

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

6 April 2022

**Zoom Meeting Attendees: Mary Alice Jakso, Sharise Spellmon, Tanya Toussaint, Michelle Funkhouser, Brenda Schultze, Kerri Chase, Launa Klimowicz-Brown, Kara Anderson, Vanessa Joly, Jackie Caldwell, Isabel Stevens, Bette Meuleners, Terri Stevens, Erin Caswell, Stacy Lloyd, Deb Wehr, and Missy DeCiro**

**CALL TO ORDER**:

***UPCOMING DATES:***

* 4/8 Egg Decorating
* 4/20 Scavenger Hunt at the Spy Museum
* 4/26 Castle House Readers Book Club
* 4/27 Coasters
* 5/1 AEMA Luncheon
* 5/10 EGM Sale
* 5/12 Swedish Embassy Tour
* 5/17 Castle House Readers Book Club
* 6/8 June Board Dinner

***New Business:***

Discussion regarding amount to transfer to AEMA from AESC before discussing AEMA Award amounts:

1. Mary Alice reviewed/explained the three proposed options that she emailed members. Please see attached document.

She said we already had $4,000 in AEMA account. Since the AESC operating budget is $7,500 why are we carrying over so much. The Castle Boutique has grown because the budget has grown. Castle Boutique spent approximately $10,500 and has earning of $17,000. Discussion took place as to whether we should be carrying over entire Castle Boutique budget.

1. Kara noted that philanthropy is the number one priority. She noted that each option still leaves a lot of money in the account to carry over to next board year.
2. There was discussion about whether to earmark some for next year’s awards or to use for all of this year’s applicants. Kerri noted that we have 20 applicants this year. Due to the decanter sales, we have a large amount we are able to award this year.
3. Launa stated that we should transfer all the proceeds of Castle Boutique to AEMA since we tell everyone who shops at Castle Boutique that the money will go towards AEMA Awards and this has been what we have done historically.
4. Launa noted that the only requirement for any carry overs for AESC or AEMA is that the balance to be kept in the AEMA account is $35,000. This was found in a Parliamentarian report from 2006 referencing a vote in April of 2001. The account has maintained $35,000.
5. Deborah noted that in the future it may be time to draw a hard line between the Castle Boutique and the AESC budgets in order to make decisions clearer. The Castle Boutique has grown tremendously and needs room to continue to grow.
6. Mary Alice noted that we have projected money for the decanter sales and also two in-person sales, which she applied to the 3 different options of with or without including these monies.

**Vanessa Joly made a motion that we accept Option #2 to transfer $15,000 to AEMA for this year’s awards. Seconded by Isabel Stevens. Motion passed unanimously.**

1. Kerri Chase presented two matrixes one with SAT/ACT scores considered and one without. Each matrix used each transfer amount from the three options given and previously discussed. Each eligible applicant will receive an award.

Discussion regarding considering the SAT/ACT or not:

* 1. This is a merit award which includes leadership, extracurriculars, etcetera versus a solely academic achievement award.
  2. Discussion regarding if some did not need to take the SAT/ACT to apply to their college then it should not be considered in our rubric versus if it was requested in the scholarship application then it should be considered.
  3. Mary Alice noted that when it was last reviewed in 2020 that anyone could apply, not just those going to four-year colleges.
  4. Kerri noted that the total award amount will be $19,150

**Vanessa Joly made a motion to accept column L of the matrix without the SAT/ACT score consideration presented by Kerri. Jackie Caldwell seconded the motion. Motion passes unanimously.**

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the Museum of Arts and Industries Tour and Castle House Readers Book Club. Cultural Institute.
2. She spoke with and emailed board members and members.
3. She took and sent pictures from events to Erin, Terri, Vanessa and Michelle.
4. She will keep promoting the new items on the Facebook page.
5. She sent out invites for the Embassy of Sweden.
6. She worked on the AEMA proposal and sent to the board for money to transfer to AEMA.
7. She met with Kerri about AEMA.
8. She will order a Costco cake for the AEMA luncheon.
9. Mary Alice will set up a time for board members to come together to make a set of coasters for themselves and extras for Castle Boutique. Stacy has Engineer Projects of the area for us to use.
10. She spoke with the Chaplain for 249th. They are having a Dining Out on 5/20. She gave them Stacy’s info as well in case they need gifts for the event, and if they would allow AESC to have a table at this event.
11. Mary Alice will be in Greece 5/19-6/5.
12. The Board Dinner is set for 6/8. Urvi is working on finding a location.
13. Mary Alice spoke with Stacy about products, budget, items to buy. Castle Boutique has two in person sales coming up in May. Decanters are set to arrive the beginning of May. Anyone who wants to help deliver let Stacy know. The link for the payment will go out next week.
14. Need to start working on filling board positions for next year. Stacy, Brenda, Urvi are all PCSing this summer.
15. Mary Alice will keep promoting the decanter.

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

1. Urvi set up the Castle House Readers Book Club:

Sparks Like Stars by Nadia Hashimi

1. The next book will be The Engineers Wife by Tracey Enerson. We will meet at Verre Wine Bar again.
2. Additionally, May Book Club will be the last one Urvi will be hosting because she will be moving in June. For May, please come prepared to talk about a favorite book YOU have read. If you would like to pass that copy along, bring it with you! This will be May 17th at 6:30 pm. Venue TBD.
3. Urvi is coordinating the food and pricing for the AEMA luncheon.

***SECRETARY***: Brenda Schultze

1. A motion to approve the March 2022 board meeting minutes was made by Michelle Funkhouser and seconded by Kerri Chase. The motion passed unanimously and the March AESC Board Meeting Minutes were approved.
2. She attended the March Board meeting.
3. She attended the Museum of Arts and Industries Tour and Book Club.
4. She reviewed the C&BL as part of the committee.
5. Brenda reviewed the minutes for the past 5 years or so to provide information to Mary Alice regarding history of carry over amounts for next board year.
6. She prepared the March Board Meeting minutes and sent to the board for review.
7. She prepared and sent the April Agenda and Board Report Template to the board.
8. She sent correspondence.
9. She assisted board members.
10. Brenda updated the Calendar and sent to board.
11. She will update Motions list on the Drive.
12. She will complete the April minutes and send to the board.
13. She will prepare for the May board meeting.
14. Brenda will begin to put together an AAR for Secretary position.

***TREASURER***: Boumy Funes

Truist account balance as of 3/31/2022: $33,519.13

Register & Ledger balance: $33,681.21

Pending Reimbursement:

Decanter Purchase, Red Book Expense, AEMA Awards Ceremony

Pending Income:

Decanter Sales

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

1. Kerri began planning the AEMA Luncheon to include program and funding requirements.
2. Kerri will attend in person.
3. She completed monthly financial report for March 2022.
4. She will contact the Morris family regarding new winner and funds request for the current awardee and any previous winners.
5. She will prep the awardee letter to include the brunch invite, information sheet and picture request for the program.

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded items to the appropriate board member.
2. She coordinated application scoring with Jennifer Broderick and Basia Kent. Many thanks for their assistance.
3. Kara stated that 21 applications were received. There was one that was ineligible. Kara made many attempts to contact and did not receive a response regarding AESC membership requirement.
4. Kara sent the essays to scorers and tallied their scores.
5. She created a spreadsheet of application scores.
6. She discussed scores and possible awards with Kerri.
7. She discussed GKM funding with Kerri.
8. She will assist Kerri with the award notification.
9. She will compile awardee information and pictures for luncheon program and photo board.
10. She will create and coordinate printing of program and board.
11. She will prepare and print awardee certificates.
12. Kara noted that only the awardee’s lunch will be paid for.
13. She will assist with other luncheon details (chaplain requested for blessing?)
14. Kara notified Bette that she will be stepping down after this year. It has been a wonderful ride!

***CIRCULATION***: Basia Kent

1. Basia sent the following emails: AESC CG, AESC monthly Meeting Zoom link.
2. She answered emails from AESC members and board. She resent undeliverable emails.
3. She scrubbed membership list to ensure all new members are included on email distro.
4. She mailed out the April Castle Gram.
5. She will monitor the inbox and scrub the contact list based on new members, members that did not rejoin, and email address undeliverables.
6. She will continue to send out welcome emails to new members.

***WEBMASTER:*** Terri Stevens

1. Terri added the March and April Castle Gram to the Members Only page.
2. She added the February Meeting Minutes to the Members Only page after approval.
3. She added information for upcoming events.
4. She added Nominations request with link to Secretary and VP descriptions.
5. Terri added the Castle Boutique April coupon to the Members Only page.
6. She added photos.

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

1. Michelle created and published the March and April issues of the Castle Gram.
2. She communicated with board members as needed.
3. She printed and mailed 6 issues of the CG.
4. She will request/gather information for the May issue of the Castle Gram.

**Deadline for submissions is April 24, 2022 for the May issue of the Castle**

**Gram.**

**I will be out of town from April 1-9. I will be on the West Coast during this time so there may be a time lag in my answering morning emails/texts.**

**I have been called for jury duty from April 11-22. If I have to go to court, I will not be allowed to have my phone in the building so will respond to texts/emails in the early evening.**

***NOMINATIONS***: Bette Meuleners

1. Bette had an article in the Castle Gram in March and April about Nominations for the upcoming elections in May.
2. She sent two messages to Board Members asking to let her know if they would like to stay in their position and asking them to think about volunteering to be nominated for an elected officer position or suggest members that they think would make good board members.
3. She also sent messages out to all AESC members requesting help filling the board.
4. Three board members have agreed to stay on the board in their positions. Mary Alice as President, Boumy as Treasurer, and Kerri as AEMA Chairperson. So far, she has had NO suggestions or volunteers either via email, text, or phone for Vice President or Secretary. Bette really needs help!
5. She hopes to have nominees for VP and Secretary by the end of April.
6. Tanya mentioned that she has a meeting with someone who may be interested in VP.

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

1. Erin created an invitation for the AEMA Luncheon.
2. She will forward invitation to the board. Pleases RSVP. Due to the venue, the max is 50 guests.

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

1. Wreaths Across America is active if you would like to get a head start for this year. This is our group page: <https://www.wreathsacrossamerica.org/pages/157166/>

Jennifer confirmed us for another year of sponsorships to make sure we are official and good to go.

1. Honor Flight- The 2022 Honor Flight season is live! Please check the schedule page for more information: [https://honorflightdca.com/2022-schedule/](https://honorflightdca.us9.list-manage.com/track/click?u=053b16fd6b3210979493d8bcb&id=8864eb15f7&e=fe352255ba). That site has the most up-to-date information.

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

Nothing noted

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

1. There are currently 167 members as of 2/10/22.

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

Nothing to report

***HISTORIAN:*** Erin Beer

Nothing to report

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

1. Send anything to be posted on Facebook and/or Instagram to my email
2. Posts and number reached:

3/2: Rebecca Emerson post, FB (740)

3/7: Castle Boutique March Special Code post, FB (162) and IG (34)

3/11: Castle Boutique Monthly Special post, FB (171) and IG (32)

3/29: 4th AESC Nominations post, FB (220)

931 Facebook Followers (+4) and 93 Instagram Followers (+1)

1. Vanessa will post at least once a week. She will post the April Castle Boutique flyer this week. She will post photos from events.
2. She will post upcoming Castle Boutique post about the notebook and pen sets. Also about the board elections.

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

1. Launa has sent out the proposed changes of the Constitution and Bylaws to the board to review. Everyone seem to be good with it. She will send it to Basia to send it out to the members to vote on and they will have 7 days. It will go out on the 15th of April and 7 days to vote. Nays only.
2. Launa and Mary Alice thanked the committee.

***CASTLE BOUTIQUE:***  Stacy Lloyd

Sarah fulfilled 11 online orders totaling $523 (including shipping) (\*See chart below)

|  |  |
| --- | --- |
| March 2022 | |
| Number of online orders | 11 |
| Online order total  (Including shipping) | $523 |
| Shipping total  (received) | $ 71.50 |
| Shipping Total  (spent) | $ 45.42 |

1. Stacy received Corps and Regimental notebook/pen sets. She photographed notebooks, added to Weebly website, and created flyer for Vanessa to post on social media and delivered inventory to Sarah for future fulfillment.
2. They have been tracking shipping and it looks like we are not losing any money on shipping.
3. She created flyers for Castle Gram, Facebook, and website

-New inventory item for April: notebook/pen sets. -Member’s Only Special: 15% off Artel earrings & lapel pins

1. She created Weebly code for April Member’s Only Special.
2. She purchased apron and grill sets for “new inventory” to be featured for Father’s Day (arrival expected by end of this month)
3. Ordered Castle cookie cutters.
4. Requested in-person Castle Boutique sale for EGM in May.
5. Compile Boutique finance information for Mary Alice of what has been spent/made during her time as CB Chair.
6. Completed Castle Glass etching on lanterns to be sold at EGM in-person sale.
7. Printed and assembled more stationary sets to fulfill online order and restock stationary inventory.
8. Determined decanter shipping costs and how to create payment link for decanters using Square.
9. The glass blowing factory has reopened and decanters will be shipped from overseas this week, arriving about 35 days later, estimating second week in May, during EGM.
10. Talked with Missy DeCiro about taking over as Boutique Chair when Stacy leaves.
11. Stacy needs volunteers for local delivery of decanters. Also volunteers for individual shipping preparation.
12. Phone stands and more red leather items ordered or wait and let Missy decide on new inventory.
13. Volunteers needed for EGM Castle Boutique Sale on May 10th.
14. Stacy will prepare for EGM sale and table at Award luncheon.
15. She will receive and package decanters and email the payment link.

***NOTES:***

1. Mary Alice thanked the board for all that they do. Everyone’s hard work has paid off and we have enough money to give to everyone this year for AEMA awards. She is looking forward to meeting Missy and working with her.
2. Sharise thanks everyone for all they do. Kerri and Kara thank you for everything for the awards. It is a big job. Thank you, Deb, for your wisdom. Welcome to Missy.
3. Tanya welcomed Missy and thank you for volunteering to serve as the Castle Boutique Chair. What a phenomenal team we have. I am always impressed. Thank you, Mary Alice, for everything you do to keep the well-oiled machine going.

**TIME OF ADJOURNMENT: 2131**

Option 2 for AEMA Transfer



