



***Board Meeting
2 May 2018***

Minutes

1. The meeting was called to order at 10:28am.
2. The following members were in attendance: Jessica Gregris, Terri Stevens, Lisa Stevenson, Kim Houston, Bobbi Buxbaum, Cathy Hansen, Priscilla Noah, Vanessa Joly, Deb Wehr, Launa Brown, Kim Oborski, Wendy Owens (via Zoom), Lois Cook, Sheila Kelly, and Christy Cramer Preston.
3. President (Launa Klimowicz):
 - Launa welcomed the Board and thanked Priscilla for hosting the Board at her home.
 - The AEMA Awards Luncheon was excellent. Two recipients attended. The boy was very impressive. Priscilla conveyed that Gen. Noah thought that Launa was very impressive. Vanessa, Kara, and Marguerite scored the applications. Launa has to sign the certificates (her name was misplaced on the original certificates). Lisa Stevenson did a great job taking pictures.
 - The Knollwood Bake Sale was a great success. We also had a wonderful time. The check was presented to Knollwood.
 - 5 people attended the Cherry Blossoms walk. Connie met us for lunch.

- The French Market event was arranged by Terri. Per Terri, only one person RSVPed for the event and that person canceled. Terri went anyway and had a wonderful time.
 - We will have to vote on the slate. Cathy motioned to accept and put the slate forward. The Motion was seconded by Bobbi. The Board approved the slate unanimously.
 - Our next meeting is on 6 June 2018 at 6:00 pm at Connie's house. This time is tentative since it is dependent on Connie's schedule. Please bring your books and other material to transition.
 - Some prospective Board members: Sally Beck (OCE) for the Castle Boutique. Ria Etheridge may want to hold a position on the Board. Christy agreed to reach out to Ria.
 - The creation of the Agenda should revert back to the Secretary for the upcoming Board year.
4. Vice-President (Rosemary Davis):
- No board report was submitted.
5. Secretary (Christy Cramer Preston):
- Please review the roster and contact Christy if changes are necessary or if your information is missing.
 - Please email your board reports to Laurel-Lee and Christy.
 - The April 2018 minutes were emailed to the Board. Vanessa brought to our attention that Cathy Hansen's name was misspelled in the April minutes (it is spelled "Kathy"). Christy motioned that the April 2018 minutes be accepted with the noted revision. The Motion was seconded by Sheila. The Board approved the minutes unanimously.
6. Treasurer (Kimberly Sheaffer Oborski):
- Reconciliation:
 - Account Balances (as of 30 April 2018):
 - BB&T Statement, \$21,468.04.

- Register = \$ 20,985.04 (outstanding checks totaling \$483 to be deposited).
- PayPal, \$436.80 (\$50 remains at all times).
- Petty Cash, \$200 (in bank).
- Credit Card, \$0.
- PayPal: Will process and transfer \$386.80 to BB&T this month.
- Membership: 1 new member via PayPal this month (yet to process). Should this be a 2019/20 membership?
- BB&T: Interest earned \$.16 for April.
- Misc:
 - ❖ Charged \$825.00 on credit card for AEMA Awards Luncheon on 4/27/18.
 - ❖ Donald Swygert donated \$250 in Betty's name at the luncheon (also donated \$250 at cocktail party). Christy will ask Laurel-Lee to send Don a "thank you" card. Christy emailed Laurel-Lee the request.
 - ❖ Total cost of luncheon was \$1,225. 33 paid to attend @ \$35 each (\$1,155.00 was collected).
 - ❖ Reimbursed Connie Semonite \$60 for providing cash to Knollwood (received check donations at bake sale).
 - ❖ Received \$370.00 from AEA for annual mailing. Will send AEMA chair \$370.00 check in May.

- Current Issues:

- Totaled earned from Lynch Creek and Yankee Fundraisers = \$845.19.
- 25% The Fairfax = 211.19 (Who should this check be sent to?). It was decided that Launa and some other Board members would go to the Fairfax and have lunch with Kay and present the check to the Fairfax at that time.
- AEMA and Knollwood have received their checks already.
- Deb Wehr and Kim Houston were both honored guests at the AEMA Luncheon and therefore their meals were to be paid by the AESC. However, both paid for themselves and their spouses. Deb Wehr and Kim Houston both stated that they did not want a refund and that the AESC should consider the payments as a donation.
- Fort Belvoir is charging to reserve the community centers. So we need to decide if we want to pay to have our meetings on post or find other options. The consensus of the Board was that they did not want to pay to use the community centers.
- Upcoming Goals:
 - Process PayPal transactions for deposit to bank account.

7. AEMA Chairperson (Kara Anderson):

- Tasks Completed this Month:
 - Finalized all details regarding the luncheon at Ft. Belvoir Officer's Club.
 - Sent emails and letters to awardees. Sent letters to students not selected.
 - Printed pictures for display.
 - Created program and printed.
 - Bought centerpiece flowers.
 - Printed awardees certificates for Launa to sign.
 - Worked with Terri and Lynne regarding nametags.

- Luncheon complete.
 - Current Issues:
 - Sending packets to awardees including a program copy.
 - Update the scrapbook with award winners names (AEMA) and the 2018 GKM winner in book.
 - File for reimbursements.
 - Send awardees winner information to Laura Putnam for the website.
 - Ensure Jessica Gregris has the information she needs for the Castle Gram.
 - Upcoming Month Goals:
 - Finalize finance records.
 - Set up an audit so the IRS filing can be made.
8. Memorial Awards (Marguerite Theisen):
- Marguerite did not submit and board report and was absent from the meeting.
9. Castle Gram (Jessica Gregris):
- Allison wants to start a AESC coffee group. Allison sent in a write-up about the coffee group to be included in the Castle Gram.
 - Michelle sent in information about local events.
 - Friday or Saturday the Castle gram will go out.
 - The Volunteer Highlight will be Vanessa Joly. Bobbi Buxbaum will be for June.
10. Circulation (Sheila Kelly):
- Gmail is going to SPAM. So please check your email for circulation emails / Castle Gram.
 - As of April 9th, 2018, 201 members. This does not include all Fairfax and Knollwood residents. Jackie, membership, will have all member information.

- April Castle Gram emailed and mailed COST stamps: \$3.55; copies \$15.27
TOTAL \$18.82.
- I keep forgetting to turn in my receipts!!!
- Forwarded RSVP emails for AEMA Luncheon to Terri.
- May Membership birthdays sent to Jessica.
- Was made aware by Lois that Rosemary had not received AEMA awards luncheon info. I reached out to her to see if she receives any circulation email. Need to follow up again.
- Emails Sent:
 - 1 April Nominations letter
 - 2 April Knollwood bake sale & board meeting reminder
 - 4 April Tidal Basin Walk
 - 5 April Canceled: Cherry Blossom Potluck
 - 5 April resent Tidal Basin Walk as some folks did not receive
 - 6 April Castle Gram
 - 12 April AEMA Awards Luncheon Invite
 - 12 April Yankee Candle info
 - 13 April AESC Nominees for 2018 - 2019
 - 24 April French Market Georgetown outing
 - 27 April Ft. Belvoir free breakfast info

11. Historian (Lisa Stevenson):

- Lisa is going to put books and letters into two books and she will put them on jump drive.

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

- 37 people attended the AEMA Luncheon. All 37 RSVPed and did show up.
- Kay Burlin's birthday is in July and she will be 96. Terri proposed a "Card Shower" from the membership. It was proposed that an article should be put in the Castle Gram to notify the membership and that Kay should be

the Volunteer Highlight for June. Terri will speak with Roz and do write-up for the Castle Gram. Kay is our "Most-Distinguished-Member".

- Received RSVP's for AEMA Luncheon and sent list to AEMA Chair and AESC Treasurer.
- Created and printed name tags and table cards for AEMA guests/VIP's.
- Welcomed guests at AEMA luncheon and distributed name tags.
- Write after-action reports and SOP's for end of year committee records.
- Compile Hospitality documents and supplies for the new chairperson

13. Knollwood Bake Sale (Priscilla Noah):

- Priscilla thanked the Board for baking, baking and baking. Thank you for coming to Knollwood.
- Gen. Wehr did a great job at the AEMA Luncheon and made a great speech.

14. Membership/Red Book (Jackie Caldwell):

- 2017-2018 Membership = 201 members!
- 2017-2018 Membership year ends on June 30, 2018.
- 2018-2019 Membership year begins on July 1, 2018.
- Annual dues = \$25 which includes one copy of the Castle Directory (Red Book).

15. Nominations (Bette Meuleners):

- Nominees for elected positions

President:	Christy Cramer Preston
Vice President:	Lois Cook
Secretary:	Tricia Murphy
AESC Treasurer:	Kimberly Oborski
AEMA Chair:	Kara Anderson
- Status/desires of Appointed Board Members 2017-2018 for next year

Circulation:	Sheila Kelly moving
Corresponding Secretary:	Laurel-Lee States

Fairfax Liaison:	Kay Burlin--??
Historian:	Lisa Stevenson
Hospitality:	Michelle Funkhouser
Knollwood Bake Sale:	Priscilla Noah
Membership:	Laura Putnum and Jackie Caldwell
Castle Gram:	Jessica Gregris
Nominations:	Bette Meuleners -- (Probably time for someone else – been doing it 10 years, out of town Jan-May and don't know most of younger spouses. Willing to help if needed).
Parliamentarian	Roz Riley
Publicity:	
Secretary:	Tricia Murphy
Reservations:	Lynne Jackson is teaching full time so can't continue.
Scholarship:	Margaret Theisen.
Ways and Means:	
Webmaster:	Terri Stevens
Welfare and Service:	
Honorary President:	Connie Semonite
Honorary VP:	Kim Houston
AEMA Advisor:	
SES Special Advisor:	Jackie Caldwell

- Suggestions for possible AESC Board Members:
 - Sigrun Brickle Watson willing to help from Tennessee.
 - Cathy Hansen would like to be considered for Corresponding Secretary.

- Carolyn Hudson would be willing to help with secretary or something else from Omaha.
- Deborah Wehr is the AOSCWA Treasurer – maybe next year do something.
- Michele Tyler is a former board member living in Germany. Her husband is going to Afghanistan and she’s coming back to the DC area. Volunteered to be Secretary, but it was already promised to Tricia Murphy.
- Michele Funkhouser – I never heard back from her when I sent a message about Secretary – not sure if she wants to stay on helping with the newsletter.
- Felicia Geary Laura Putnam asked me to contact her about Secretary – think she’s moving to the DC area. Already had a nominee, but wrote her to tell her we’d have other positions open.
- My opinion is that Corresponding Secretary is a position easily done and should be done by a member from out of town who really wants to stay in touch with AESC.

16. Parliamentarian (Roz Riley):

- Tasks Completed (APR 2018):
 - Unable to participate in Meeting and Bake Sale at Knollwood on 7 March (due to travel).
 - Communicated with Nominations for proper format for Castle Gram and email notification to General Membership to announce Proposed Slate (minus Secretary Position). Advised to call for nominations from the floor (outside Board nominations from the General Membership).
 - Attended AEMA Brunch on 29 April at Ft. Belvoir Officers’ Club.
- Current Issues:

- No nominations received “from the floor”.
- Once Proposed Slate for Elected Executive Board is approved as FINAL at May 2 meeting will activate virtual voting procedure.
- Upcoming Month Goals:
 - Be active participant in board meetings.
 - Assist Castle Gram Editor with article for the Virtual Voting for the 2018-2019 Executive Board via mail in ballot.
 - Coordinate with Circulation for Virtual Voting for the 2018-2019 Executive Board notification via email.
 - Act as voting teller when Virtual Voting occurs.
 - Prepare Parliamentarian binder for year’s closeout/after action report.
 - Assist as needed.

17. Publicity/Facebook (Lois Cook):

- Plays football with the DC Divas.
- Please keep sending information to Lois for her to post.

18. Liaison (Kay Burlin):

- Kay did not submit a board report and did not attend the meeting.

19. Ways & Means (Kendra Lewis):

- Kendra did not submit a board report and did not attend the meeting.

20. Webmaster (Laura Putnum):

- Laura did not submit a board report and did not attend the meeting.

21. Welfare (Vanessa Joly):

- Vanessa suggested that we amend the duty description for Service/Welfare (Section VI. Duties of Appointed Board Members D. 6. found on page 44 of Red Book). My motion is to remove the second sentence that reads "The Chairman shall form a committee to make recommendations for disbursements of welfare funds." This position no longer fulfills this duty. Vanessa made the Motion to approve the revision

and Sheila seconded the Motion. Launa called for a vote and the Board members votes yes. However, when Launa asked for "no" votes, Deb Wehr stated that we could not make the revision because it was a change of the Bylaws. After widespread discussion, Jessica Gregris pulled out her handy Red Book and read to the Board that the revision could be made by the Board because a change of hte Bylaws only requires a majority vote of the Board. That being said, Launa opted to revise the Motion to recommend that the description be revised as stated and send it to the Parliamentarian for her review. This Motion was made by Vanessa and seconded by Lisa. It was approved by the Board, with a "no" vote from Christy.

- April Fisher House meal was delivered on the 26th by Jennifer Koprowski.
- Sent information to Lois and Sheila about Yankee Candle promotions. We received \$14 from Yankee Candle.
- Fisher House meal on May 22nd will be provided by Cathy Hansen.
- I will prepare report of volunteer services and fundraisers with contact information for my replacement.

22. Honorary President (Connie Semonite):

- Connie was unable to attend the meeting.

23. Honorary Vice-President (Kim Houston):

- Our outing to Chartreuse & Company is on 11 May 2018. It opens at 9:00 am and there are over 300 dealers. Please be on the look-out for an email with further details.

24. New Business:

- Board Positions:
 - Treasurer: Kim Oborski
 - Vice President: Lois Cook
 - AEMA: Kara Anderson

- Secretary: Tricia Murphy
- President: Christy Cramer Preston
- Memorial Awards: Marguerite Theisen
- Historian: Lisa Stevenson
- Castle Boutique:
- Webmaster: Terri Stevenson
- Welfare: Cathy Hansen
- Circulation: Sheila Kelly
- Castle Gram: Jessica Gregris
- Hospitality: Michelle Funkhouser / Deb Wehr
- Membership: Laura Putnum / Jackie Caldwell
- Knollwood: Priscilla Noah
- Nominations:
- Parliamentarian: Roz Riley
- Publicity/Facebook:
- Liaison: Kay Burlin
- Correspondence Secretary: Laurel-Lee States

- The next board meeting will be at Connie's house. It is a potluck. bring your binder and box to the meeting (if transitioning).
- Complete AARs and turn them in.

25. The meeting adjourned at 11:43 am.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary