

**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

4 May 2022

**Zoom Meeting Attendees: Urvi Avichal, Sharise Spellmon, Boumy Funes, Michelle Funkhouser, Brenda Schultze, Kerri Chase, Launa Klimowicz-Brown, Kara Anderson, Vanessa Joly, Jackie Caldwell, Basia Kent, Isabel Stevens, Bette Meuleners, Terri Stevens, Stacy Lloyd, and Julie Handura**

**CALL TO ORDER**: 1007

***UPCOMING DATES:***

* 5/10 EGM Castle Boutique Sale
* 5/12 Swedish Embassy Tour
* 5/17 Castle House Readers Book Club
* 6/8 June Board Dinner
* 9/24 Cocktail Party

***PRESIDENT***: Mary Alice Jakso

1. Mary Alice wanted to thank everyone so much for everything they have done all year for AESC and also for AEMA. It was a beautiful event. Thank you everyone for all of your hard work this year.
2. Mary Alice attended the AEMA Luncheon, coaster making, egg decorating and Castle House Readers Book Club.
3. Goat Snuggle/Bottle Feeding was cancelled due to outbreak at the farm.
4. She spoke with and emailed board members and members.
5. She took and sent pictures from events to Erin, Terri, Vanessa and Michelle.
6. She worked with board members on the AEMA Luncheon.
7. She ordered and picked up the cake for the AEMA Luncheon and helped set up.
8. Cocktail Party is scheduled for September 24, 2022. The Nationals will be in Miami that weekend.
9. Mary Alice spoke with Julie Handura who has agreed to be the Vice President for the upcoming board year. Welcome Julie! Julie attended the meeting and was introduced to the board.
10. Mary Alice will be in Greece from 5/19-6/5.
11. The Board dinner will be June 8th. Urvi is coordinating a location.
12. FYI-Due to Mary Alice’s work schedule-all of next year’s board meetings will have to be in the evening.
13. Mary Alice will continue to look for board members for the 2022-2023 board year.

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

1. April’s book Club was The Engineer’s Wife.
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 at Cheesetique in Shirlington.
3. Urvi coordinated the food and pricing for the AEMA luncheon.
4. The June 8th Board Meeting/Dinner will be at 6:30 pm at Vasos Mediterranean Bistro in Old Town Alexandria.
5. Urvi thanked everyone to being so supportive of her during her time on the board this year. She is excited to continue to be a part of this board even after she moves.

***SECRETARY***: Brenda Schultze

1. A motion to approve the April 2022 board meeting minutes was made by Jackie Caldwell and seconded by Stacy Lloyd. The motion passed unanimously and the April AESC Board Meeting Minutes were approved.
2. She attended the April Board meeting.
3. Brenda prepared VP and Secretary Job Descriptions and provided to individuals requesting.
4. She attended the Egg Decorating and the Coaster Making events.
5. Brenda attended and helped set up the AEMA Luncheon.
6. She prepared the April Board Meeting minutes and sent to the board for review.
7. She prepared and sent the May Agenda and Board Report Template to the board.
8. She sent correspondence.
9. She assisted board members.
10. She will update Motions list on the Drive.
11. She will complete the May minutes and send to the board.
12. She will prepare for the June board meeting.
13. Brenda will begin to put together an AAR for Secretary position and prep binders.
14. Brenda will follow up regarding letters to be sent to incoming War College spouses.

***TREASURER***: Boumy Funes

* Reconciliation:

Account Balances (as of 29 April 2022)

Truist Statement: $32,770.79

Register & Ledger balance: $17,225.60

PayPal: $290.55

Cash/Check Deposit: $430.00

Check Issued: $18,189.88

* Boumy noted that the reason the Truist Statement amount of $32,770.79 is so much higher than the Register and Ledger balance of $17,225.60 is due to the AEMA Luncheon being on May 1st and Boumy wrote the check to AEMA for the funding of the awards. The date of the luncheon coincided with the timing of the checks being written and will be reflected in the next Truist statement balance.
* Pending W&M Castle Boutique-Engineer Decanter reimbursement and sales revenue.
* Pending Red Book expenses and reimbursement.
* Pending AEMA Luncheon expenses and reimbursement
* Boumy will do the reconciliation for June.
* She will plan and prepare with the President on General Ledger and Category Budget by the July Planning Meeting for 2022/2023. Boumy expects that by July we should be back around that $20,000 balance.

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

1. Kerri sent emails to all AEMA winners and GKM for information for program and luncheon.
2. She reached out to the Morris family for current status and funding requirements.
3. She ordered new checks for the AEMA account.
4. She created letters and certificates for all awarded students.
5. She allocated certificate holders and created packets for each awardee.
6. She participated in the AEMA Luncheon event.
7. She solidified all funding for the 2021-2022 award year. A total of $19,400 was awarded this year.
8. She completed the April 2022 monthly Financial Report.
9. Kerri is working with PayPal to gain access to AEMA account. If anyone personally knows Anna Marie Cox, please let Kerri know. She has an old physical address and phone number for her. She requests current information. Michelle Funkhouser emailed Kerri regarding this issue.
10. Kerri will mail all of the awards packets, GKM award packet, and touch base with the Morris family and past GKM winners.

***SCHOLARSHIP:*** Kara Anderson

1. Kara checked the mailbox and forwarded items to the appropriate board member.
2. She provided awardee email and mailing addresses to Kerri for email and letter notification.
3. She compiled awardee information for AEMA Luncheon program and photo boards.
4. She coordinated the program layout and printing.
5. She created and ordered the photo boards. Thank you to Michelle for all of your amazing help.
6. She updated the AEMA Awardee book and GKM photo albums.
7. She created the luncheon speech information for Mary Alice and Kerri.
8. She provided speech to LTG Spellmon.
9. She purchased flowers for the table settings.
10. Kara assisted with luncheon set up.
11. The Luncheon was great! Kara thanked everyone for all of their help to make a success. We’ve never done a Luncheon and a Zoom.
12. Kara will file expenses with Boumy.
13. She will write and AAR and gather files to pass along.
14. Kara would like to suggest that we consider requiring AEMA/GKM award applicants’ parent/guardian be a member by October of the year prior to applying. We are getting an increasing number of applicants who are being awarded a good amount of money with very little commitment to AESC. This topic came up with a couple of AESC member spouses who had some very good insight for her thoughts.

***CIRCULATION***: Basia Kent

1. Basia sent the following emails: AESC CG, AESC monthly Meeting Zoom link, AEMA Invitations, AEMA Celebration Zoom Info.
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 will mail out the May 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 processed the annual renewal for old domain name, armyengineersouses.**com**. This service is free since we are “grandfathered” into it. Maintaining ownership of the old domain name simply keeps anyone else from using it. We currently use www.armyengineerspouses.**org.**
2. She added the March Meeting Minutes to the Members Only page after approval.
3. She added Nominations request with link to Secretary and VP descriptions.
4. Terri added the Castle Boutique May coupon code to the Members Only page and she added the Castle Boutique May promotion to the home page.
5. She added photos from the Egg Decorating and Coaster events.
6. Terri will receive and post the AEMA Awardee bios. Kara will send the PP to Terri.

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

1. Michelle created and published the May issue of the Castle Gram. She delayed the issue in order to include photos from the AEMA Luncheon.
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 June/Summer issue of the Castle Gram.
5. Jackie complimented Michelle’s beautiful and marvelous Castle Grams monthly.

**The June/Summer edition of the CG will be a mini edition, which will be held until after the June Board Dinner photos come in.**

**Deadline for submissions for the June issue is June 8, 2022. Michelle will be leaving for her daughter’s wedding on June 3rd.**

***NOMINATIONS***: Bette Meuleners

1. Bette thanked everyone who volunteered or re-volunteered to serve on the board for next year.
2. Bette had an article in the CG regarding the upcoming elections in May.
3. She attended the AEMA luncheon and brought easels for the photo boards.
4. Bette attended coaster making.
5. Three elected board members have agreed to stay on the board in their positions.
6. Bette added Julie Handura to the slate for the VP position.
7. Slate:

President: Mary Alice Jakso

Vice President: Julie Handura

Secretary: Vacant

Treasurer: Boumy Funes

AEMA Chair: Kerri Chase

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

1. Erin finalized the invitation for the AEMA Luncheon.
2. Erin attended coaster making and book club.
3. She managed the reservations for AEMA Luncheon by responding to emails, maintaining a list, and sending out the list.
4. Erin created nametags for the AEMA Luncheon.
5. She attended the AEMA Luncheon and helped set-up, greeted attendees and handed out nametags.
6. A member requested that we use Evite for all events instead of a combination of Evite and invitations. I like the invitations for more formal events like the Cocktail Party and Luncheon. Thoughts?
7. Erin will start working with protocol on the Cocktail Party invitation.

***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.
2. Jackie noted that if we do require to have AEMA applicants to be members by October, then we need to widely publicize to make sure that we get that information out early. Jackie thinks it is a good idea, as the $25 membership fee is the same. Maybe if the parents/guardians joined earlier in the year they would see what all the great things we offer.

***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:

4/4: Month of the Military Child post, FB (225)

4/5: Blue Star Family post, FB (110)

4/9: Castle Boutique New Item (Notebooks) post, FB (581) and IG (45)

4/12: AEMA Celebration post, FB (211) and IG (46)

4/15: Castle Boutique Monthly Special post, FB (221) and IG (35)

4/29: Castle Boutique Mother’s Day post, FB (98) and IG (33)

4/30: AEMA Celebration Reminder post, FB (100) and IG (24)

935 Facebook Followers and 95 Instagram Followers

1. Vanessa will post at least once a week. She will post the May Castle Boutique flyer. 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. Good idea to post about Secretary position still needing to be filled.
3. Vanessa asked if she should post the AEMA Awardees. Kerri would like to make sure she has consent prior to posting on social media. Kerri said that it did not ask for persmission in the application. Terri stated that she thought this would be a good idea. Vanessa stated that she could just list their names this year.

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

1. Launa was sorry to miss the AEMA Luncheon as she was traveling.
2. Launa has sent out the proposed changes of the Constitution and Bylaws to the board to review. 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 after the Board is voted on. There will be 7 days to vote. Nays only.
3. The slate will be sent out on May 8th-May 14th to be voted on. If mailed in, it must be postmarked by the 14th.

***CASTLE BOUTIQUE:***  Stacy Lloyd

Sarah fulfilled 9 online orders totaling $636.50 (including shipping) (\*See chart below)

|  |  |
| --- | --- |
| April 2022 | |
| Number of online orders | 9 |
| Online order total  (Including shipping) | $636.50 |
| Shipping total  (received) | $ 58.50 |
| Shipping Total  (spent) | $ 43.94 |

1. Stacy and Sara attended the AEMA Luncheon.
2. Sara researched and prepared the decanter shipping labels.
3. Stacy wrote invoices and sent via Square.
4. She received cookie cutters and red leather products to replenish stock.
5. She created flyers for the Castle Gram, Facebook, and website.

-**New Inventory item for May (Mother’s Day): Engineer Candles**

**-Member’s Only Special: 15% off sunshades**

1. Stacy created the Weebly code for May *Member’s Only Special.*
2. She coordinated lunches and breakfasts/snacks for week of EGM.
3. She prepared for the EGM sale on Tuesday, May 10th.
4. She printed more notecards to assemble notecard sets at coaster night.
5. Stacy hosted coaster making night, we assembled notecard sets, and prepared boxes to ship decanters.
6. Stacy has the following volunteers for EGM: Stacy, Brenda, Stephanie, Erin C(maybe), Shannon
7. She will create Castle Gram and social media flyers for June, and then will leave books for Sara and Missy.
8. She will send out and deliver the decanters before PCSing. Let her know if you can help deliver decanters. Many will be delivered to GAO building.

***NOTES:***

1. Sharise noted that the AEMA Luncheon was just lovely. She could tell that Victoria and Michael who were in attendance, were so appreciative. The letter that the Spellmons gave to each recipient were well received and she will continue doing this next year. Thank you to Kerri and Kara for a wonderful event and all you do for AEMA. We were able to do so much for all of these students this year thanks to everyone’s hard work. Stacy has done a great job with the Castle Boutique this year and we will miss her. Kim Farnsworth will assist Missy with the castle Boutique. Kerri noted that Kim is interested in assisting AEMA.
2. Sharise noted we could do another jewelry making night for CB. Bette has the supplies. Connie also has a lot of supplies.
3. The Engineer Ball last week at FLW was a big success. It is the first one that they have been able to have in a few years. Sharise will send more brochures to Theresa Hibner.
4. The Engineer Ball here will be in August. There will be a cap on attendees. They are still working out the details. It will be at the Hilton in Springfield.
5. The date for the Cocktail Party has been set for September 24th.
6. Thank you to Julie for coming onboard.
7. Thank you everyone for all that you do.

**TIME OF ADJOURNMENT: 1046**

