



***Board Meeting
4 April 2018***

Minutes

1. The meeting was called to order at 12:55 pm.
2. We met at the Knollwood Military Retirement Community in Washington DC.
3. The following board members were in attendance:
Christy Cramer Preston, Sheila Kelly, Lois Cook, Terri Stevens, Kendra Lewis, Launa Klimowicz, Kathy Hansen, Connie Semonite, Ann Kem, Kim Houston, Jackie Caldwell, Priscilla Noah, and Jennifer Kolouch.
4. President (Launa Klimowicz):
 - May's meeting will be on 2 May 2018 at 10:00 am at Priscilla Noah's home. We will have brunch and a sign-up sheet for food will be sent out prior to the meeting.
 - June's meeting will be at Connie's home. The date and time are TBD.
 - 29 April is the AEMA Scholarship Luncheon at the Officer's Club at Fort Belvoir.
5. Vice-President (Rosemary Davis):
 - Rosemary was absent and did not submit a report.
6. Secretary (Christy Cramer Preston):
 - Please make sure that you send in your Board report by the deadline.

- The March minutes were emailed to the Board. Bobby suggested a revision removing the word "Board" from paragraph three (3). Sheila motioned that the March minutes be approved (with the revision) by the Board. The motion was seconded by Priscilla Noah. After a vote, the March 2018 minutes were approved unanimously.

7. Treasurer (Kimberly Sheaffer Oborski):

- Account Balances (as of 30 March 2018):
 - BB&T Statement, \$21,360.88.
 - Register = \$ 21,149.88 (\$211.00 Knollwood check is outstanding).
 - PayPal, \$84.10 (\$50 remains at all times).
 - Petty Cash, \$200 (in bank).
 - Credit Card, \$112.00 balance (Will be paid early April).
- PayPal: - Transferred \$672.74 to BBT account.
- Membership: 1 new member this month (Still to process in PayPal).
- BB&T: Interest earned \$.16 for March.
- Provided Launa with \$211.00 check for Knollwood.
- Renewed USPS POX BOX for \$112.00.
- Will transfer following money from this year's Fundraisers;
 - AEMA = \$423.00
 - The Fairfax = \$211.19 (Who should I give this check to?)
- Process PayPal transactions for deposit to bank account.

8. AEMA Chairperson (Kara Anderson):

- Assisted in getting all the applications copied and readied to be scored.
- Worked with Marguerite, Vanessa Joly and Deb Wehr to score the applications.
- Sent/Received the application essays to three scorers. Forwarded the information to Marguerite.

Transferred all PayPal funds to PenFed accounts to finalize funds available.

- Discussed the application final scores with Marguerite to ready for board vote.
- Finalize the scoring sheet so the board can make a final vote.
- How do we get the word out to The Fairfax residences regarding change in location? Do we need to assist in getting transportation to the Officers club?
- UPCOMING MONTH GOALS:
 - Determine how many awards will be given.
 - Send notification to winners and all applicants.
 - Request awardees photos for program and display.
 - Give thank you gifts and thank you notes to judges.
 - Coordinate luncheon details with Chief's office. Send bios of winners to Chief of Engineers.
 - Confirm chaplain for the brunch.
 - Need a photographer for brunch.
 - Finalize timeline and program. Coordinate with Reservations regarding number of award winners that are attending the brunch.

9. Memorial Awards (Marguerite Theisen):

- Marguerite was absent and did not submit a report.

10. Castle Gram (Jessica Gregris):

- Deadline is the first FRIDAY after scheduled monthly meeting.
- Every other/each month a letter from a different board member.
- Per Jessica's email, this month's Castle Gram will go out on Friday or Saturday.

11. Circulation (Sheila Kelly):

- As of March 22nd, 2018, 200 members. This does not include all Fairfax and Knollwood residents. Jackie, membership, will have all member information.
- March Castle Gram emailed and mailed.

- Sent most current emails to Bette and Terri.
- April Membership birthdays sent to Jessica.
- Mailed a letter (USPS) to members regarding their continued returned emails stating how they would need to resolve with their email provider and add our ISP and/or circulation email. Thank you to Laura for ALL your continued help with this!! Heard back via email from two members, one was a clerical error by me and another not sure.
- Emails Sent:
 - 5 March Info for Board meeting location change and zoom login.
 - 7 March Memorial Awards Volunteers needed (Local only).
 - 12 March March Castle Gram.
 - 16 March Knollwood Bake sale info.
 - 31 March Cherry Blossom Potluck
- It was suggested that Sheila remain in her position next year from afar. Which she agreed to do.

12. Historian (Lisa Stevenson):

- Lisa was absent and she did not submit a report.

13. Hospitality/Reservations (Terri Stevens/Lynne Jackson):

- Created flyer/invitation for AEMA Luncheon and April French Market Event.
- Sent flyers to Jessica, (Castle Gram), Lois, (Facebook), Laura, (AESC website) and Sheila, (Circulation). Provided Kara (AEMA Chair) with flyer, without pricing, for awardee packets.
- Attended AESC Meeting at Fort Belvoir.
- Attended luncheon for Kay at The Fairfax.
- UPCOMING MONTH GOALS:
 - Receive RSVP's for AEMA luncheon and April market event.
 - Create and assemble name tags for AEMA guests.
 - Create table cards for AEMA guests.

- Greet AEMA guests at the door and distribute name tags.
- Track appropriate date for impromptu tidal basin walk and Wharf lunch.

14. Knollwood Bake Sale (Priscilla Noah):

- Thank you for coming and baking. It was also great to see Ann.

15. Membership/Red Book (Jackie Caldwell):

- 200 members.
- Let's try for more next year.
- It has been great working in sync with Sheila and Kara(when she was Circulation). Circulation updates the excel spreadsheet.
- Connie said that we need Jackie to sell our club to members because she is so good at it. We need Jackie to stay in her position.

16. Nominations (Bette Meuleners):

- I've been working to find great willing nominees for our elected executive board. I sent out 3 emails after placing articles in several issues of the Castle Gram. I also did a survey of current appointed board members to see they could stay in their positions, or would like to switch or won't be able to stay on the board.
- We've been very fortunate to have volunteers to nominate for 4 of the 5 elected offices:
 - President - Christy Cramer Preston
 - Vice-President - Lois Cook
 - Secretary - Need a volunteer*
 - AESC Treasurer - Kimberly Oborski
- According to Roz Riley, our Parliamentarian, the Executive Board needs to approve the slate of proposed officers on Wednesday and then I send out a message to the entire membership seeking possible write in nominees. In May we'll publish the new slate in the Castle Gram and another email will go out about the voting procedure, time, etc.

I'll be giving the new President a list of those interested in staying in their positions or changing positions. Also will give the names of any other members who have expressed interest in being on AESC's board in an appointed position.

Thanks to all for helping with this process!

*Would LOVE to have a nominee for the Secretary position by Wednesday, April 4th, for the Executive Board to vote and NLT Friday for the Castle Gram April issue.

17. Parliamentarian (Roz Riley):

- Attended meeting at George Washington Community Center.
- Consulted with Nominations for executive board 2018-2019 Voting procedure/timeline.
- Will assist with virtual voting for new officers (submit Castle Gram articles).
- Act as Voting teller for 2018-2019 election.

18. Publicity/Facebook (Lois Cook):

- Please continue to send Lois your blurbs and pictures about your events.
- Lois will post about the French Market and the AEMA Luncheon weekly.
- Lois asked if she should post about the walk on Facebook. Per Connie, not on Facebook.

19. Liaison (Kay Burlin):

- Kay was absent and did not submit a report.

20. Ways & Means (Kendra Lewis):

- The week of PCC, we need a volunteer to run the Castle Boutique. 18 June is a BIG Castle Boutique. Please let Kendra know if you can help.

21. Webmaster (Laura Putnum):

- Nothing to report.

22. Welfare (Vanessa Joly):

- The March Fisher House Meal was moved to April 3rd at the request of Fisher House. Cathy Hansen provided the meal.
- Our Yankee Candle fundraiser is still ongoing. Information was sent to Sheila, Lois, and Jessica to distribute to members.

23. Corresponding Secretary(Laurel-Lee States):

- March monthly agenda completed and emailed to board members.
- One card made for Engineer spouse's family.

24. Honorary Vice-President (Kim Houston):

- This was a great event. Thank you for coming.
- Kim is planning an outing to Chartreuse & Co. Kim requested that Christy provide a little information regarding what Chartreuse & Co is. Christy made a brief description to the Board.

25. Honorary President (Connie Semonite):

- The Castle Ball is scheduled for 3 August at the Hyatt Regency Hotel. Parking is an issue. You may want to consider staying the night at the Hyatt. Rooms have been set aside and are \$89 per night. There are a minimum number of rooms. This is the 150th Castle Ball. The AESC offered our assistance to the AEA for the Castle Ball preparation. Did not commit to the day of the Ball.
- Per Connie, the Cherry Blossom Potluck will be canceled due to the weather. 5-10 inches of snow is projected. There is 100% chance of rain.
- Joyce Rehb's husband passed away. Laurel-Lee should send her family a card. Also, a card should be sent to Lisa Stevenson's family. Her mother has cancer. A card needs to be sent to Willie Berwick. Request that Laurel-Lee send Willie a card on the 1st of each month. (Christy followed up with Laurel-Lee via email requesting the above.)
- Launa and the entire Board have done such a great job this year. Connie said that she was proud of each and every Board member.

26. New Business:

- \$606 was raised from the bake sale at Knollwood.
- A check was presented to Knollwood by Launa following the meeting.
The Board members also took a picture with the Knollwood staff.

27. The meeting adjourned 1:49 pm.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary