**ARMY ENGINEER SPOUSES’ CLUB**

Monthly Board Meeting Minutes

12 December 2018

**IN ATTENDANCE:**

Kim Houston, Connie Semonite, Susan Wright, Sally Beck, Priscilla Noah, Christy Cramer Preston, Michelle Funkhouser, Jackie Caldwell, Terri Stevens, Kim Gibbs. Per Zoom: Lois Cook

**CALL TO ORDER at 1045.**

***PRESIDENT***: Christy Cramer Preston

1. Christy advised board about the successful Castle Boutique Sale at Humphries in December.
2. She brought the AESC polo shirts and will distribute following the board meeting.
3. Christy is the POC for Wreaths Across America and will meet at Old Chapel on event day.
4. Reminded group that there will be no January meeting. February AESC Board meeting will be at The Fairfax, no charge to meet at that location.

***VICE*** ***PRESIDENT***: Lois Cook

1. Lois discussed the successful November National Cathedral tour and December Ford’s Theater “A Christmas Carol” performance.
2. On Monday, December 17, a tour of the Wax Museum is scheduled. There are no prior ticket sales; they can be purchased online or at door. The group will meet at Le Pain Quotidien nearby for lunch.
3. There will be a January Olive Oil tasting with more information to be provided.

***SECRETARY***: Kim Gibbs

1. No revisions noted for November AESC Board meeting minutes. A motion to approve November minutes was made by Susan, seconded by Priscilla, and approved unanimously as distributed.

***TREASURER***: Kimberly Oborski

1. Kimberly is out of town on a business trip and is unable to Zoom into today’s meeting. Her activities as Treasurer are updated as of 2 December are listed in minutes.
* Reconciliation:
* Account Balances (as of 2 Dec 2018):
	+ BB&T Statement, $26,680.94 (This week: transfer $5,937 to AMEA; $1,547 for W&M inventory; $528 for Ford’s Theater Tickets) Revised Bank Balance = $18,668.94
	+ Register and General Ledger, $26,680.94
	+ PayPal, $50.00 ($50.00 always stays in account at all times)
	+ Petty Cash, $200 in Bank
	+ Credit Card, $528.00 Charged since last payment. For Ford’s Theater Tickets.
* W&M
	+ $1,560 total deposited to BB&T from Castle Boutique Sales this month
* Membership:
	+ Processed 26 memberships ($650) this month + 2 extra Redbooks
* BB&T:
	+ $.19 Interest earned in November
* Misc:
	+ $5,937 to be sent to AEMA this week (Revised)
	+ $347 (Donations for Max Noah that exceeded tree cost) – Approved 10/4
	+ $1,790 (Total Cash/check donations from 2018 Cocktail party) – Revised (excludes $400 collected via the AEMA PayPal accounts
	+ $3,000 (Annual AESC donation to AEMA) – Approved 10/4
	+ $750 for AEA Envelope Stuffing
	+ $50 Donation

***AEMA CHAIRPERSON*:**  Kara Anderson

1. The awards application is available online as of November 1.

***SCHOLARSHIP:*** Marguerite Theisen

1. No updates noted.

***CIRCULATION***: Sheila Kelly

1. This is a busy season for Sheila and she requests that we text her if anything is needed to help keep her current.
2. The December Castle Gram was emailed and mailed. She has designated separate printer ink & copy paper and will see how cost effective it is with more to follow
3. Terri checked with Hostmonster regarding members AESC emails going to spam. It has been determined that it is on the receiver’s end and steps for them to fix were sent in an email. Sheila is asking for other suggestions on how to let members know about this issue.
4. Sheila has continued email communication with Laura, Jackie, (Membership), Kimberly (Treasurer) for accurate and up to date memberships.
5. Monthly report template and updated 2019 meeting dates were emailed to board.
6. The following emails were sent:
* 11/6 Board meeting and Zoom (All)
* 11/6 Urgent Cathedral Tour last minute ticket (Local)
* 11/9 Events: Deadline Ford’s Theater (Local)
* 11/14 Cookie exchange (Local)
* 11/19 Wreaths Across America (All)
* 11/23 Lynch Creek Black Friday (All); Social Group (Local)
* 11/26 Cyber Monday & Giving Tuesday (All); Social Group reminder (Local)
* 11/30 Yankee Candle extra profit (All)
* 12/2 December Castle Gram (All); Spam/junk info to resolve (All)
* 12/3 Cookie Exchange reminder (All); Board meeting w/zoom info (All)

***WEBMASTER:*** Terri Stevens

1. Terri added 10% discount code for members to use for ornaments. Sally reported 10 ornaments ordered with discount at this time.
2. Hostmonster was contacted about issue of Castle Grams going to spam. Problem is on receiver's end. The remedy is to change email setting to allow messages from circulation@armyengineerspouses.com.
3. Terri added Madame T Wax Museum, Social Group, and details for Wreaths Across America regarding meet-up and purchase credit to the home page. The December Castle Gram and August & October board meeting notes were added to members page.
4. The 2016 and 2017 Castle Grams and Board Meeting Minutes were archived.
5. Terri is currently compiling photos to add to website.
6. Susan was thanked for providing photos for the home page scrolling photo header. Terri added a Christmas theme to the homepage and is open to suggestions for future changes and additions.
7. Terri asked about sending a mass email to get photo use permission from members. Jackie remembered years ago that there was a place on membership form to select yes or no to photo use and asked if this could be added in the upcoming year. Terri stated she will work on it.

***NEWSLETTER/CASTLEGRAM:*** Susan Wright

1. Overall, the CastleGram is going well. Susan is open to input and will continue to revise with recommendations from group.
2. Susan has found it difficult to get information from the HI District. Jackie suggested checking with members from HI in the Red Book. Sally knows the HI CDR and will reach out. Christy suggested Erica Van Epps as the POC for the HI District who may have photos of 130th EN BDE Week event.
3. Susan was looking for more information from FLW. Kathleen Whittle was mentioned as a POC for the FLW EN School.
4. Connie stated she likes the idea of BDE and not just District representation in the CastleGram.
5. Susan has a friend who is an Army spouse promoting a book she wrote and asked if she can add this information to the newsletter. Connie asked about the book’s subject and advised that if this is an Army Engineer spouse with a related subject that this would be okay. Additional discussion by Connie and board to highlight the career world of spouses monthly and support spouse businesses (like Etsy or exercise businesses, for example) by adding to CastleGram. Board agreed that highlighted spouses must be AESC members to be included.
6. Connie requested answer key for puzzles be moved to the end of the CastleGram.

***NOMINATIONS***: Vanessa Joly and Bette Meuleners

1. On behalf of Vanessa, Christy requested that we please let Nominations or Christy know if you plan to keep your board position next year by the February board meeting, if possible.
2. Also, please let Nominations or Christy know if you are interested in a different position or know of anyone that may be interested in serving on the board.
3. Christy will privately ask plans of everyone present today.

***HOSPITALITY/ RESERVATIONS*:** Michelle Funkhouser and Deb Wehr

1. Michelle reported that the next event for them will be the AEMA event on April 28. Location is to be determined by Kara and Marguerite. Connie suggested The Fairfax would be nice so the Engineers there could attend. Jackie removed details of this event from Red Book to keep all options open.

***WELFARE/SERVICES***: Cathy Hansen

1. Cathy was unable to attend meeting today. Her updates follow:
* Wreaths Across America fundraiser setup was completed; it ended on Dec 3.
* The Fort Belvoir Fisher House food donation continues. Thanks to Felicia Geary for providing the November 19 meal at the Ft Belvoir Fisher House.
* Salvation Army Giving Tree: AESC sponsored 2 kids, Azahria (7 year old girl) and Zayviar (7 year old boy). Cathy picked up from the drop off locations and took all donations to HQ USACE on Monday November 26. Thanks to Deb Weir for her help with the Angel Tree.
* Looking for volunteers to support Ft Belvoir Fisher House meals. (Dec 17, Jan 28, Feb 25, Mar 18, Apr 15, May 20 are still available.)
* She will continue to advertise periodically the Yankee Candle and Lynch Creek Farm. Fundraisers are through FaceBook, Circulation emails, our web site and the CastleGram.

***KNOLLWOOD BAKE SALE***: Priscilla Noah

1. Priscilla stated that the Priest would like the Bake Sale to be held after Easter due to Lent. Connie noted Easter is on April 21 and the AEMA Event on April 28 and asked if a Tuesday or Wednesday would work and if May is too late for a sale. Terri suggested holding the Bake Sale on May 1 in the morning and holding the May Board meeting at lunch. Priscilla will check on the May 1 date.

***MEMBERSHIP***: Laura Putnam and Jackie Caldwell

1. Jackie reported that nearly 100 Red Books were sent out, with 6 additional pages from last year. She noted the team of Laura, Kara, Sheila and herself worked seamlessly.
2. Jackie reported even with the additional pages, she was able to flatten enough to use the 3oz slot and send parcel post. Costs increased from $0.91 last year to $1.00 this year. If size increases again, we will move from letter rate to package rate and costs will be $2.50 each.
3. Her considerations for next year include reducing print size, though this may be hard for members to read, and increasing to 7 members on each page. Jackie acknowledged we want to increase membership and scholarship funding and asked for board suggestions moving forward.
4. Michelle asked if AESC constitution must be printed in book, as it added several additional pages. Connie stated that per bylaws, the constitution must be provided to all members, so it would have to stay, but the font on this could be made smaller.
5. Michelle asked if members can pay an addition $1 or cost to absorb these expenses. Jackie noted that there are no rank limits in membership; do we want to impose additional costs? Jackie stated that she already hand delivers some.
6. Michelle suggested digital only option for those who might not need or want a paper copy. Jackie acknowledged that this would reduce fees. Christy stated she was okay with the costs as is, and she would like the digital option. Connie stated she likes and uses the mailed copy, keeping one in her car for reference.
7. Connie stated $25.00 is a standard membership fee; where does the money go? Red Book costs, and then what? Being able to explain operating expenses is important if increasing any costs beyond this. Jackie reported Red Book printing costs were $3.60 each 2 years ago, not including postage.

***THE FAIRFAX LIASON***: Kay Burlin

1. No updates noted.

***HISTORIAN/FACEBOOK:*** Michelle Tyler

1. Michelle was unable to Zoom into meeting due to work commitments, and requested photos of any activities be sent to her.

***FACEBOOK/PUBLICITY:*** Carolyn Hudson

1. Carolyn has posted upcoming events and posted photos from past events, informed of volunteer opportunities and fundraisers and updated page administrators to current board members.
2. She would like a few more photos of events to post. If possible, she would love a group picture from the Cookie Exchange. Terri, Susan, and Michelle Tyler would also like pictures sent of activities.
3. Connie suggested a Shutterfly account for the Board to consider for sharing photos and group downloads. She will discuss further with Christy.

***PARLIAMENTARIAN***: Roz Riley

1. No updates noted.

***CASTLE BOUTIQUE / WAYS & MEANS:*** Sally Beck

1. Sally noted recent Castle Boutique sales:
* November sale at GAO building
	+ Total collected=$1515.00
	+ PayPal fees=$24.23
	+ Net collected=$1490.77
* 10 December Sale at Humphrey
	+ Total collected=$753.50
	+ PayPal fees=$14.53
	+ Net collected=$738.97
1. Sally has been working with Terri to resolve Castle Boutique website issues.
2. Sally continues to work with a vendor on a product received that is unsellable.
	1. Ordered 50 mirrored ornaments
		1. 28 are fine
		2. 22 are either off-center, not parallel or both
	2. Presented them two options
		1. I return for a re-do
		2. I return for a refund of unsellable items
	3. As of 3 December, no response
	4. I used the club credit card for this purchase
		1. Kimberly has spoken with the credit card company and they have given us a 45-day period to resolve the issue.
3. Sally noted that she needs to place additional product orders, but budget is an issue. She has $1,700.00 left in budget and would like to place 3 large purchases of items: Artel Jewelry, Terris Cups (this is a minimum $1,000.00 order to make selling worthwhile), and Ties/Bowties/Scarves.
4. Christy asked Sally to contact Kimberly O. to see if any money could be moved for these purchases. Kim H. requested group discussion. Connie advised Sally to bring a motion to board for needs. Christy noted there is $18,000 in account at this time. Jackie asked if the board must vote on moving funds. Connie stated a vote must take place if there are any changes to budget.
5. Sally motioned to have $5,000.00 added to Castle Boutique budget. Priscilla seconded motion, and motion was approved unanimously.
6. Sally will call Kimberly O. with updates and move forward with ordering.
7. Today, Sally has garden flags, bags and jewelry if anyone is interested in purchasing. Christy acknowledged there are many new items and told Sally how much she is appreciated.

***CORRESPONDING SECRETARY***: Shannon Luzzatto

1. Condolence cards were sent to COL Danielson and to LTG Semonite and Connie.

***ADDITIONAL ITEMS:***

1. Susan described her new soap making hobby and asked if there was any interest in an Engineer Castle similar to the USACE design. Group acknowledged interest. Susan will research and provided more information. Sally knows a vendor who can help with the mold and will provide information to Susan.

**TIME OF ADJOURNMENT at 1136**

1. Motion to adjourn meeting was made by Christy, seconded by Michelle F. and approved unanimously at 1136.