



Board Meeting 7 February 2018

Minutes

1. The meeting was called to order at 10:30 am.
2. The following board members were in attendance:
Christy Cramer Preston, Bobby Buxbaum, Kimberly Sheaffer Oborski, Connie Semonite, Sheila Kelly, Kim Houston, Roz Riley, Kara Anderson, Lois Cook, Terri Stevens, Vanessa Joly, Bette Meuleners, Wendy Owen, Pricilla and Max Noah.
3. President (Launa Klimowicz):
 - The next meeting will be on 7 March 2018 at 6: 00 pm at the Community Center (Fairfax) on Fort Belvoir. Bobby inquired if the meeting will also be available via Zoom. Christy said that she would follow up with Launa. After the meeting, Christy emailed Launa regarding Zoom availability. Connie said that as long as a computer and phone line is available, Zoom should be available.
 - April's meeting will be on 4 April 2018 at 10:00 am at the Community Center (Fairfax) on Fort Belvoir.
 - May's meeting will be on 2 May 2018 at 6: 00 pm at the Community Center (Fairfax) on Fort Belvoir.

- June's meeting will be on 6 June 2018 at 6: 00 pm at the Community Center (Fairfax) on Fort Belvoir.
 - There is a post on the AESC's Facebook page, regarding the AEMA scholarship program. Please share the post on your own Facebook page and encourage your AESC friends to share.
4. Vice-President (Rosemary Davis):
- Rosemary was absent from today's meeting and did not submit a Board report. It was noted that due to some health issues, that Rosemary considered resigning from the AESC Board. After discussion with Launa, it was decided that Rosemary would remain on the Board and that other Board members would assist with planning the monthly Club events.
5. Secretary (Christy Cramer Preston):
- The January 2018 Board minutes were submitted to the Board for their review. Bette noted that her Board report for January was not included in the minutes. Christy will make the necessary addition and pass the approval of the minutes to the March meeting.
 - Please email your Board reports to Laurel-Lee, Launa and Christy by 5:00 pm on Monday before the meeting. Laurel-Lee creates the agenda for our meetings.
6. Treasurer (Kimberly Sheaffer Oborski):
- Account Balances (as of 4 February 2018):
 - BB&T Statement, \$22,635.12 (2x \$200.00 Checks outstanding. Confirmed they were received but need to be deposited).
 - Register = \$22,235.12 (Difference of \$400 from BB&T Statement due to outstanding checks).
 - PayPal, \$50.00.
 - Petty Cash, \$200 (in bank).
 - Credit Card, \$0
 - PayPal: Transferred \$356.80 from PayPal to BB&T on 1/31.

- Membership: Processed 13 new memberships and updated 2017-2018 membership paid tracker.
- BB&T: Interest earned \$.16 for January.
- Deposited \$700.39 check from Lynch Creek Fundraiser (Last year made \$400.17). (Lynch Creek + Yankee Candle Fundraisers = \$820.39 TOTAL).
- Board to determine distribution of funds. Previous years (25% Knollwood, 25% The Fairfax, 50% AEMA).
- Pay costs for printing 2017-2018 Redbook.
- Process PayPal transactions.
- Connie inquired what was the balance in the accounts at the end of the fiscal year. Kimberly was unsure of the exact amount, but guessed it was about \$16,000. There was also discussion regarding how much we have transferred to the AEMA. We typically have transferred \$3,000 - \$4,000 to the AEMA each year.

7. AEMA Chairperson (Kara Anderson):

- Responded to emails requesting information regarding application date availability and other questions.
- January 2018 AEMA Balance Sheet was attached to Kara's Board report.
- Reached out to USACE HQ regarding General Semonite, Command Sergeant Major Houston, Major General Funkhouser, Major General Wehr, Major General Jackson and Colonel Robinson availability for the luncheon. General Semonite and Command Sergeant Major Houston are confirmed attendees. I will reach out to the others this month regarding their availability.
- Continuing work on ledger for 2015, 2016 and 2017 for all AEMA accounts.
- Launa relayed that the Fairfax was going to start renovations and would not be available for the luncheon in April. Kara contacted Ft. Belvoir's Club regarding availability. The Regimental room is available and can

accommodate 60 people. Kara has a meeting this week with the club to discuss specifics, costs, time etc. The Board discussed moving the luncheon to the Officer's Club. A concern, was that the brunch at the Officer's Club ends at 1:30 pm. The AEMA luncheon usually begins at 1:00 pm. Roz stated that the luncheon began at 1:00 pm to accommodate the church services at the Fairfax. The consensus of the Board, was that it was better to start the luncheon earlier. Another concern, was that the Regimental room was on the second floor and participants would have to walk down a flight of stairs to get their food and have to walk back up to eat. This would be difficult for some attendees. Connie suggested that Kara ask if the Officer's Club could set up a buffet table or a dessert table in the Regimental Room. Connie also suggested that Kara inquire if we could have our luncheon on the main floor. Connie stated that if the Fort Belvoir's Officer's Club does not work out, Kara should contact Fort Myer regarding holding the event there. It was suggested that a map be included in the invitation for the luncheon.

- Contacting/securing 4 individuals for essay reading/grading.
- Audit request upon completion of the ledger creation.
- Continue checking mailbox.
- File IRS 990-N.

8. Memorial Awards (Marguerite Theisen):

- Marguerite was absent and did not submit a Board report. Launa requested that Christy bring the issue of the scholarship deadline before the Board. As of today, the AEMA has not received any scholarship applications. Christy conveyed to the Board that she was the Chairperson of the Fort Wood's Community Spouses' Club's Scholarship Committee and in the two years that she held this position, one applicant submitted their application early and she felt that there was nothing to worry about. There was a general discussion regarding this issue and the Board

determined that they did not want to extend the deadline. Roz felt that it was important to stick with the deadline of 28 February 2018.

- Connie stated that we need to do another round of outreach and publicity regarding the AEMA scholarships. Connie said that if Kara thinks that it will help, Kara or Marguerite can draft a letter regarding the scholarship program and Connie will send it out via her email. Connie stated that she will do whatever she can to get the word out.

9. Castle Gram (Jessica Gregris):

- The Castle Gram's deadline is the first Friday after the scheduled monthly meeting.

10. Circulation (Sheila Kelly):

- As of February 5th, 2018, 190 members (45 new) This does not include all Fairfax and Knollwood residents. Jackie (membership) will have all member information.
- Red Book corrections: made aware of additional error discussed at January's Board meeting, alerted all corresponding board members via email, provided corrections, noted how general membership should be notified. Sheila conveyed to the Board that Jackie felt that we did not need to put the Red Book corrections in the Castle Gram. However, this is contrary to what was decided at last month's meeting. It was discussed and decided that the corrections concerning CSM Buxbaum would be published in the Castle Gram and corrected online. It was decided that the member's (who's address needed to be corrected) name and that their address was incorrect in the Red Book, would be included in the Castle Gram and it would refer members to the "members only" section of the website for the corrected address. Sheila stated that she sent this information to Jessica for inclusion in the Castle Gram. Sheila has not received a reply from Jessica. Sheila will follow up with Jessica.

- Most current, as of Jan. 29th 2018, AESC Membership Excel spreadsheet sent to Jackie, Launa, and Laura.
- Uploaded all Local members emails to Evite per Launa request.
- February Membership birthdays sent to Jessica.
- All Membership emails sent to Bette per request.
- Emails Sent:
 - 6 Jan Members Only password per member request
 - 9 Jan Information and zoom link for January board meeting to all members.
 - 9 Jan Asked Laura to investigate undelivered mail .
 - 10 Jan Reminder for AEMA application deadline to all members.
 - 10 Jan Wreaths across America Clean Up information to all members.
 - 19 Jan Arlington wreath clean up information to local members.

11. Historian (Lisa Stevenson):

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

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

- Terri will disseminate the AEMA information once she receives it from Kara. .

13. Knollwood Bake Sale (Priscilla Noah):

- Priscilla contacted Kathy at Knollwood and the best date for the bake sale is 4 April 2018. This is the same day as our April Board meeting. The Board decided that this is the best day for the bake sale.

14. Membership/Red Book (Jackie Caldwell):

- Jackie was absent and she did not submit a board report.

15. Nominations (Bette Meuleners):

- In January, Bette started the nominations process for next year's Board (2018-2019). Bette sent an email to the Board inquiring if each member would like to remain on the Board and what position they wanted to hold.

- Please keep members in mind for next year's AESC Board and let Bette know about them.
- Bette submitted a blurb to Jessica for inclusion in the Castle Gram.

16. Parliamentarian (Roz Riley):

- Participated in telephone board meeting (10 Jan 18 at 7:00pm).
- Interpreted (via email) the Constitution Bylaws (Bylaws Section X. AEMA, paragraph A., page 47 2017-18 Red Book) for AEMA Chairman and Awards Chairman to clarify eligibility for potential applicant.
- None. No revision suggestions or review requests have been made.
- Be active participant at board meetings.
- Assist Nominations Chairman (once Executive Board Slate is developed) in the development of ballot for 2018-2019 Executive Board Voting.
- Assist Castle Gram Editor with article when needed for the Virtual Voting for the 2018-2019 Executive Board.
- Act as voting teller when Virtual Voting occurs.
- Assist as needed.

17. Publicity/Facebook (Lois Cook):

- There is a post on the AESC's Facebook page regarding the AEMA Memorial Scholarship. Please share it on your personal page.
- There is a post on the AESC's Facebook page regarding the White House Easter Egg Roll.
- We are two (2) followers short of 600 likes.
- Bette asked if she could send Lois pictures of her Grand Canyon trip for posting on the Facebook page. Connie suggested that the standard should be two (2) or more Engineer spouses in the picture, so if you and your Engineer friend are in the picture, you can have it posted on the Facebook page.

- Kim Houston said that she would send Lois pictures of the wreath laying at Arlington National Cemetery.

18. Liaison (Kay Burlin):

- Tentative date for meeting lunch at The Fairfax. Sheila will reach out to Kay to discuss the lunch with her.
- Connie informed the Board that Kay fell and was injured. Christy stated that Laurel-Lee is creating a card for Kay and Laurel-Lee will mail to her.

19. Ways & Means (Kendra Lewis):

- I took a mini You Tube class on how to photograph jewelry.
- I added the inventory to the Weebly Site.
- I am looking forward to more successful sales in the future.
- Ordering more Tervis cups and water bottles. I'm looking into alternating top colors. 2018 top will be red. Pending.
- Reimburse Mrs. Connie for embroidered napkins. I need to get a receipt from her.
- Figure out how to ship to APO from Weebly or PayPal
- Castle Boutique will have a Sale Event in March at Humphrey, Kingsman Building.
- Another Sale event at the GAO in March.
- Think of member incentives.
- Help select a wonderful replacement for me to take over Castle Boutique.
- During the meeting, Connie suggested that there be a sales event on March 7th at Headquarters. The Leader Emeritus event is on that date. Great sales potential. She suggested that Kendra contract Headquarters and inquire if they are having lunch off site. If lunch is off site, you can do sales in the morning. Christy emailed this information to Kendra and Kendra responded that she planned on doing this and simply forgot to include in her report.

20. Webmaster (Laura Putnum):

- Please pass along any information that needs to be updated on the AESC webpage.

21. Welfare (Vanessa Joly):

- Deb Wehr and Launa volunteered at the Miracle on 23rd Street event on December 8.
- Volunteers laid wreaths at Arlington National Cemetery on December 16. Volunteers removed them on January 20.
- A meal was not provided to Fisher House in December. Vanessa Joly provided a meal on January 23. Need volunteers for the following dates: February 27, March 27, April 24, and May 22.
- Received \$24.80 from Yankee Candle.
- Raised \$700.39 through Lynch Creek Farms wreath sales. Connie noted that the wreath sales were amazing.

22. Corresponding Secretary (Laurel-Lee States):

- February monthly agenda completed and emailed to Board members

23. Honorary Vice-President (Kim Houston):

- April's event will be Chartreuse & Company. Christy texted Kim the dates for Chartreuse & Company.

24. Honorary President (Connie Semonite):

- February's event is the Mardi Gras festivities at the Wharf on 13 February 2018 at 6:0 pm. We can park at Fort McNair and walk over to the Wharf. Connie has coordinated with security to exit Fort McNair from the closed gate closest to the Wharf and to enter from the same gate. You will need your military ID card. This is not a couple's event (spouses are welcome). The event was not suppose to be at Connie's home. However, there has been a misunderstanding by some. Connie feels that due to this misunderstanding, she would like to have everyone come to her home.

She will prepare a Jambalaya. If you want like to bring something, please contact Connie via email.

- March's event will be the egg painting arranged by Launa. It is tentatively scheduled for Saturday 10 March 2018 from 10:00 am through 3:00 pm. This is a lengthy event. Most of the Board agreed that it was best for them to have the event on a weekday. Can we hold the event on 9 March 2018? We will need to contribute \$20 per person for the event.
- We can have more than one vent per month.
- Connie stated that the AESC's Board is amazing. Great bunch of ladies. Our Board is a true example to others. The Signal Spouses' Club would like to attend our Board meeting to see how we operate.
- Please pray for our Engineer family.

25. The meeting adjourned at 12:21 pm.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary