

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

2 March 2022

**Zoom Meeting Attendees: Sharise Spellmon, Michelle Funkhouser, Brenda Schultze, Kerri Chase, Kara Anderson, Jackie Caldwell, Basia Kent, Priscilla Noah, Bette Meuleners, Terri Stevens, Stacy Lloyd, Sally Beck and Justine Nelson**

**CALL TO ORDER**: 1004

***UPCOMING DATES:***

* 3/4 Smithsonian Arts and Industries Tour
* 3/29 Castle House Readers Book Club
* 4/6 Board Meeting 7:30 pm
* 4/20 Scavenger Hunt at the Spy Museum
* 5/1 AEMA Luncheon
* 5/12 Swedish Embassy Tour
* 6/8 June Board Dinner

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice attended the February Board meeting.
2. Mary Alice attended the tour of the Mexican Cultural Institute.
3. She spoke with and emailed board members and members.
4. She took and sent pictures from events to Erin, Terri, Vanessa and Michelle.
5. She will keep promoting the new items on the Facebook page.
6. She set up tour and sent out Evites for Scavenger Hunt at the Spy Museum. She paid the deposit for the tour.
7. She set up the tour for the Embassy of Sweden.
8. She reserved the Harbor Grill in Occoquan for the AEMA Luncheon. She met with Kara and Kerri to go over things to do for the luncheon. Urvi is going to work with the Harbor Grill to set up the luncheon.
9. Need to start working on filling board positions for next year. Stacy, Brenda, Urvi are all PCSing this summer.
10. Mary Alice will keep promoting the decanter.

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

1. Urvi is planning the next book club The next Castle Book Club will be:

Sparks Like Stars by Nadia Hashimi

Book club will take place on Tuesday March 29th at 6:30pm. Verre wine bar was such a hit that Urvi thought it would be fun to do another evening one with dinner this time. Book club will be hosted at Founding Farmers Tyson’s

If you plan to attend, please RSVP by March 22nd to Urvi.

1. Urvi hosted book club at Verre Wine Bar in Arlington, VA. The book was Midnight Library. There was a great turnout.

***SECRETARY***: Brenda Schultze

1. A motion to approve the February 2022 board meeting minutes was made by Terri Stevens and seconded by Jackie Caldwell. The motion passed unanimously and the February AESC Board Meeting Minutes were approved.
2. She attended the February Board meeting.
3. She attended the Mexican Cultural Institute Tour and Book Club.
4. Brenda emailed Bette (Nominations) to let her know that she will be moving this summer and will not serve on the board next year as Secretary.
5. Brenda volunteered to work the Castle Boutique EGM Sale on Feb 9th.
6. Brenda reviewed the Constitution and Bylaws draft and sent edits to the Parliamentarian.
7. She prepared the February Board Meeting minutes and sent to the board for review.
8. She prepared and sent the March Agenda and Board Report Template to the board.
9. She sent correspondence.
10. She assisted board members.
11. Brenda updated the Calendar and sent to board.
12. She updated the Motions list on the Drive.
13. She will complete the March minutes and send to the board.
14. She will prepare for the April board meeting.
15. Brenda will begin to put together an AAR for Secretary position.

***TREASURER***: Boumy Funes

1. Reconciliation:

 Account Balances (as of 28 February 2022)

* + BB&T/Truist Statement, $30,255.22
	+ Register and General Ledger, $32,105.90
	+ PayPal amount transferred to BBT/Truist since last report: $1476.53
	+ Square deposits to BBT/Truist: $598.64
	+ Wreaths Across America check deposited: $55.00
	+ Lynch Creek Farms check deposited: $1155.87
	+ W&M Report (Castle Boutique) as of 02/28/22
		- Income YTD: $14,957.69
		- Budget: $14,000
		- Expenses (purchases, PP fees, shipping): (-$6,705.27)
		- Remaining Available Funds: $7,294.73
1. Boumy noted that BBT is transitioning to Truist so we will be seeing that name on documents.

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

1. Kerri met with Kara and Mary Alice to discuss and plan upcoming AEMA Brunch.
2. She began planning of AEMA Brunch-AEMA Chair tasks. Kerri will attend in person.
3. She completed monthly financial report for February 2022.
4. Kerri will reach out to the Morris Family regarding the unclaimed GKM from 2017-18 and 2018-2019 winners.
5. Kerri will discuss with AESC members open positions on the board for next year.

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded items to the appropriate board member.
2. Kara stated that 17 applications had been received to date. There were 15 applications last year.
3. Kara met with Kerri and Mary Alice regarding the AEMA Luncheon on May 1, 2022.
4. She sent Erin Caswell a request to assist with creating the invite, accept RSVPs and make nametags.
5. Kara is verifying applicants AESC parent/guardian membership and obtaining official transcripts.
6. \*\*\*Kara requested 3-4 volunteers to score the AEMA/GKM award applications. This will be done virtually and does not take up much time. Please let her know if you can help. Thank you. Volunteers: Jennifer Broderick and Sally Beck

Please email Kara and Kerri if you would like to volunteer.

1. Kara already set up the essay scorers.
2. Kara will process and have all applications scored. She will provide Kerri the award spreadsheet recommendation by March 28.

***CIRCULATION***: Basia Kent

1. Basia sent the following emails: AESC CG, Decanter promo and Meeting Zoom link.
2. She is keeping email list updated.
3. She will mail out the March Castle Gram.
4. She will monitor the inbox and scrub the contact list based on new members, members that did not rejoin, and email address undeliverables.
5. She will continue to send out welcome emails to new members.

***WEBMASTER:*** Terri Stevens

1. Terri took the AEMA application off of the website on March 1st.
2. She added the December Meeting Minutes to the Members Only page after approval.
3. Terri added the Mexican Cultural Institute and Book Club photos.
4. She added information for upcoming events.
5. Terri added the Castle Boutique March coupon to the Members Only page.

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

1. Michelle created and published the February issue 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 April issue of the Castle Gram.

**Deadline for submissions is March 20, 2022 for the April issue of the Castle Gram.**

***NOMINATIONS***: Bette Meuleners

1. Bette submitted a Nominations report to the Castle Gram for both February 2022 and March 2022 issues. This is to let members know it is time again to start thinking about the 2022-2023 AESC Board Year.
2. Bette sent a note to all the current board members asking if they are willing to stay on the board for the upcoming year so we know what positions we need to fill. Bette has heard back from many, but not all.
3. In the next week or so, Bette plans to send a message to all of our members asking if they may be interested in serving on the board or if they could recommend someone.
4. Bette is hopeful to have a slate of nominees in time for the April Castle Gram. We usually have the election in April, virtually.
5. Bette requested extra help in the upcoming months.

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

1. Erin confirmed with AEMA that she will make an invitation, handle the RSVPs and make nametags for the AEMA Luncheon.

***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-Flights are postponed through February 2022. Jennifer will keep checking. They are starting up again in late March.

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

1. Priscilla may not continue in her position next year. She has enjoyed it and has worked with Knollwood since 1970. She does not think the Bake Sale will be an option this year. A contribution will most likely be made in lieu of the annual bake sale.
2. Priscilla would stay on as a consultant for this position.

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

1. Jennifer reports that she updated the membership roster. There are currently 167 members (as of 2/10/22). If you need a copy of the Membership Roster, please feel free to email Jennifer.
2. Jennifer will continue to update the membership roster as membership applications come in.
3. Jackie stated that anyone joining in the spring after the AEMA luncheon would be added to the membership for the upcoming membership year starting July 1st.
4. Please encourage all of your Engineer friends to join. We take membership applications all year.

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

1. Isabel wanted to let everyone know how much she appreciates the write up on Pat. It meant a lot to the family and was a good way to let friends in the Engineer family know about their loss and the time of his internment at Arlington. March 21st at 3 pm. There will be a reception at the Fairfax following the service.

***HISTORIAN:*** Erin Beer

Nothing to report

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

1. Send anything to be posted on Facebook and/or Instagram to my email address, jolyvl@yahoo.com.
2. Posts and number reached:
	* 2/6: First AEMA Post, FB (1,399) and IG (31)
	* 2/13: Second AEMA Post, FB (195)
	* 2/17: Third AEMA Post, FB (280) and IG (44)
	* 2/24: Fourth AEMA Post, FB (488) and IG (37)
	* 931 Facebook Followers (+4) and 93 Instagram Followers (+1)
3. Vanessa will post at least once a week. She will post the March Castle Boutique flyer this week.
4. Vanessa will post regarding an Engineer Spouse running for Military Spouse of the Year.

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

1. The Constitution and Bylaws committee is doing the final touches on the draft of the C&BLs. It will be sent out for review and any final changes on March 15. Thank you to everyone who sent in changes to their job description.
2. Michelle stated that the Constitution needs to be voted on by the membership and the Bylaws can be approved by the board.

***CASTLE BOUTIQUE:***  Stacy Lloyd

1. Stacy coordinated and worked at the Castle Boutique in-person sale at HECSA for the EGM on February 9th.
2. Stacy coordinated lunches and provided breakfasts, drinks, snacks, and coffee bar for EGM participants.
3. Sales and donations from EGM sale totaled $2,488.
4. February online fulfillment (by Sarah): 4 sales totaling $135 shipping amount collected $19.50, actual shipping cost: $13.50.
5. Pre-sold 76 decanters, only 24 remaining. She worked with the company to determine the box size and weight to begin determining shipping cost.
6. She updated the website inventory and photos as necessary.
7. She created flyers for Castle Gram, Facebook, and website: Monthly March Special: Buy an engraved Engineer flask and receive a free Engineer wristlet keychain. Member’s Only special: 30% off Castle Pendant Necklace.
8. She created Weebly coupon code for March Member’s Only special.
9. She ordered wood engraved notebooks with engraved pens with USACE (40) and Regimental (40) castle. These are like the military green books) for new inventory.
10. She worked with Stacey at Whimsical Wahine to try and coordinate stained glass.
11. She designed King of the Grill apron for new inventory. She will order grill sets to go with it.
12. Hand-blown decanter progress is slightly behind schedule due to Chinese New Year and a factory COVID closure. They are now back at work and working to catch up but with the delay and 40-day overseas shipping it looks like they may not arrive until April now. They did show her progress and worked with her on box dimensions and weight to determine shipping. She will also create a payment link for the decanters with Terri’s help.
13. Phone charging stations will also be ordered as new inventory, just waiting for some reimbursement costs before placing.
14. She will also order more cookie cutters and regular inventory that is getting low.
15. Sara Bailey Fulfillment:
* Continued to fulfill online orders as they come in to the website. Received inventory from Stacy and added it to current inventory in my possession.
* Supported in person sale date including transferring inventory to sale site and then returning to my possession.
* Received inventory items to keep in storage (that are currently in a marked box in my garage
* Sara will continue working to create current inventory and keep website current. She will continue to fulfill online orders and track shipping

***NOTES:***

1. Sharise thanks everyone for all they do. She thanks everyone for all they do for this club and Engineer families. Sharise thanked Stacy for doing the breakfast for the EGM.
2. Missy DeCiro volunteered to work on Castle Boutique next fall. Sharise will connect Stacy and Missy.
3. Sharise enjoyed the Mexican Cultural Institute tour. Thank you to Mary Alice for setting it up.
4. Sharise is looking forward to the AEMA Luncheon.

**TIME OF ADJOURNMENT: 1052**

