

***Board Meeting***

***7 November 2018***

**Minutes**

1. **Call to Order**: The meeting was called to order at 1015.
2. **Attendance**: The following board members were in attendance:

Christy Cramer Preston, Cathy Hansen, Sally Beck, Kimberly Gibbs, Michelle Funkhouser, Pricilla Noah, Lois Cook, Connie Semonite. Per Zoom: Vanessa Joly, Sheila Kelly, Michelle Tyler, Laura Putnam, and Wendy Owen.

1. **President** (Christy Cramer Preston):

* Christy welcomed the Board.
* Christy explained to the Board that Tricia Murphy had accepted a teaching position and had resigned as AESC Secretary.
* Lois nominated Kimberly Gibbs to the AESC Secretary position. Cathy seconded the nomination. Kimberly left the room. The motion was unanimously approved. Kimberly returned to room to begin taking minutes as the AESC Secretary.
* Following the December 5 Board meeting at Connie Semonite’s home from 100-1130, there will be a cookie exchange for all members. Bring 3 dozen cookies and the recipe card. Evite will be sent by Sheila. Christy will make informational flier.
* Christy requested to please submit Board Report prior to each month’s meeting, even if blank. Cathy requested Sheila to send Board forms for report. Emailing Report to Christy is fine.
* Michelle Tyler is not receiving AESC emails. Christy will ensure Michelle is added to email list.
* Christy asked that Board members please make meeting attendance a priority and for meetings to begin on time. Sheila requested meeting date list. Christy will send copy via email.
* Christy thanked Lois for organizing the National Cathedral Tea on November 6. It was a great opportunity.

1. **Vice-President** (Lois Cook):

* Lois did not have any calendar changes at this time.
* Ford’s Theater date was corrected in Castlegram for December 6. Eleven people are currently attending. Twelve tickets are available. Reservations are closing this week. Sally requested final ticket.
* National Cathedral Tea on November 6 was a successful event.
* The Escape Room activity scheduled for November 13. Cost is $25 per person. Three people are currently registered. A maximum of 10 people per room allowed. Good feedback on prior Escape Rooms by Christy and Lois.
* The next AESC Social will be at Launa’s home on November 27 at 1930. Bring a white elephant wrapped gift (no more than $10) to exchange.
* Lois will confirm all upcoming reservations for December, January and February. Her goal is to have a calendar available in December for all upcoming 2019 events. .

1. **Secretary** (Kimberly Gibbs):

* Kimberly thanked Board and is looking forward to serving.
* Christy presented August 2018 Board Meeting Minutes. August 2018 Minutes were reviewed with no revisions. Michelle F. motioned to approve August Minutes. Lois seconded motion. August Minutes approved unanimously as distributed.
* Christy presented October 2018 Board Meeting Minutes. October 2018 Minutes were reviewed with no revisions. Sally motioned to approve October Minutes. Lois seconded motion. October Minutes approved unanimously as distributed.

1. **Treasurer** (Kimberly Sheaffer-Oborski):

* TASKS COMPLETED LAST MONTH:
* Reconciliation:
* Account Balances (as of 1 Nov 2018):
* BB&T Statement, $27,443.15
* Register and General Ledger, $24,274.92 (Ck #1767 $246.67 outstanding plus a total of $2,921.56 of checks for Castle Boutique inventory and Petty Cash were issued since Nov 1st)
* PayPal, $546.40 ($50.00 always stays in account) \*20 new memberships since 10/28
* Petty Cash, $0 ($200 issued on Nov 1st for next event)
* Credit Card, $443.99 Charged since last payment. $501 for W&M, $14.99 for Zoom and $72 credit for unused National Cathedral Tickets
* PayPal
* $1,461.98 total transferred to BB&T from PayPal this month
* Membership:
* Processed 53 memberships this month + 3 extra Redbooks (20 in PayPal to process)
* BB&T:
* $.20 Interest for the FY
* Misc:
* Deposited $750 from AEA for envelope stuffing
* Collected Fees for 10 attendees to National Cathedral and 1 for Ford’s Theater
* $4,281 issued this month for W&M inventory. Castle Boutique is stocked. SHOP!
* UPCOMING MONTH GOALS:
* Process PayPal transactions for deposit to bank account
* Money to transfer to AEMA: TOTAL = $6,333
* $343 (Donations for Max Noah that exceeded tree cost) – Approved 10/4

$2,190 (Total Cash/check donations from 2018 Cocktail party) – Approved 10/4

* $3,000 (Annual AESC donation to AEMA) – Approved 10/4
* $750 for AEA Envelope Stuffing (new)
* $50 Donation (new)

1. **AEMA Chairperson** (Kara Anderson/Marguerite Theisen):

* The awards app is now available online as of November 1.
* Sheila sent the email notice that the award app is open to group.
* The award information is also available on the AESC Facebook page; Christy requested that members distribute information to all Engineer friends.
* The only change to award was a specific GKM essay addition.

1. **Castle Gram** (Susan Wright):

* Susan requested feedback on Castlegram: looking for any issues or changes needed. Feedback from members present included the first month looked good, concerns with Spam delivery issues. Lois had a reminder from Allison to ensure AECS Social is listed in Castlegram each month.
* Susan requesting information about February events and March teasers, flier for 2019 Castle Ball, Castle Boutique flier with items, calendar of sale locations. She would also like information from the Korea and Hawaii districts. End of Year information from Christy is needed for December.
* Sheila asked why Engineer Districts were highlighted, but not BN/BDE Engineers, concerned that the focus was on Districts. Christy noted we are getting more information from Districts and not the BN/BDE. Michelle suggested reaching out via Facebook. Connie noted more difficulty reaching out to CONUS groups and making an attempt to connect the worldwide OCONUS Districts.

1. **Circulation** (Sheila Kelly):

* November Castlegram was mailed.
* New information: Emails are going to Spam/Junk. Recommendations are for each member to check Spam/Filters. Suggested possibly posting on Facebook.
* Cathy suggests sending plain email letting members know that attachment/Castlegram has been sent.
* Michelle T. and Lois also noted issues with receiving.
* Sheila is sending in batches of 20, except for local which sends 190.
* Laura P. suggested posting on Facebook that Castlegram is available each month.
* Sheila noted costs of $30 per month to send 5 members Castlegram via mail and is concerned about going over budget. Christy suggests Ft. Belvoir; copies are $0.16 per page and $0.18 front/back copy. Currently, 30 pages are copying for monthly Castlegram. Sheila is considering printing at home to save money.
* Connie’s guidance is to continue to send this year’s Castlegram as is. Moving forward, offer members the option of paying additional dues (dependant on cost) to receive mailed copy or possibly a limited copy with information only (no pictures).

1. **Historian** (Michelle Tyler):

* Michelle is now working full time and unable to attend daytime events.
* Please send pictures from all events to Michelle directly.
* Michelle is saving pictures month by month for an end of year compilation.

1. **Hospitality/Reservations** (Michelle Funkhouser/Deb Weir):

* Michelle stated next event to support will be the AEMA Scholarship Luncheon.

1. **Knollwood Bake Sale** (Priscilla Noah):

* Priscilla noted that Catholic priest requested Bake Sale after Easter (Easter is April 21, 2019). She will plan the event after that date.
* AEMA Awards are planned for April 28, 2019.
* Priscilla is having email issues and requested Castlegram mailed to her. Sheila acknowledged and will begin mailings.

1. **Knollwood Liaison** (Ann Kem):

* No updates

1. **Fairfax Liaison** (Kay Burlin):

* No updates

1. **Membership/Red Book** (Jackie Caldwell/Laura Putnam):

* Laura reported as of November 7, there are 192 current members for Red Book:
* Returning Members – 146, Rejoining Members – 15, New Members – 30
* Officer Spouses – 170, Enlisted Spouses – 12, Civilian Spouses – 9
* Active Duty Spouses – 104, Reserve Spouses – 3, Retired Spouses – 70, Deceased Spouses – 5, Civilian Spouses – 9
* Members are from 29 states, 4 overseas locations, 111 local.
* Last year, member ship was 179.
* Laura is sending membership spreadsheet to Jackie. She will also post as a PDF for viewing on Member’s only page.
* Red Book should go out in November; waiting on a few long term memberships to be received. Laura will follow up with Christy regarding printer date. Jackie will handle printing responsibilities.
* Connie complimented Jackie and Laura on a job well done with a 15% increase in membership and 30 new members (possibly a record?). Connie was impressed with more than 100 active duty spouses, enlisted spouses increased and thanked Laura and Jackie for really reaching out for representation.
* Laura noted a great experience and a great team with Sheila, Kimberly S-O., Kara and Jackie.

1. **Nominations** (Vanessa Joly)

* Nominations will be needed beginning in January 2019.

1. **Nominations Emeritus** (Bette Meuleners):

* No updates

1. **Parliamentarian**  (Roz Riley):

* No updates

1. **Publicity/Facebook** (Carolyn Hudson):

* No updates
* Christy noted Carolyn is posting several times per week and doing a fabulous job.
* Lois will email Carolyn regarding Yankee Candles to be on top of Facebook page.

1. **Castle Boutique** (Sally Beck):

* Sally is continuing to boost inventory and research new items.
* She presented the 30 new gray embroidered bags that will be for sale at the meeting. Connie loves the new bag and pricing set for $25 each.
* Weably issues are continuing. Connie will assist.
* Sally is continuing to have issues with website. She does not have administrator access, so she can add items, but not delete or change prices. She will meet with Terri on Monday for assistance.
* Sally needs the EIN certificate. Cathy and Connie will check and see if they have copies.
* Sally is attempting to get $133 back in shipping for the company’s water bottle mistake.
* Sally is considering membership discount and is open to suggestions. Should this be a % across the board or only item with a large profit margin? Handcrafted jewelry has a large profit margin. Christy, Connie, Lois and Cathy are on board with whatever Sally decides.
* The next Castle Boutique will be at the GAO building November 8 from 1000-1400.
* Sally suggests on the first of every month, discount special is emailed to members and posted on Facebook. She will send to Carolyn to post picture – no price, just a teaser. Cathy suggests weekly specials in December.
* The next jewelry making part will be November 29 at Connie’s house at 1000.

1. **Webmaster** (Terri Stevens):

* Terri added link for AEMA 2019 application to home page.
* Upcoming events of Escape Room, Ford’s Theater, Cookie Exchange, Madame T Wax Museum and Social Group and added to Member’s only page.
* Volunteer Opportunities (Salvation Army Angel Tree and Fisher House) and Fundraisers (Yankee Candle and Lynch Farm Wreaths) added.
* Current and previous Castlegrams added to Member’s only page.
* Upcoming goals are to add Board Meeting minutes to Member’s only page and replace current heading with scrolling photos.
* Terri is continuing to streamline email list.
* Cathy thanked Terri for a job well done and fantastic new look.

1. **Welfare/Service** (Cathy Hansen):

* Cathy noted Yankee Candles and Lynch Creek Wreaths currently have 3 orders each. Both have been advertised, but with limited response.
* Connie suggested sharing information on member’s personal Facebook pages.
* Challenges noted with sharing capabilities due to limited photo availability. Sally noted scholarship information was also difficult to track without an image.
* Thumbnail challenges were noted. Laura can work with Terri to resolve link issues with web pages from companies for viewing.
* Cathy noted wreath and candle sales slow with image issues, though last 2 weeks in November are the bigger order times. Wreaths were great quality and pricing with direct shipping available.
* Cathy reported $750 donation (up from $500 due to addressing issues) and lunch provided by AEA from envelope stuffing volunteering.
* Honor Flights are nearly over.
* Blue Mile had limited participation.
* Salvation Army Angel Tree: Two children (boy and girl) are sponsored by AESC. Please provide donations on list to POC.
* Wreaths Across America upcoming.
* Fisher House Meals: November is taken. The rest of monthly meals are still available
* Cathy is still working on tax forms; has W-9, which is for profit. We are a nonprofit.

1. **Corresponding Secretary**(Shannon Luzzato):

* A card was sent to Roz Riley, who is recovering from knee surgery.

1. **Honorary President** (Connie Semonite):

* Connie reminded all that the cookie exchange is December 5following the Board meeting at 1130. Three dozen cookies with recipe are needed.
* She has take away cookie bins and will provide a light lunch with soups/chili/breads.
* Christy will provide a flier to Sheila to send and to post on Facebook.
* Connie has recipes from 4-5 years past. Sally and Lois volunteered to collect cards from past and present to scan and send to Castlegram for Members only page posting to improve membership. The goal is to have available in February.
* Connie thanked everyone for their hard work, including membership, event planning, Christy for work and support, and Cathy with volunteers. She is reenergized this year.

1. **Honorary Vice President** (Kim Houston):

* No updates

1. **SES Spouse Advisor** (Jackie Caldwell):

* No updates

1. **New Business**:

* Nothing further

1. A motion was made to close this meeting by Cathy. The motion was seconded by Priscilla. None opposed.
2. The meeting adjourned at 1134.

Minutes prepared by:

Kimberly Gibbs

AESC Secretary