



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

# Army Engineer Spouses Club

## *Board Meeting 4 January 2017*

### Minutes

1. The meeting was conducted via email and each member was permitted to review the Agenda and submit any additions or revisions to the entire Board via email. The deadline to do so was 18 January 2017.
2. All members were present (electronically) for the meeting.
3. The minutes for the December meeting were approved unanimously.
4. *Executive Board Reports:*
  - a. *President (Launa Brown):*
    - i. The January 4th (in-person) meeting was cancelled. The Board will resume scheduled meetings next month.
  - b. *Vice-President (Carolyn Hudson):*
    - i. *Nothing to report.*
  - c. *Secretary (Laurel Lee States & Christy Cramer Preston):*
    - i. The following tasks were completed last month: (1) The Agenda was written and sent through email to Board members and Advisors; (2) The minutes were taken by Christy and submitted to Launa who distributed by email.
    - ii. Laurel will continue to draft the Agenda. Christy will attend the meetings and draft the minutes.
  - d. *Treasurer (Jessica Gregris):*
    - i. Nothing to Report.
  - e. *AEMA Chairman (Erica Shaw & Marguerite Theisen):*
    - i. Nothing to Report.
5. *Appointed Committee Chairs:*

- a. ***Castle Gram (Allison Chamberlayne):***
  - i. Deadline is the Friday after our monthly meetings! Deadline is THIS FRIDAY, 6 January 2017.
  - ii. PLEASE start this year out with fantastic articles for the Castle Gram
- b. ***Circulation (Kara Anderson):***
  - i. The following tasks were completed last month: (1) Received the December Castle Gram electronically December 13 and distributed; (2) Copied and mailed 6 hard copies; (3) Staples made copies for no charge (trouble with their machines); (4) Utilized mailing supplies on-hand; (5) Updating spreadsheet as members join or rejoin; (6) Assisted USACE Protocol office with updated email addresses for Chief of Engineers holiday reception.
  - ii. Working with Jessica and Jackie regarding members joining/renewing/rejoining as there are a variety of ways people can access/pay for membership. Offered to pick up mail at the post office
  - iii. Goals for the upcoming month are: (1) Continue updating member spreadsheet.
- c. ***Historian/Publicity (Lisa Stevenson):***
  - i. Nothing to report.
- d. ***Hospitality/Reservations (Terri Stevens):***
  - i. Nothing to report.
- e. ***Knollwood Bake Sale (Priscilla Noah):***
  - i. The Bake Sale will be 19 April 2017 from 10:00 am through 1:00 pm.
- f. ***Membership/Red Book (Jackie Caldwell):***
  - i. Jackie has been working very hard on the Red Book and it should be ready very soon.
- g. ***Nominations (Bette Meuleners):***
  - i. I want to remind members that we're starting to think about our Board for the upcoming year and to let me know if they'd be interested in joining the fun and serving on the board.
  - ii. I'll send out an email in about a month to ask current board members if they think they'll be able to serve and want to serve for the next board term.
  - iii. Please contact Bette Meuleners at [nominations@armyengineerspouses.com](mailto:nominations@armyengineerspouses.com) if you are interested in

serving. You can also reach out to any current Board member to find out more information on volunteer opportunities. Go to [http:// www.armyengineerspouses.com/contact-us.html](http://www.armyengineerspouses.com/contact-us.html) to find current contact information. Our election is in May, but we should have most of the nominations by the end of March with time for nominations from the “floor” in April. Thank you for considering a place on our Board!

- h. ***Parliamentarian (Roz Riley):***
  - i. Helped Membership with information with Red Book.
- i. ***Retirement Residences Liaison (Kay Burlin):***
  - i. Nothing to report.
- j. ***Ways & Means (Sheila Kelly):***
  - i. The following tasks were completed last month: (1) Holiday Sales Events: Headquarters 14 December ~ \$2,000 ; (2) HECSA Kingman Building 15 December ~ \$580 (A VERY BIG THANK YOU to ALL the volunteers that helped both days! I could not do this job without your support!); (3) Submitted cash earnings from events to treasurer; (4) Had Laura (webmaster) put Castle Boutique website pages offline during personal travel over holiday; (5) Marked sold out items on website; (6) Will review budget to reorder merchandise; (7) Submitted invoices to treasurer for merchandise purchased; (8) Shipped online orders.
  - ii. Goals for the upcoming month: (1) Inquire into upcoming conferences/events at Headquarters, then schedule dates for Castle Boutique to set up; (2) Contact volunteers to help; (3) Assess inventory for reordering merchandise;(4) Stamp castles on brown bags for sales events; (5) Submit info/pictures to Castle Gram; (6) Idea: Post Garden Flag on Facebook; have others post their pictures.
  - iii. There have been very few orders on the website as compared to last year.
- k. ***Webmaster (Laura Putnum):***
  - i. Nothing to report.
- l. ***Welfare Services (Vanessa Joly):***
  - i. The following tasks were completed last month: (1) A few members volunteered for the Christmas Events for Linden Resources on

12/2; (2) Despite the weather conditions, a few members were still able to lay wreaths at Arlington Cemetery on 12/17.

- ii. The Fisher House meal on January 24 (Sign-up Genius coming soon!).
- iii. Will send out Sign-Up Genius for meals at Fort Belvoir Fisher House.
- iv. Will create flyer for Fundraiser with Hard Times.

6. **Old Business:**

- a. We will discuss at our February meeting.

7. **New Business:**

- a. Nothing to report.

8. **Announcement:**

- i. 18 January, Bowling Night! Fort Belvoir @ 7pm
- ii. Our February meeting will be 1 February 2017 at The Fairfax.
- iii. 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.

9. The Board had until 18 January 2017 to make any additional reports or other additions to the meeting.