

***Board Meeting***

***October 3, 2018***

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***Minutes***

1. The meeting was called to order at 10:39 am by Christy Cramer Preston
2. The following board members were in attendance (\* Zoom attendee)

Terri Stevens

Kim Houston

Bette Meuleners

Susan Wright

Michelle Funkhouser

Kay Burlin

Deborah Kalisz Wehr

Sally Beck

Kimberly Sheaffer

Cathy Hansen

Lois Cook

Tricia Murphy

Christy Cramer Preston

Connie Semonite

Priscilla Noah

Sheila Kelly \*

Laura Putnum \*

Shannon Lazzutto \*

1. New Business
	1. President report (Christy Cramer Preston)
		1. Tasks completed
			1. Cocktail party - good job - lots of compliments
				1. concern with SGT Straight - how is he paid? $15 per hour + $100 gift card in the past - moving forward document needs in writing - food, services, etc. - need to be able to account for every dime we spend.
				2. Do we need the aide to provide services in the future? - will have a catering contract in the binder. Can be decided by the Board each year. Christy sending out sample contract for Board to review prior to next meeting.
				3. Connie provided back history to aide involvement - moving forward, spell out we need: x hours and food, etc. Present a clear need for food and service, both parties agree/sign, and anything beyond agreements is considered a donation for the club.
				4. Castle Boutique - very successful - loved it upstairs/inside but very labor-intensive; put it back outside in the tent, weather permitting.
				5. Donations accepted at the Castle Boutique checkout area?

wording in invite; need to watch mention of “donation” - JAG is getting a little uncomfortable

Connie suggested a small card suggesting a donation to the club placed in their name tag

missed $$$ by not “donating” before getting inside the event?

Michelle mentioned that next year’s party is not this board’s responsibility; talk to the lawyers in June - very strict with the term “donation”

* + - * 1. Lois next year’s event possible date Saturday, September 14 (Connie checking calendar - long-range goes through August, 2019)
				2. Pictures of AEMA award recipients front and center on the round table at the entrance
		1. Current issues
			1. Board shirts - large and x-large - larger available at a slightly higher cost
				1. Christy needs to know by Saturday, 5pm - pre-order to Christy
				2. best option is new no-fade artwork; shirts are no-fade, no-shrink performance material - true Engineer red
				3. designer website will be set up and payment will be made directly to her; no money exchange with AESC directly - Christy will send link once the link is established
		2. Upcoming month goals
			1. no January meeting
				1. In the past, the January meeting has been postponed and the February meeting has been held on Zoom

Motion to postpone January meeting until February - passed

* + - 1. November meeting at The Fairfax and December meeting at The Chief’s house - cookie swap
				1. Connie has years worth of recipes
				2. Suggested they be compiled in a recipe book

Another opportunity for a fundraiser

Successful at the unit level in the past

* + 1. Motions - None
	1. Vice President report (Lois Cook)
		1. Tasks completed (attachment)
			1. In light of the Newcomer’s Welcome Luncheon and the Cocktail Party, we only had one activity scheduled and one social.
				1. On the 19th, the AESC Social held the first get together in Falls Church, Va at the home of Allison Chamberlayne.
				2. On the 21st, we visited Chartreuse & Co in Frederick, MD followed by lunch at Isabella’s Tapas & Tavern and an impromptu visit to an old fashioned style candy bar.
		2. Current issues
			1. We spent $432 on 12 tickets for the National Cathedral Tour & Tea on Nov 6 at 1:30pm. This money will be reimbursed by attendees. Those interested in attending should pay $36 in advance. Tickets are required and changes to our reservation can only be made up until October 23rd.
			2. We are booked for the 12:00 pm show of A Christmas Carol on Dec 6th. Tickets will be $52 per person. I have spoken to Ford’s Theater 3 times regarding our reservation and I’m still waiting for an invoice. They have assured me that our reservation will be honored and that their delays are due to a short staff. Seating in orchestra section.
			3. The annual calendar is just a rolling guide. Activities will be more accurate on a quarterly basis. I am currently looking for a flower decorating class, a tour of the masonic national memorial, and a lunch or happy hour at La Fromagerie (cheese and wine). Additionally, interested in feedback for the farm options for apple picking since they are a good distance away.
			4. Calendar updates - on Lois’s handout (attached separately)
			5. AESC Social: The Social will meet monthly in the evenings from Oct – May with the exception of December.
				1. This is an effort to provide an opportunity for members to meet who are typically unavailable during the day. The Social kicked off it’s first meeting on Sep 19th.
				2. The next get together will be on Oct 25th. Members are allowed to bring a guest but guests will be encouraged to join AESC if they wish to attend again.
		3. Upcoming month goals
			1. We will have 3 events in October.
				1. On the 2nd, we will visit the National Museum of African American History. Already occurred - nice visit and lunch at the museum cafe was a good time; thanks to those who attended - pricey but worth it
			2. On Oct 24th, we will go Apple Picking at Mackintosh Farms in Berryville, VA. Currently, looking at closer options.
			3. On Oct 25th, the AESC Social will meet at Lois Cook’s house in Haymarket, VA.
			4. In October, I will finalize all tickets and reservations for the Cathedral as well as secure our tickets for Christmas Carol and begin collecting from attendees.
			5. Lois will look into Luckett’s spring sale as an event in Berryville, VA for May, 2019 (Christy)
		4. Motions - None
	2. Treasurer report (Kimberly Sheaffer)
		1. Tasks completed (attachment)
			1. Cocktail Party - per discussion during President’s report

|  |  |  |
| --- | --- | --- |
| **AESC Cocktail Party Summary 2018 vs 2017** |  |  |
|   | Total Amount | # of donations |  | W&M 2017 | $1,170 |
| AEMA Donations 2017 | $3,350 | 42 |  | W&M 2018 | $2,110 |
| AEMA Donations 2018 | $2,190 | 24 |  | 2018 vs 2017  | $940 |
| 2018 vs 2017 | -$1,160 |   |  |  |  |
| Single 2017 Donation | $1,000 |   |  |  |  |
| Actual difference 2018 vs 2017 | -$160 |   |  |  |  |
| Removing $1,000 single donation |   |   |  |  |  |

* + 1. Current issues
			1. Reconciliation:
				1. Account Balances (as of 29 Sept 2018):

BB&T Statement, $26,983.60

Register and General Ledger, $26,960.59 (Ck #1758 $23.01 is outstanding)

PayPal, $122.94 ($50.00 always stays in account) \*All of this is new memberships

Petty Cash, $200 (in bank)

Credit Card, $0

* + - * 1. PayPal

$4,127.20 total transferred to BB&T from PayPal this FY

* + - 1. Membership:
				1. Processed 110 memberships this year + 3 extra redbooks (3 in Paypal to process)
			2. BB&T:
				1. $.54 Interest for the FY
			3. Misc:
				1. Processed Payment for VP Event at National Cathedral for $432. VP will collect funds from RSVP’s or request a PayPal invoice be issued.
				2. Money to transfer to AEMA:

$343 (Donations for Max Noah that exceeded tree cost)

$2,190 (Total Cash/check donations from 2018 Cocktail party)

$3,000 (Annual AESC donation to AEMA)

* + 1. Upcoming month goals
			1. Process PayPal transactions for deposit to bank account
		2. Motions
			1. Motion to approve revised 2018-2019 Budget as provided during October Board Meeting. - $24,475.00
				1. motion to approve - approved!
			2. Motion to approve transfer $5,533 of AESC funds to AEMA (Noah Donation plus 2018 Cocktail Party Donations plus 2018/19 AESC Donation)
				1. decided that the motion to approve the 2018-19 budget, which included the transfer, made this motion unnecessary
	1. Secretary report (Tricia Murphy)
		1. Tasks completed
			1. Roster -please check and double-check your information and others too. I regrettably do not know everyone but am enjoying getting to know everyone! Thank you for the patience!
		2. Current issues
			1. Roster - Working to update and ensure it is correct and current
			2. Board report - please get your reports to me by 9:00 pm the Monday before our Wednesday meeting
		3. Upcoming month goals
			1. Formatted meeting agenda available/emailed by Tuesday, 9:00 pm before our meeting
			2. Meeting minutes out for review by Friday, 9:00 pm following Wednesday meeting
				1. Please email corrections/revisions to Tricia and cc: Christy
		4. Motions - None
	2. Circulation report (Sheila Kelly)
		1. Tasks completed
			1. Castle Gram emailed and mailed COST stamps: $4.60; copies $18.41 TOTAL $23.01 \*NOTE photocopy cost increased since my move from .15 to .18 per page
			2. Adding and updating returning/new year membership contact information as they come in via PayPal & mailbox (from Kara)
			3. Emails sent
				1. 9/4 September Castle Gram (All)
				2. 9/5 Cocktail party sign up genius (Board)
				3. 9/6 Welfare info: Yankee Candle & Lynch Creek (All)
				4. Fisher House (Local)
				5. 9/10 September Event (Local)
				6. 9/10 sign up genius (Board)
				7. 9/11 AESC cares (All)
				8. 9/13 October Event African American History (Local)
				9. 9/22 Envelope stuffing (Local)
				10. 9/25 October & November events
				11. 9/30 Envelope stuffing reminder (Local)
		2. Current issues
			1. Ongoing email communication with Laura, Jackie, & Kimberly for current members roster
			2. 104 not renewed from last year
			3. Email current Castle Gram & info to new members as they join
			4. Remind me again what email everyone would prefer
		3. Upcoming month goals
			1. membership not renewed - list sent out yesterday - please review and make contacts
			2. 21 news memberships so far!
		4. Motions - None
	3. AEMA Chairperson report (Kara Anderson)
		1. Tasks completed (attachment)
			1. Provided proposed dates for application release, deadline and awards luncheon
			2. Gave 2018 AEMA awardee photos to Marguerite for the cocktail party
			3. Wrote remarks for Laura Putnam to deliver at cocktail party
			4. Reached out to John Morris regarding Ashton Cloud (2015 GKM awardee) and her change of heart in pursuing a nursing degree. The Morris family agreed to fund Ashton this year and will support her for two more years if she desires. If this request is made, we will need further discussion regarding our Articles of Charter.
			5. Received $1,000 check from John Morris and forwarded a check to Ashton Cloud
			6. Sent cocktail party donation thank you letters
		2. Current issues
			1. Scheduled to meet with Marguerite October 4 to discuss/make changes to 2019 award application
			2. Update the scrapbook with award winners names (AEMA) and the 2018 GKM winner in book
			3. Send a proposed thank you article for Castle Gram
		3. Upcoming month goals
			1. Finalize finance records.
			2. Set up an audit
		4. Motions
	4. Castlegram report (Susan Wright)
		1. Tasks completed
			1. Everyone loves the beautiful September newsletter
		2. Current issues
		3. Upcoming month goals
			1. Due date the 1st day of each month - change made from the 1st Friday
		4. Motions
	5. Hospitality/Reservations report (Michelle Funkhouser/Deb Kalisz Wehr)
		1. Tasks completed
			1. Attended August Board Meeting (Michelle) Newcomers’ Welcome
			2. Arrived at a proposed date in early September, with input from President. Important to select a date which will not interfere with first few days of school, and which the President, Honorary President and Honorary VP are available.
			3. Reserved fireplace room at Sine Irish Pub for September 5th 11:30 am – 1:30 pm
			4. Created invitation flyer for event
			5. Sent flyer to Castle Gram Editor, Circulation, and Facebook
			6. Submitted flyer to Bill Arthur at OCE for inclusion in the Engineer Blast
			7. Received RSVPs and created guest list
			8. Designed and created name tags
			9. Obtained opportunity drawing items from the Castle Boutique (Tervis tumbler, polish pottery house, “Queen of his Castle” dish towel, and Engineer ornament)
			10. Ran the opportunity drawings for the above gifts.
			11. Made and distributed favor bags for attendees (red flower bulbs in printed paper bag)
			12. Emailed photos from event to Castle Gram Editor, Historian, and Facebook
			13. Wrote short article re: event for Castle Gram Welcome Cocktail Party
			14. Identified date for cocktail party in collaboration with Honorary President and Chief’s calendar.
			15. Created invitation (electronic flyer and paper invitation)
			16. Created invitation in AFIT and sent link to Circulation
			17. Sent invitation (flyer) to Castle Gram Editor, Circulation, and Facebook
			18. Collaborated with USACE Protocol office and Secretary of the General Staff, and Ethics attorneys in the JAG office on wording and format of invitation to be distributed to USACE. This process involved a number of iterations. Advise team next year to begin this process NLT 15 July 2019.
			19. Mailed paper invitations to current and former Chief of Engineers, current and former USACE CSMs, and ASA for Civil Works
			20. Submitted flyer and blurb to Bill Arthur at OCE for inclusion in the Engineer Blast. Recommend earliest possible submission to Mr. Arthur, as the Engineer Blast can have irregular publications. xxi. Designed and created name tags
			21. Received RSVPs and created guest list
			22. Distributed name tags, brought food items, and assisted at Cocktail Party
			23. Emailed photos from event to Castle Gram Editor, Historian and Facebook
			24. Made and distributed “thank you” bags for attendees
		2. Current issues
			1. Question – Does the board normally complete an AAR for the Cocktail Party?
				1. Christy indicated that discussion points from earlier in the meeting would be brought to the committee
				2. Update Cocktail Party SOP
		3. Upcoming month goals
			1. Assist as needed
		4. Motions
	6. Membership/Red Book report (Jackie Caldwell/Laura Putnum)
		1. Tasks completed
		2. Current issues
		3. Upcoming month goals
		4. Motions
	7. Parliamentarian report (Roz Riley) - no report
		1. Tasks completed
		2. Current issues
		3. Upcoming month goals
		4. Motions
	8. Webmaster report (Terri Stevens)
		1. Tasks completed
			1. Completed website transition with Laura.
			2. Added upcoming events to home page on website - African American Museum, AEA Envelope stuffing, Mackintosh Fruit Farm, and National Cathedral Tour. Included details of these events on Members Only page.
			3. Contacted board members regarding their individual AESC email accounts. Please let me know if you need a refresher course, a new password or have any questions.
			4. Deleted unused and redundant AESC email addresses.
			5. Removed Artel jewelry coupon from Members Only page.
			6. Wrote article about Kay Burlin and sent to Castle Gram with photos.
			7. Organized meals for Lynne J.
		2. Current issues
			1. What is the board's consensus on personal photos of board members on the home page? For example, a couple of photos from the Cocktail Party and Newcomer's Luncheon. Privacy issues? Should these only be on Members Only page? "Events" page is not password protected and has member photos.
				1. Discussion concerning security - Sheila later sent an email and asked to be excluded from any Engineer references due to local sensitivity with Drew’s job.
		3. Upcoming month goals
			1. Add photos to Members Only page.
			2. Add Meeting Minutes and Castle Gram to Members Only page.
			3. Add Fisher House meal sign-up?
		4. Motions
	9. Welfare/Service report (Cathy Hansen)
		1. Tasks completed
			1. Set up and advertised the Yankee Candle, and the Lynch Creek Farm Fundraisers!
			2. Set up and advertised the Fort Belvoir Fisher House food donation.
			3. Thanks to Tara Sturgeon for delivering food on September 17, 2018.
			4. Was informed of the October 4 date for stuffing 1900 envelopes for AEA’s generous donation of $500.
			5. Advertised Honor Flights available to support in September.
		2. Current issues
			1. Thanks to Janet Graham for donating money for the October 15 meals. Cathy Hansen will deliver the meal.
			2. Currently looking for more envelope stuffing volunteers for October 4.
			3. Will continue to advertise periodically the Yankee Candle and Lynch Creek Farm
			4. Fundraisers through FaceBook, Circulation emails, our web site and the CastleGram.
			5. Advertised Honor Flights available to support in October.
		3. Upcoming month goals
			1. Would like to fill more of the monthly volunteer slots at Fisher House for the year.
		4. Motions
	10. Castle Boutique report (Sally Beck)
		1. Tasks completed
			1. Picked up Boutique items from storage at Mrs. Semonite’s home
			2. Set up a ‘store’ at USASGWA Super Sign-up
			3. Began ordering items for Boutique
		2. Current issues
			1. Working to update website
			2. Working to boost Boutique stock
				1. Consider donating old jewelry - amazing what can be made from up-cycled pieces!
		3. Upcoming month goals
			1. Have website up to date with inventory and new items added
		4. Motions
1. Old Business
	1. Approve June minutes
		1. Motion to approve - approved
	2. Approve August minutes
		1. Motion to approve - approved
2. Closing Remarks
	1. Check the Board roster and get corrections/updates to Tricia
	2. Some dishes were left at the Chief’s house
3. The meeting was adjourned at 12:53 pm