glenstone Tour
* 9/25 Cocktail Party
* 10/2 Lincoln’s Cottage Tour
* TBD AEA Envelope Stuffing, early October
* 11/6 Morven Park Tour

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the August Board meeting.
2. Mary Alice attended the Newcomers Luncheon.
3. She spoke with and emailed board members and members.
4. Arranged table for BSC Super Sign UP and attended Super Sign Up for Belvoir Spouses Club.
5. Entered member info into evite
6. Mary Alice and Brenda went through the Club Inventory at Sharise’s house. Had to dispose of a lot of expired items.
7. She met with Erin Beer and Urvi regarding the VP position.
8. Open positions on the board – Castle Boutique and Nominations.
9. Mary Alice is preparing for the Cocktail Party on 9/25. Chris Hill, Stacy Lloyd, and Sharise have come up with a plan for decorating for the Cocktail Party. They looked at photos from 2019 to use as a model. Will keep it simple by using fresh flowers and using items we already have. Kara has the frames for the display of awardees. Luminaries and welcome sign are at Sharise’s house. Coordinating with Erin Beer to bring the Castle Boutique items ahead of the event. The CB committee members can come a week early to practice setting up.
10. She will keep promoting the new items on the Facebook page.

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

1. Mary Alice introduced Urvi to the board and Urvi stated she is excited to be a part of the AESC board.
2. Urvi has been working on some ideas for events/tours for January and February.
3. She is working on contacting and setting up an October event at a farm.

***SECRETARY***: Brenda Schultze

1. A motion to approve the August 2021 board meeting minutes was made by Jackie Caldwell and seconded by Urvi Avichal. The motion passed unanimously and the August AESC Board Meeting Minutes were approved.
2. She manned the AESC information table at the Fort Belvoir Spouses Club Sign-up.
3. She updated the board roster and sent out.
4. She attended the Newcomers Luncheon.
5. Brenda spoke with VP candidate on behalf of Mary Alice and shared bio with the board.
6. She cleaned and inventoried the AESC supply closet at Quarters 7 with Mary Alice. She created an inventory document and shared with the board.
7. Brenda attended the August board meeting.
8. She prepared the August board meeting minutes and sent to the board for review.
9. The Board Report template was sent to the board.
10. She prepared and sent an August Board Meeting Follow up list.
11. She updated the 2021-2022 Calendar.
12. She added documents to the new Google Drive.
13. She prepared an Honorary Member mailing for Mary Alice and mailed.
14. She prepared and sent September board meeting agenda to board.
15. She updated 2020-2021 Motion list to date.
16. She will complete the September Board meeting minutes and send to the board for review.
17. She will prepare for the October board meeting.
18. Brenda will continue to support the board and members with upcoming events. Assist as needed with Cocktail Party.

***TREASURER***: Basia Kent

1. Reconciliation:

 Account Balances (as of 1 September 2021)

* + BB&T Statement, $20,620.84
	+ Register and General Ledger, $20,481.67
	+ PayPal, $1046.18
	+ Cash/Check Deposit, $0
1. Basia started handover with Boumy.
2. Basia organized and completed the AEMA/AESC 2020-2021 Budget audit; report sent to President and Secretary. Thank you to Vanessa Joly, Erin Caswell, and Jennifer Broderick for serving on the audit committee.
3. Basia is working with Chief’s aide on cocktail party assistance contract.
4. Please hold all bills and receipts until October if possible.
5. She will prepare the reconciliation for September.
6. Basia will start to take over responsibilities from Sheila Kelly as Circulation.
7. Mary Alice and Boumy will go to the bank to put Boumy’s name on the account and Mary Alice will order checks.

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

1. Kerri received the AEMA Treasurer Notebook and thumb drive from Kara.
2. She completed the PenFed documents.
3. She is brainstorming to assist with Castle Boutique needs as well.
4. Kerri and Kara will meet to discuss the notebook in more detail and so Kerri can become fully educated on the AEMA processes.
5. Kerri is planning on attending and assisting with the Cocktail Party.

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded as necessary.
2. Kara will support the Cocktail Party planning. She is preparing posters with pictures of the awardees for the past two years.
3. The AEMA Audit is complete. Kara will make sure that Kerri receives the signed document to add to the digital file.

***CIRCULATION***: Sheila Kelly

1. Sheila mailed the August Castle Gram.
2. She responded to emails and forwarded to appropriate board members.
3. She will transition with Basia for circulation emails and Michelle for snail mail.

Emails Sent

8/3 Newcomers Luncheon (all)

8/9 Shadow Lunch (Mary Alice, Erin)

8/10 August CG (all)

8/17 Reminder Newcomers Luncheon (all)

8/17 VP vote (board)

8/30 Cocktail Party invitation (all)

9/7 September CG (all)

***WEBMASTER:*** Terri Stevens

1. Terri gave Jennifer B (Membership), Urvi (VP), and Erin C (Hospitality), information for AESC email access and Forwards.
2. She sent Jennifer (Membership) updated spreadsheet generated by Weebly of online applications as of Aug. 26, 2021
3. She added August Castle Gram - public and member versions
4. She featured Castle Boutique position vacancy on home page with link to detailed duties.
5. She sent personal bio to Michelle for Castle Gram article.
6. She updated the Board Members on Contacts Page.
7. She added the approved June Board Meeting Minutes.
8. Beginning July 2020, when Member website registration started up, we have had 100 members register. Their unique password gives them access to the Members Only page. At the end of September, I will verify that the registrants are on the 2021-22 membership roster. If they are not, I will send them a reminder email to inform them that they will be removed from access to the Members Only page unless they submit a member registration, (in a nice way).
9. Erin beer will send Terri photos from the Hail and Farewell June luncheon at Mattie and Eddie's.
10. She will use the Membership spreadsheet to track Website Registration, (add new column)
11. She will update Forwards for Circulation email.
12. She renewed the Weebly Account (Website Editing Plan) at $338 for two years.

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

1. Michelle attended the August Board Meeting via Zoom.
2. Michelle did a “Meet the Board” segment for the September Castle Gram.

I would like to highlight the following board members in the October Castle Gram to complete the “Meet Our Board” segment: Mary Alice, Boumy, Basia, Erin B, Priscilla, Ann, Bette, Kara, Launa, Sharise, and Tanya.

Could you please send me an individual photo with a few sentences about yourself? My email is engineerspouse@gmail.com. Thank you!

1. Michelle communicated with board members as needed.
2. She completed August edition of the Castle Gram.
3. Request/gather information for the October issue of the Castle Gram.

**Deadline for submissions is September 24th, 2021 for the October Castle Gram.**

***NOMINATIONS***: Bette Meuleners

1. Bette asks members to keep encouraging Engineer friends to join AESC and to be on the board. Pay special attention to new to the area Engineer spouses you meet, tell them about the Cocktail Party at the end of the month and remember them after they join to suggest to them and us that they volunteer for a board position.
2. Bette is looking for a co-chair for Nominations to help with some of the new people coming to the area. Let Bette or Mary Alice know if anyone is interested.

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

1. Erin distributed flyer for Newcomers Luncheon to Circulation, Castle Gram, & Publicity.
2. She created and maintained the RSVP list for Newcomers Luncheon.
3. She created, distributed, and collected name tags for Newcomers Luncheon.
4. She updated the SOP and wrote AAR for Newcomers Luncheon.
5. Erin mailed invitations to Cocktail Party.
6. She created the RSVP list for Cocktail Party.
7. She served on the financial review committee of AESC and AEMA.
8. She needs to order nametags and invitations. (Current inventory 0.)
9. She needs to find additional information on Cocktail Party Attendees. Requested help on the RSVP list in the Google Drive with names and ranks.
10. She will maintain RSVP list for Cocktail Party.
11. She will email Cocktail Party RSVP list to appropriate parties.
12. Erin will update the Cocktail Party SOP and AAR for the Reservations position.
13. She will create nametags for Cocktail Party.

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

1. Jennifer is gearing up for fundraisers this fall.
2. Honor Flight is going on.
3. Check CG for dates and times.
4. Jennifer will continue to support AESC.

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

1. Nothing noted

***MEMBERSHIP***: Jackie Caldwell

1. Per Basia’s treasurer’s list, 80 +/- pd members to date.
2. Membership renewals are on track with previous years with two months

remaining in membership drive. Deadline to be in the Red Book is October 31st, but people can join throughout the year.

1. Jackie has begun her yearly phone call reminders.
2. Sheila & Jackie have been communicating on the yearly email reminder. It will be in mid-September this year.
3. October Castle Gram will have a reminder.
4. Also, please remember to invite your engineer friends, neighbors, and

associates to join AESC.

1. Jennifer is updating on the membership spreadsheet as they come through.
2. Jackie asked if the Castle Boutique page in the Red Book should remain as is or is there any interest in revising it. Erin Beer will look at it to make sure the inventory is up to date by late September/early October.
3. Erin Beer will provide a list of previous presidents from the inception of the club to Jackie.

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

1. Isabel reported that nothing has opened up as of yet. No meetings at the Fairfax for a while.
2. By mid-October Isabel will provide a list of residents to Jackie for the Red Book.

***HISTORIAN:*** Erin Beer

1. She plans to continue working on the yearbooks, finish and order them.
2. She supported the Newcomers Luncheon as Historian.
3. She worked the AESC table at the FBSC sign up event. Recruited a new member.
4. Erin will send photos to Terri from Mattie and Eddie’s.
5. She compiled a list of the previous club presidents to provide to Jackie for the Red Book.
6. Jennifer Phillips will take photos at the Cocktail Party.

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

1. Vanessa served on the Audit Committee.
2. Send anything to be posted on Facebook and/or Instagram to my email address, jolyvl@yahoo.com.
3. Facebook Likes – 890
4. Instagram Followers – 80
5. Vanessa will post at least once a week. (CastleGram notice, Cocktail Party reminder, new Castle Boutique items?, pictures from Newcomers’ Luncheon?, pictures from Cocktail party?)



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

1. Launa set up the committee for the Bylaw’s review. Volunteers: Isabel, Erin C, Sharise, Erin B, Michelle, Vanessa, and Brenda.
2. She is preparing a plan for the committee to review the Bylaws.
3. The committee will meet late September.

***CASTLE BOUTIQUE:***  Erin Beer (summer)

1. Erin sent out several orders including some large orders.
2. She sold about $90 at the Newcomer’s Luncheon.
3. She is checking inventories and updating inventories online.
4. She plans to meet with the Cocktail Party Committee; plan to hand off items (or deliver to Sharise’s house)
5. She will attend Newcomer’s Luncheon with door prizes.
6. She is planning and designing Christmas ornaments for 2021! Erin is working with Sharise on some ornaments.
7. Sharise is working on some lantern ideas. Sheila stated that lanterns are best sold in person, difficult to mail. They were very popular at Cocktail Party.
8. Castle Boutique Team interest meeting scheduled for September 9th at 7 pm.
9. Erin will put something together for Vanessa to put out to advertise.
10. Terri suggested the people who serve on the Castle Boutique get a discount.

***NOTES:***

**Cocktail Party**

**Decoration Committee:** (Chris Hill, Sharise, Stacy Lloyd, Bette)

1. The awardee photographs will be displayed from the past two years. This is 38 photos. Bette has easels for the posters of awardees to be displayed on. This will free up table space. Kara is getting the posters created of awardees for the past two years..
2. The tent with lights will be set up two days prior.
3. Shannon Heitkamp has a connection for flowers.
4. The castle luminaries stored at Quarters 7 will be used.
5. Tables will be set up on porch with tablecloths for Castle Boutique. If inclement weather, will have Castle Boutique upstairs.
6. Sharise encourages everyone to reach out to friends regarding helping with helping with Castle Boutique.
7. Sharise will set up a time for a run through set up.

**Food, Drinks, Volunteers Committee:** Boumy (head), Mary Alice, Tanya, Sharise, Bette

1. Boumy will create a Sign-up Genius with the following items:

12 Savory finger foods

12 Sweet finger foods

5 coolers with ice

Volunteers for the bars (2 people per bar shifts 6-7, 7-8)

Volunteers for the Castle Boutique (2-3 people per hour, shift 6-7, and 7-8)

Information on how out of the area board members can send money towards a food item to Boumy or Urvi.

Each member brings 3 dozen of the item they sign up for on or with a silver/white/or crystal (or whatever is designated) platter/serving dish.

1. Erin will provide emails to Boumy of members who volunteered to bring a food item so she can send Sign up genius. Boumy will add Kim Farnsworth, Sara Bailey, Shannon Heitkamp
2. Mary Alice and Basia are working on contracting aide to help and provide some extra dishes to augment.
3. Inventory list sent by Brenda which includes drinks on hand in closet.
4. Will go night before to get everything ready to go.

**Castle Boutique for Cocktail Party:** Erin Beer (head), Sharise, Mary Alice, Brenda Bette, and Boumy (Treasurer duties)

1. Mary Alice suggested price tagging items night before.
2. Erin will plan a time with committee to bring the items over to Sharise’s
3. Erin Beer will pull up AAR from last Cocktail Party to see what Betsy wrote up as welling well.
4. Will be bringing jewelry, ornaments
5. Kim Farnsworth is bringing 4-5 wreaths for sale.
6. Sell a lot of the blank cards, especially the architectural ones. Need volunteers to print and package for CB. Erin has the images.

**Invitations**:

1. Invitations are out through USACE and AESC membership.
2. RSVPs are coming in

**Sharise:**

1. SGT Hubbard is on track to help at Cocktail Party.
2. Sharise has white and silver platters if we need them.
3. Leanne Martin is working on more ornaments for CB, 4 glass hurricanes
4. Have the castle napkins in closet.
5. Sharise will send slate vendor info to Erin to look into. Difficult to ship though.
6. Sharise is looking forward to a great year.
7. Will miss Chris Hill but she did a great job getting the decorations plan set. Shannon Heitkamp is stepping in.
8. Sharise thanks everyone for all they do.

**TIME OF ADJOURNMENT: 1939**