



"Keeping our worldwide Engineer family connected through the years and across the miles."

Army Engineer Spouses Club

Board Meeting
1 February
2017

Minutes

1. The following members were in attendance: Marguerite Theisen, Carolyn Hudson, Terri Stevens, Bobby Buxbaum, Kay Burlin, Priscilla Noah, Sheila Kelly, Laurel-Lee States, Connie Semonite and Christy Cramer Preston.
2. The minutes for the January meeting were approved unanimously.
4. Executive Board Reports:
 - a. President (Launa Brown):
 - Nothing to report.
 - b. Vice-President (Carolyn Hudson):
 - Enjoyed a night out at the Fort Belvoir Bowling Center
 - Sent a brief write-up to Allison about the event
 - Investigated doing a flower workshop at a local florist, but have not found one that is budget friendly. Connie suggested inquiring with the Fort Belvoir Floral Shop regarding if they could facilitate a class for our Board.
 - Would appreciate some feedback/suggestion on upcoming events: 22 February - Couples Night Out at John Strongbow's Tavern
 - 15 April 2017 is the Cherry Blossom Festival Party at Connie Semonite's home.
 - Wine Tasting vs. the Brewery Tour. After some discussion it was determined that we would host the Brewery Tour this year.
 - c. Secretary (Laurel Lee States & Christy Cramer Preston):
 - Laurel-Lee printed all agendas and minutes to date.

- Laurel-Lee is assembling Secretary binder to be current.
 - Minutes completed by Christy and sent to Board members.
 - Christy attended Wreaths Across America at Arlington Cemetery for wreath removal.
 - Laurel-Lee would like to hold the position as Secretary after relocating from the area and will continue to prepare the Agenda.
- d. Treasurer (Jessica Gregris):
- Nothing to Report.
- e. AEMA Chairman (Erica Shaw & Marguerite Theisen):
- The application deadline is steadfastly approaching.
5. Appointed Committee Chairs
- a. Castle Gram (Allison Chamberlayne):
- Deadline is the Friday after our monthly meetings.
- b. Circulation (Kara Anderson):
- Received the January Castle Gram electronically January 17 and distributed
 - Copied and mailed 6 hard copies. Copy costs were \$8.09
 - Purchased postage for \$2.82.
 - Updating spreadsheet as members join or rejoin
 - Helped finalize membership spreadsheet with Jackie Caldwell for the Red Book.
 - Provided email addresses to Bette Meuleners for board nominations emails.
 - Continue updating member spreadsheet
- c. Historian/Publicity (Lisa Stevenson):
- Board slate was distributed via email last year for approval. No response will denote an affirmative vote and acceptance of the slate. Last year, there were no responses.
- d. Hospitality/Reservations (Terri Stevens):
- Nothing to report.
- e. Knollwood Bake Sale (Priscilla Noah):
- The Bake Sale will be 19 April 2017 from 10:00 am through 1:00 pm.
 - Can drop the baked items at Priscilla's house on 18 April.
- f. Membership/Red Book (Jackie Caldwell):
- Red Books will be ready this Friday, 3 February 2017.
- g. Nominations (Bette Meuleners):
- It's that time again – time to start searching, finding, and filling our board for next year!

- The first step was placing brief messages in the Castle Gram which we did in December and January.
- In February we'll have a more detailed message. For this message it will be helpful for us to know which members on our current board know they will absolutely NOT be able to remain in their position on next year's board. If you cannot stay in your current position, but would like to or are willing to stay on the board in another one, that would be nice to know as well.
- Certain positions like AEMA Chairperson and AESC Treasurer are bound by our constitution to only serve 2 years. Jessica and Erica have been in their "jobs" for 2 years so they can't repeat another year. They could, however, switch positions, if that worked out.
- Please let me know ASAP if you won't be able to stay in your AESC board "job" for the next year (2017-2018).
- If any board members have not replied to my request, please do let me know if you can remain on the board.
- In the next few weeks, I will be sending an email message to the entire membership asking for volunteers for the upcoming AESC, 2017-2018 board. I'll be listing the positions we need to fill, especially the elected officers. As noted before, the President fills the appointed positions, but I like to help out with the information I gather.
- The following Board members will not be returning to the Board next year: Allison Chamberlyne, Sheila Kelly, Carolyn Hudson and Erica Shaw.

h. Parliamentarian(RozRiley):

- Nothing to report.

i. Liaison (Kay Burlin):

- Nothing to report.

j. Ways & Means (Sheila Kelly):

- Sales Event for Leaders Emeritus scheduled for 6 March at USACE Headquarters. Volunteers already scheduled.
- National Engineer Week 19th - 25th February - Offer Members 10% coupon online for the month of February added to the website.
- Marked sold out items on website. Will review budget to reorder merchandise.
- Shipped online orders.
- Will obtain petty cash from treasurer for sales event.
- Follow up with volunteers for sales event.
- Assess inventory for reordering merchandise.
- Stamp castles on brown bags for sales events.
- Submit info/ pictures to Castle Gram.

k. Webmaster (Laura Putnum):

- Nothing report.

1. Welfare Services (Vanessa Joly):
 - A meal was provided to the Fisher House on 24 January by Terri Stevens and Sheila Kelly.
 - Local members attended the Wreaths Across America at Arlington Cemetery. RSVPed through Evite.
 - Sent Hard Times Flyer to Kara for distribution, Laura to post on website, and I posted to Facebook.
 - Completed the fundraiser sign-up information sheet requested by Hard Times.
 - Hard Times Fundraiser on 7 February 2017. The Old Town location is 1404 King Street. Members of the Board will be meeting at the Old Town location at noon.
 - Fisher House meal 28 February 2017. Reminder that the Fisher House has lots of sweets on the kitchen table. May want to call and inquire about status of desserts.
 - Reminder emails regarding Hard Times and the Fisher House.
 - At the suggestion of Vanessa, the Board agreed to prepare meals for Lisa Stevenson during her recuperation from her surgery. Vanessa will send out a sign-up sheet.
6. Old Business:
 - Nothing further to discuss.
7. New Business:
 - Laurel-Lee created a beautiful "Thank You" card from the Board and presented it to Kay.
8. Announcement:
 - 7 February 2017 is our fundraiser at Hard Times. It will be the entire day at all three (3) locations. You will have to mention the Club's fundraiser when ordering and have the flyer in your hand or available on your cell phone.
 - 15 February 2017 is the National Prayer Breakfast. Please call (202) 761-7195 to RSVP.
 - 22 February 2017 is Couple's Night Out at John Strongbow's Tavern. There is a parking garage close to the Tavern and it is free after 5:00 pm.
 - 23 February 2017 is the next Engineer Round-Up.
 - 1 March 2017 is the next Board meeting at Pricilla Noah's home. Watch for a sign-up email regarding what Brunch item that you will be bringing.
 - 6 March 2017 is the next Castle Boutique.
 - 5 April 2017 is the date of our April's Board Meeting. It will be at the Women's Memorial at Arlington National Cemetery. The meeting is at 10:00 am and our tour will begin at noon.
 - 15 April 2017 is the Cherry Blossom Festival party at Connie's Semonite's home.

- 22 April 2017 is the tentative date for the Brewery Tour.
- 3 May 2017 is the date of our May's meeting and it will be an evening meeting. The location is TBD, but most likely will be the Fort Belvoir Community Center.