



***Board Meeting
6 December 2017***

Minutes

1. The meeting was called to order at 10:29 am.
2. The following Board members were in attendance: Marguerite Theisen, Terri Stevens, Christy Cramer Preston, Bobby Buxbaum, Jessica Gregris, Vanessa Joly, Kay Burlin, Launa Klimowicz, Kimberly Sheaffer Oborski, Bette Meuleners, Connie Semonite, Pam Smallfield, Melanie Quander, Kendra Lewis, Sheila Kelly, Sarah Jansen, Jennifer Kolouch, Lisa Stevenson, Jackie Caldwell, Cathy Henson, Sigrun Watson, Rosemary Davis, and Jennifer Koprowski. There was a name on the sign-in sheet that could not be determined due to the penmanship.
3. President (Launa Klimowicz):
 - Launa gave a short welcome. Gave a special "thank you" to the general membership in attendance.
 - Launa presented a gift to Connie.
 - Launa inquired if everyone was receiving the Evites for AESC events.
 - Launa instructed the Board to give a short version of their Board report so that we can move on to the festivities.

4. Vice-President (Rosemary Davis):

- Launa told the Board that Rosemary would arrive around 11:00 am.
- The holiday party is on 10 December at the Semonite home. The Board should have received the Evite for the party, The Board will be attending the party at the same time as the personal friends of the Semonites.
- Event on 13 December at the U.S. Botanical Gardens.
- The beer event was canceled due to low interest. There were very few RSVPs.
- The January meeting will be online (via Zoom) and is tentatively scheduled for 3 January 2017 at 10:00 am.
- In February there will be our couple's event.

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. Laurel-Lee creates the agenda for our meetings.
- The November 2017 minutes were reviewed by the Board. A motion to approve the November 2017 minutes was made by Bobby and seconded by Kay. The motion was approved unanimously.
- Christy passed out a copy of the July 2017 minutes. There was an error in the minutes. The minutes were previously approved by the Board. Therefore, the minutes needed to be revised/amended and voted on. Christy also passed out the amended page two(2) of the July 2017 minutes. Christy provided a brief explanation. Cathy Hansen motioned that the July 2017 amendment be approved and the motion was seconded by Sheila Kelly. The Board passed the amendment unanimously. Page two (2), section three (3) (e) of the July 2017 minutes shall read as follows:

e. AEMA Chairman (Kara Anderson):

- Deadline for postmarked entries will be 28 February .
- 4 April vote on awards.
- 29 April, tentatively, AEMA luncheon.

6. Treasurer (Kimberly Sheaffer Oborski):

- 30 Nov 2017 – Bank statement, register and General ledger balanced = \$18,881.60
- Account Balances (as of 30 Nov 2017):
 - BB&T Statement, \$18,881.60
 - Register = \$18,881.60
 - PayPal, \$50.00
 - Petty Cash, \$200 (in bank)
 - Credit Card, \$0
- PayPal
 - Transferred \$789.11 from Paypal to BB&T on 11/7.
 - Transferred \$434.59 from Paypal to BB&T on 11/29.
- Processed 7 total memberships and updated 2017-2018 membership paid tracker.
- BB&T: Interest earned \$.30 for Oct and Nov total.
- \$120.00 Lighthouse Woodworking Check paid and cleared.
- Outstanding check owed for W&S Sales (working with buyer).
- Process PayPal transactions for deposit to bank account.
- Transfer Etsy account to new Treasurer??
- Confirm way forward with Formstack account used for processing Army Engineer Memorial Awards this past year and pay fees as needed.

7. AEMA Chairperson (Kara Anderson):

- Responded to emails requesting information regarding application date availability.
- November 2017 AEMA Balance Sheet attached.

- Continuing work on ledger for 2015, 2016 and 2017 for all AEMA accounts.
- Audit request upon completion of the ledger creation.
- File IRS 990-N.
- Continue checking mailbox
- Meet with Marguerite and Bobby after January 1 to ensure we are getting the word out about the awards application.

8. Memorial Awards (Marguerite Theisen):

- The scholarship application is online. Scholarship information is being disseminated throughout the Regiment.
- The issue of volunteers for the Castle Ball was addressed by Launa. Launa said that our organization is committing to the Castle Ball.

9. Castle Gram (Jessica Gregris):

- The Castle Gram is coming out today.
- If there is an event that you would like to include in the Castle Gram, please write a blurb and send to Jessica. After the event, send pictures and a blurb about the event and Jessica will include it in the Castle Gram.

10. Circulation (Sheila Kelly):

- 166 members (30 that are new). This does not include all Fairfax and Knollwood residents. Jackie, (membership) will have all member information.
- Received notice from Jackie to remove Ruth Bond from membership and USPS newsletter mailings, per her daughter request.
- Reached out to a handful of board members to look over mine and the PayPal tracker memberships for any corrections.
- Sent current names and email list of local memberships to Launa for evite
- November and December membership names and birthdays sent to Jessica for Castle Gram
- Wrote up summary on D.C. design house tour for Castle Gram

- Reached out to Laura, webmaster, for guidance on continued undelivered mail. I have sent emails from my personal account to the two main returned emails.
- Emails Sent:
 - 2 Nov Yankee Candle Free Shipping
 - 9 Nov USACE Spouses Holiday Service Project Angel Tree (LOCAL ONLY)
 - 15 Nov Lynch Creek Fundraiser
 - 20 Nov Castle Boutique Sales Event Volunteers Needed (LOCAL ONLY)
 - 22 Nov Upcoming Lynch Creek Black Friday
 - 24 Nov Lynch Creek Black Friday
 - 30 Nov Yankee Candle 50% Profit

11. Historian (Lisa Stevenson):

- Nothing to report.

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

- Nothing to report.

13. Knollwood Bake Sale (Priscilla Noah):

- Priscilla was not present at today's meeting.

14. Membership/Red Book (Jackie Caldwell):

- The AESC has record memberships with 167 members.
- The goal was to mail the Red Books by 15 November (which did not happen). The Red Books will be mailed this week. All of the envelopes have been addressed and are ready to go.

15. Nominations (Bette Meuleners):

- I don't have a report this month, but will in January when we start the Nominations process for next year's Board (2018-2019).
- If you want to be on the Board, please email Bette.

16. Parliamentarian (Roz Riley):

- Roz was not present at today's meeting.

17. Publicity/Facebook (Lois Cook):

- Lois was not present at today's meeting.

18. Liaison (Kay Burlin):

- We need to determine a date for the luncheon and meeting at the Fairfax. Kay needs to know in advance.
- Kay inquired if she needed to make a reservation for the scholarship luncheon. Per Launa, she should make a reservation for 29 April 2018.

19. Ways & Means (Kendra Lewis):

- Pick up Lanterns.
- Pick up wooden ornaments from Be A Light.
- I am looking forward to more successful sales in the future..
- Stay in contact with Mr. Dave Theisen about the wooden ornaments.
- Reimburse Mrs. Connie for embroidered napkins.
- Still working on pictures of inventory for website.
- Figure out how to ship to APO from Weebly or PayPal.
- Castle Boutique will have a Sale Event on December 8th at Humphrey, Kingsman Building and GAO on the 14th.
- Contact Military Mom Memories about keepsakes.
- Think of member incentives

20. Webmaster (Laura Putnum):

- Laura was not present at today's meeting.

21. Welfare (Vanessa Joly):

- Deb Wehr coordinated gifts for two boys from the Angel Tree at USACE HQs. Several members contributed gifts.

- Kendra Lewis provided meal to Fisher House on November 28. I will contact Rocky to see if a meal (or snacks) is needed this month. If not, the next meal will be on Tuesday, January 23rd.
- Yankee Candle: Raised \$120 as of 12/2/17. I have already received check for this amount. I have car fresheners to give today along with fundraising information. The current fundraiser ends on January 1st. We can extend it with the new scents if we would like.
- Lynch Creek Farms: Raised \$624 as of 12/2/17. I have brochures available today. Fundraiser ends December 17th.
- 2-4 Volunteers needed for Miracle on 23rd Street on Friday, December 8th, 6pm-8pm.
- Wreathing Laying at Arlington Cemetery: Volunteers will meet at the old Fort Myer Chapel at 8am on December 16. Kim Houston and Bobbie Buxbaum are POCs. We can sell the wreaths through the cemetery and can raise \$5.

22. Corresponding Secretary(Laurel-Lee States):

- Nothing to report.

23. Honorary President (Connie Semonite):

- "Merry Christmas" to each and every one of you.
- Launa will provide cookie instructions at the end of the meeting.

24. Special Presentations:

- General Wehr made a special presentation to Terri Stevens to honor her accomplishments and dedication to the Engineer Regiment. Terri was presented with the Essayons Award. Citation noted. Further comments made by General Wehr. Connie made comments about Terri and why this award was so well deserved. Connie made a gift presentation to Terri on behalf of Connie, Kim and the AESC. A gift presentation to Terri was also made on behalf of the AESC Board.

25. New Business:

- Our January meeting will be online (via Zoom) tentatively scheduled for 3 January 2018 at 10:00 am. *****The meeting date and time was revised post meeting to 10 January 2018 at 7:00 pm and is via Zoom*****

26. The meeting adjourned at 11:43 am.

Minutes prepared by:

Christy Cramer Preston

AESC Secretary