



*Board Meeting
August 22, 2018*

Minutes

1. The meeting was called to order at 10:24 am by Christy Preston
2. The following board members were in attendance:

Lois Cook

Christy Preston

Susan Wright

Kimberly Sheaffer-Oborski

Terri Stevens

Bette Meulener

Roz Riley

Kim Houston

Connie Semonite

Michelle Tyler

Michelle Funkhouser

Tricia Murphy

3. President (Christy Preston):
 - Welcome to new and returning! This meeting serves as a brainstorm for the upcoming year.

- October meeting will be at The Fairfax (retirement community) - 1st Wednesday of the month at 10:00 am (except December); attendees are welcome to stay for lunch afterwards - Christy checking meal purchase options
 - 501 overview (document attached) - reviewed the guidelines with emphasis on staying within parameters to retain our 501/tax-exempt status
 - Chapter - discussion on volunteering, knowing role on the board, and asking for help - use the board meeting for brainstorm and sharing
 - Events - would like to see at least one event per month (ideas - crafts, jewelry, open for other ideas!); Use Evite for events and upload photos as a means to streamline for Historian
 - Utilize Zoom for meetings to encourage others to "attend" monthly board meetings - \$14.99 per month
 - Board Shirt? - \$23.00 for a polo, \$19.00 for a t-shirt; Christy requesting sample shirts; discussion tabled until next meeting
 - Networking - "coffee group" discussion - Christy will follow-up with Allison per board request
4. Vice-President (Lois Cook):
- Reviewed activity calendar (Attached document)
5. Secretary (Tricia Murphy):
- I know the roster is incomplete. Please review and contact Tricia with changes or if your information is missing.
 - Please email your board reports to Tricia Murphy, preferably by 9:00 pm the Monday before the board meeting.
6. Treasurer (Kimberly Sheaffer Oborski):
- Reviewed 2017 and 2018 budgets and 2017 expenses (attached documents)
 - please review budget and get with Kim if you have a question
 - Additional funds can be requested - touch base with Kim
 - Budget will be voted on at a later date.

7. AEMA Chairperson (Kara Anderson):

- November 1 - the application goes live
- February 28 - application deadline
- April 28 - AEMA Luncheon - if this date is available with MG Semonite and Connie. Connie checked the calendar and determined that the date was available. Connie requested that Christy contact Kara and tell her that she needs to send something to the office to get the luncheon the calendar. Christy immediately emailed this to Kara.

8. Memorial Awards (Marguerite Theisen):

- Discussion on ways to better get the word out to high schools
- Application numbers were down from previous years

9. Castle Gram (Susan Wright):

- Susan has heard that people are missing the protocol section of the Castle Gram. Susan passed around different books about manners .
- Susan discussed different things that she will include in the Castle Gram (*word puzzles, trivia, recipes).
- Asked what format she should use. Explained that that decision is up to her. Christy explained that she used Publisher. Christy will send the Publisher file to Susan.
- Due date the 1st Friday of each month

10. Hospitality/Reservations (Michelle Funkhouser/Deb Wehr):

- Newcomer's Luncheon. 5 Sept at 11:30 am. So far 8 people have RSVPed. Michelle passed around a sheet so that people could write down their name if they would be attending.
- Michelle said that a member asked her if she could bring her toddler. there was much discussion about this. The consensus was that the Sine Irish Pub & Restaurant is not a suitable place for children....and that lap babies would be ok.
- Michelle passed around examples of the party favors for the Newcomer's Luncheon. "Bloom Where You Grow"
- Cocktail Party 15 September 2018 Michelle and Deb are responsible for the invitations and nametags. 35 RSVPs so far.
- Removed all wording regarding donations from the invitation per the Ethics review.

- The donation will be next to the Castle Boutique check out. The nametag table will still be in the front. It was suggested that we possibly ask the Castle Boutique patrons to round up their sales order and the extra money will go to the AEMA.
- Roz suggested that we have reminder cards to give to people that do not have cash or credit card or check books on them at the party.

11. Membership/Red Book (Jackie Caldwell/Laura Putnum):

- Read Jackie's email to the Board. 2018-2019 AESC Membership
- GOAL: To meet and hopefully surpass the 2017-2018 high of 200 members.
- Reminder: AESC memberships may be submitted at any time during the membership year; however, to be included in the Red Book, memberships must be received by October 31.
- Membership Drive: July 1 - October 31.
- Only full year memberships are accepted = \$25.
- Please continue to invite Engineer Spouses to join AESC. Our increasing membership is a direct result of your efforts.
- Laura is looking for ways to streamline the membership process
- Laura has set a deadline of 30 November for the Red Book to go out.

12. Parliamentarian (Roz Riley):

- Not looking at doing anything to the Constitution this year.
- Refer to your duties in the Bylaws. If you believe that your duties are outdated. Any changes must be voted on by the Board.
- Please take an opportunity to review the Constitution and Bylaws.
- Voting process - virtual- can vote by email.
- Chair of the committee has voting privileges. Working bees on the committee does not have voting privileges. Can only vote if Chair is not present and agrees to allow working bee to vote.
- Roz told Christy that she should contact Kathleen Whittle and inquire if she will give us a FLW write-up for the Castle Gram.

13. Webmaster (Laura Putnum):

- Transfer in transition. Terri was on the phone with Laura for about 45 minutes. Terri will speak to Laura again on Friday.

- Laura is still in control over the website. Terri said that the website looks good. Slight aesthetic tweaks to make. Please take a look at the website..please let Terri know your suggestions changes.
- Connie asked Terri what she had to do to do a "members only" discount. Terri will touch base with Laura and follow up

14. Honorary President/Castle Boutique (Connie Semonite):

- See attached document for itemized report
- Discussion on new and low inventory - New: wooden ornaments, wine/ gift bag set, luggage tag, charm, whisky stones; Low: garden flags, rhinestone pins, cuff links, AEA items
- Possible items - table runner, stained glass
- If you have ideas for items for the Castle Boutique, please send Connie a link for the item.
- coffee mugs??? Heavy. Start up fees are expensive.
- Let's have a jewelry day. Connie and Kim will host at Connie's house. Connie will get back to the Board with a date.
- merchandise table: 9/20 @ 10:00 am - Ft Myer - Paton Hall (ASC)
- New chair , Ron Jones, not arriving until Jan. 2019

The meeting adjourned at 3:09 pm

Minutes prepared by:

Tricia Murphy
AESC Secretary