**MARCH 2016 BOARD MEETING AGENDA**

**(New Meeting Minutes in bold and italics)**

**CALL TO ORDER** @ 10:10

***Attendees: Connie, Maggie, Luana, Sheila, Priscilla, Terri, Lisa.***

***Erica and Jessica by phone.***

**MINUTES APPROVAL**

FEB 2016 Minutes

Motion: Priscilla Second: Maggie

**PRESIDENT:** Connie Semonite

COMMUNITY EVENTS: All three clubs have their scholarship applications posted on-line.

* BOSC: Make It, Bake It, Fake It – TUES, MAR 8, 9:30 a.m.
* AOWCGWA: Event: [March 2016 Luncheon - An Officer and a Gentleman](http://www.aowcgwa.org/EmailTracker/LinkTracker.ashx?linkAndRecipientCode=%2bDvc7pogQTK6l0Q2WQ5nuQxwOMjgtDwLVhnPrKzFuK6PreQmmxAuupkHfOjrqO6U6rSi5H4zSjXkRobIzFbI8qumSVhZZsaQT5hPpg1M%2f10%3d) March 17, 10:30 AM Rachel Thompson shares her experiences with this extraordinary man, combining stories of his prodigious professional career with glimpses into his personal life. 214 Jackson Avenue Fort Myer, VA 22211 (Fort Myer Officers Club)
* BESC - The Fort Belvoir Scholarship Gala hosted by the Belvoir Enlisted Spouses' Club will take place on Saturday, March 5, 2016 @ the Springfield, VA Hilton

SPECIAL ANNOUNCEMENTS:

* Kitty Heiberg **Internment Information:** Burial services will be held at Arlington National Cemetery, March 10, 2016 at 1:30 PM. Please come to the ANC Administration Building no later than 30 minutes prior (1:30 PM) to the burial service which is scheduled for 2:00 PM on Thursday 10 March 2016. Please be advised there will be a reception, following the burial service, at the Fort Myer Officers’ Club
* Binder Check
* **BE RESPECTFUL OF TIMELINES AND OTHER VOLUNTEERS’ TIME. IF YOU SAY YOU WILL – PLEASE DO SO!**
* ***Would like board member status, leaving, staying or keeping position.***

**HONORARY ADVISORS:** Chief’s Spouse: Renee Bostick; SES Spouse: Jackie Caldwell

**VICE PRESIDENT:** Maggie DeMello / Dominique Wilt

TASKS COMPLETED LAST MONTH:

* Put together a successful Couples Night at John Strongbow’s
* Contacted multiple breweries for brew tour

UPCOMING MONTH GOALS:

* Hosting Brew Tour/Tasting at Capital City Brewery on March 26, 2016
* Keep tabs on Eventbrite site to gauge attendees

**SECRETARY:** Laurel-Lee States

**TREASURER:** Jessica Gregris’

***1-31 December 2015***

TASKS COMPLETED LAST MONTH:

 

Reconciliation:

* 4 Jan 2016\_Reconciled the December Bank Statement against the register and general ledger, and it balanced. Check #1654 for $205.21 to ASM Cutters & Things (Al & Joyce Moorhouse), Check #1655 for $171.06 to Connie Semonite, and Transfer to Credit Card Bill for $1,059.88 for Tervis and Treasurer USPS bills have not posted.

Account Balances (as of 4 Jan 2016):

* BB&T, $16,717.32 (2 checks, 1 Transfer and 1 deposit outstanding; see Reconciliation)
* Register and General Ledger, $15,281.17
* PayPal, $64.26 ($50.00 always stays in account)
* Petty Cash, $200 (Received back from Sheila Kelly on 10 Dec; currently in BB&T Account)

PayPal:

* 9 Dec 2015\_Created PayPal Here account for Connie Semonite, gave Sheila Kelly my PayPal Here card reader (she has all readers now), updated PayPal Here Items Catalog
* 28 Dec 2015\_Processed PayPal transactions
* 3 Jan 2016\_Issued partial refund to Karen Stewart ($10.00) on PayPal. She should have only paid $15 for a half year membership.

Membership:

* 4 Jan 2016\_Submitted list of memberships paid for, and any additional red book purchases to Membership Chair, Jackie Caldwell and Circulation, Kara Anderson
	+ 2 memberships\_Total of 2 paid by PayPal (1 was half year membership)
* 102 total Memberships paid for since June 2015

BB&T:

* 4 Jan 2016\_Transferred money from checking to pay for credit card bill; deposited cash & checks

Misc:

* 18 Oct 2015\_Processed and emailed income from Cocktail Party to the board; still pending some expenses
	+ 31 Dec 2015 No Change
* 1 Dec 2015\_Updated AESC Ledger by Category and 2015-2016 AESC Budget
* 1 Dec 2015\_Completed EMV article and volunteer spotlight for Castle Gram
* 21 Dec 2015\_Lynch Creek Farm fundraiser complete; raised $561.85

NOTE: All PayPal dates in this report are indicative of the date expense or income was processed by the Treasurer. It may not reflect the actual date of the transaction in PayPal.

UPCOMING MONTH GOALS:

* Make 1 page PayPal Here Info Sheet
* Draft AAR comments from the cocktail party; complete income/expense report
* Verify if money from Amazon Smiles is going directly to AEMA’s account
* Withdraw money when Lynch Creek Farm fundraiser finishes
	+ Distribute proceeds (50% AEMA/25% Knollwood/25% Fairfax)

***1-31 January 2016***

TASKS COMPLETED LAST MONTH:

 

Reconciliation:

* 1 Feb 2016\_Reconciled the January Bank Statement against the register and general ledger, and it balanced. Check #1655 for $171.06 to Connie Semonite, and Check #1657 for $18.75 to Sheila Kelly have not posted.

Account Balances (as of 1 Feb 2016):

* BB&T, $16,111.54 (2 checks outstanding; see Reconciliation)
* Register and General Ledger, $15,921.73
* PayPal, Didn’t record balance on 1 Feb ($50.00 always stays in account)
* Petty Cash, $200 (Deposited and reissued to Sheila Kelly)

***1-29 February 2016***

TASKS COMPLETED LAST MONTH:

 

Reconciliation:

* 1 Mar 2016\_Reconciled the February Bank Statement against the register and general ledger, and it balanced. Nothing outstanding.

Account Balances (as of 1 Mar 2016):

* BB&T, $16,544.36 (NA; see Reconciliation)
* Register and General Ledger, $16,544.36
* PayPal, $931.58 ($50.00 always stays in account)
* Petty Cash, $200 (With Sheila Kelly)

**AEMA CHAIRMAN:** Erica Shaw

TASKS COMPLETED LAST MONTH:

* AEMA Suspense for Award applications was Tuesday, March 1, 2016
* AEMA received 8 applications – More to be received

CURRENT ISSUES:

* **Finalize AEMA Brunch with Karen Huff** – 02 March 2016 @ 0900
* **Finalizing AEMA Castle Graham Blog for Allison** – Later this evening
* **AEMA Application for Website Webmaster** – Please update website to show applications suspense has closed for Awards for the 2015-2016 Year
* **Money Market Account** – We did not maintain the $35,000 minimum in Money Market Certificates, we currently have $33,995.02. We missed the $35K minimum by $1,004.98. How do we make up the difference? Do we take the amount from the available funds for scholarship?
* **Funds Available for Scholarships**: $11,943.29; (If we deduct the $1,004.98) = $10,938.31
* **Total GKM**: $631.59
* UPCOMING MONTH GOALS:
* **Morris Funding** – I will reach out to the Morris Fund POC to give notice of award recipient NLT March 26, 2016 to request a check for the award amount of GKM.
* **Processing Timeline:** Applications will be processed on March 18, 2017. Essays will be reviewed by the teachers on March 19, 2017.
* **Volunteer Work requested for the Board**: request for hands to assist with the decorations for the awards banquet, review our process for the award, and consider a designation for an enlisted dependent.
* **Vice President(s)** – Let’s get together to discuss the actions for the Brunch. *Connie would you happen to have a copy of the duties for the Brunch? If not, I will search for them.*
* **Room Reservation for Brunch** – Kay Burlin to handle once we have a date
* **Email Speech Writer for Brunch Speech –** Contact the new speech writer to provide information about the awardees
* **Kara/Jessica** – On last year, I sent Kathy a list of the applicants AESC members information to cross reference…she confirmed them and we proceed forward. Will it work for you if we handle the process the same?
* ***Leftover amount goes into money market***

MOTIONS: *(exact wording for the minutes)*

* **Madam President, I move that we accept the AEMA reports.**

***Motion: Erica*** ***Second: Lisa***

* **Madam President, I move that we transfer funds from PenFed Credit Union Checking Account to maintain $35K minimum in Market Money Certificates.**

***Motion: Erica Second: Launa***

***Amended: Priscilla***

**PARLIAMENTARIAN:** Roz Riley

TASKS COMPLETED LAST MONTH:

* Prepared Voting/Non-Voting Fact Sheet for Binders
* Submitted document to President for review and dissemination

CURRENT ISSUES:

* Developing Guidelines for Virtual Voting
* Prepare framework e-mail/process for virtual voting for 2016-2017 Slate

UPCOMING MONTH GOALS:

* Complete Guidelines for Virtual Voting
* Assist Nominations Chairman in Virtual Voting for 2016-2017 Slate

**MEMBERSHIP:** Jackie Caldwell

 \****Membership Report***

 ***(1) Half year memberships were received during Jan & Feb via Pal Pal.***

 ***(2) No memberships were received during Jan & Feb via our AESC post office box.***

 ***(3) Several members phoned or emailed to inquire about the status of their mailed half***

 ***year memberships since their checks had not been deposited by AESC.***

 ***(4) Red Books are being mailed to half year members who paid an extra $5.***

**HOSPITALITY / RESERVATIONS:** Terri Stevens

* Created a Hospitality/Reservations Inventory List
* Updated and organized Hospitality binder

**CASTLE GRAM:** Allison Chamberlayne

TASKS COMPLETED LAST MONTH:

* Sent February Castle to distribution February 7th

CURRENT ISSUES:

* Working on March Castle Gram. Deadline is Friday March 4th
* I don’t have any new Volunteer Spotlights
* Would like a monthly article from EVERYONE (what’s going on with the AEMA Review process, narrative from the couples event, current welfare/service, nominations..

**WEBMASTER:** Laura Putnam

TASKS COMPLETED LAST MONTH:

* Added a page to the website dedicated to Kitty Heiberg with information on interment details
* found out where the disconnect was in lost emails, where people would email about the password and not get a response. The problem has been fixed and a new email created and posted to the website on the homepage. Spread the word, If you need the password, just simply email password@armyengineerspouses.com Jackie, Kara and I will recieve the email, then verify membership and email the password. Jackie and Kara have been handling this without my help ☺

CURRENT ISSUES:

* Conducted an email roll call. The only person whom I haven’t heard from is Launa. Not sure she knows she has an AESC email? Please ask her to contact me about this ☺

UPCOMING MONTH GOALS:

* upload the important dates for the rest of the year to the website.
* Upload current documents
* Work on 2015-2016 AAR

**CIRCULATION** Kara Anderson

TASKS COMPLETED LAST MONTH:

* Received the February Castle Gram electronically February 8 and distributed
* Copied and mailed 8 hard copies; copy costs were $15.44
* Utilized postage and mailing supplies on-hand
* Sent out invitations to local members regarding our March local event, brewery tour/tasting for March 25
* Forwarded distribution lists to Bette for board recruitment

CURRENT ISSUES:

* Do I need to provide any information regarding members who have joined since January for scholarship information/verification?

UPCOMING MONTH GOALS:

* Assist Jackie with membership details/confirm additional Redbook purchases so extra copies could be mailed.
* Continue adding half-year membership information to spreadsheet and distribution lists, as members are joining/renewing membership

**WAYS AND MEANS:** Sheila Kelly

TASKS COMPLETED LAST MONTH:

* Big Thank You to Launa, for your help with Leaders Emeritus. Sales $829.96
* Posted picture of umbrella and cookie cutters on facebook to help generate sales. A couple orders for umbrella, new cookie cutter sizes have done ok.
* Thanks to Jessica for updating shipping on website.
* Posted “Deal of the Day” for Engineer week on facebook for Members Only. No sales.
* Created invoice form
* Continue to track and ship merchandise
* Emailed picture to Castle Gram

CURRENT ISSUES:

* Transfer earnings from event and receipts for shipping to Jessica
* Inventory update
* Waiting on mail order for umbrella, continue to check with Lisa, Erica, & Jessica.
* Castle Boutique Order Form on website needs updating, will coordinate with Laura

UPCOMING MONTH GOALS:

* Schedule Castle Boutique sale at Headquarters for 3rd Quarter Governance Meeting in May
* Continue to add merchandise under Members only on website
* Post merchandise to facebook
* Replenish inventory
* Update binder

**WELFARE:** Launa Brown

* Report submitted

**PUBLICITY/HISTORIAN:** Lisa StevensoN

 ***-Mailbox renewal date?***

 ***-Should it be on Fort Belvoir?***

**RETIREMENT RESIDENCES:** Kay Burlin

* Out of town – no report

**KNOLLWOOD BAKE SALE:** Priscilla Noah

 ***• 26 April, 10am meeting, 11am Bake Sale***

**NOMINATIONS:** Bette Meuleners

TASKS COMPLETED LAST MONTH:

* First a big CONGRATULATIONS to MG Todd and Connie Semonite on his selection as the next Army Chief of Engineers. They couldn’t have chosen a better team to lead the Corps. I’m sure everyone on AESC’s board is a happy for them as I am. I’m sure we all look forward to working with them in this new position.
* I put an article in the AESC newsletter about our upcoming nomination and election process.
* Sent an email to current board members to see if they were able and willing to stay in their positions for the next year. Sent a second email to board members reminding them of my request as I had not heard from everyone.
* I asked Kara to send me her email lists of all of our current members. Using this list, I sent a message to all members (hope you got one) asking them to consider being on the board—a very worthwhile activity—lots of fun too. So far I’ve only heard back from 2 members who aren’t on the current board. I’ll send out another email in a week or so—usually members need awhile to think about being on the board or suggest members they think would be good board members!

CURRENT ISSUES:

* As mentioned above, I’ll be sending out more emails. Board members…please put your thinking caps on and give me ideas.
* Unfortunately, we need a new President. But…that’s not necessarily bad news as the reason Connie can’t stay as President for the 3rd year is MG Todd’s upcoming position as the next Chief of Engineers, pending congress’s approval. Connie will be our main Honorary Advisor, so she won’t be able to be our President, BUTTTT we still have her with us! As Connie mentioned in her email message on Tuesday, we need a President and Vice President—preferably members who are on the board now or were prior members, but we’re happy to consider others .
* Our 2 Vice-President’s are not able to continue on for the next year, but our AESC Treasurer and AEMA Chairman are able to stay—hooray!
* I think Laurel-Lee is acting Secretary now—she is willing to stay on the board wherever we need her! Obviously if we keep her as Secretary, we don’t need to fill that position.
* Most of our committee chairpersons are able to stay on the board and thanks for letting me know—it’ll be up to the new president to officially appoint these positions, but we help. We always seem to have a nice mix of new along with those who have done the positions in the past and those who are staying in their “jobs”.

UPCOMING MONTH GOALS:

* Put an article in the March Castle Gram about the nominations process and election.
* Keep reminding everyone about our needs via email, the Castle-Gram, etc. Please help me!!!!!
* Hopefully I’ll be able to attend the April board meeting—it’s my mother’s 92nd birthday that day and I’m flying in from AZ the day before to surprise her!
* Again, CONGRATULATIONS TO MG TODD AND CONNIE SEMONITE!

**OLD BUSINESS:**

* Social Membership – Essayons Member
	+ Benefits
	+ ***Carry over to next month***
* National Membership – Sapper Member
	+ Benefits
	+ ***Carry over to next month***

**NEW BUSINESS:**

* Renee Bostick
	+ Farewell Event, ***Noah’s home***
	+ Farewell Gift, ***gift ideas welcome***
	+ Scrapbook, ***gather photos***

**DATES TO REMEMBER:**

* 6 APR, WED – April Board Meeting, ***The*** **Fairfax**
* 26 April Knollwood Bake Sale
* ???? April Membership Event
* 4 MAY, WED - May Board Meeting
* ????? AEMA Luncheon
* 19 MAY, THUR – LTG Bostick Retirement Ceremony
* 1 JUN, WED – June Joint Board Meeting

**ADJOURN** @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2015-2016 AESC Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME** | **Budget 2015-2016** | **YTD****As of 1 Mar 2016** | **Budget 2016-2017****TBD** |
| BB&T Interest | **0** | 1.03 |  |
| Knollwood | **300** | 140.46 |  |
| Membership | **2,750** | 2,660.00 |  |
| Redbook | **100** | 80 |  |
| VP Events | **1,000** | 35 |  |
| VP Programs | **1,000** | 0 |  |
| Ways and Means | **11,715** | 8,065.44 |  |
| Welfare/Service Proj | **35** | 140.46 |  |
|  |  |  |  |
| **Total Income** | **16,900** | $11,122.39 |  |
|  |  |  |  |
| **EXPENSES** |  |  |  |
| Knollwood | **300** | 0 |  |
| Membership | **150** | 71.23 |  |
| Redbook | **500** | 374.31 |  |
| VP Events | **2000** | 430.89 |  |
| VP Programs | **650** | 0 |  |
| Ways and Means | **8700** | 6073.94 |  |
| Welfare/Service Proj | **35** | 0 |  |
| Circulation | **300** | 90.63 |  |
| Newsletter | **35** | 0 |  |
| Treasurer | **50** | 40.07 |  |
| PO Box Rental | **100** | 0 |  |
| President | **100** | 0 |  |
| Publicity/Historian | **170** | 58.87 |  |
| Webmaster | **200** | 190.63 |  |
| Reservations | **25** | 0 |  |
| AEMA Donation | **3000** | 3,018.00 |  |
| AEMA | **500** | 4.61 |  |
| Hospitality | **25** | 113.41 |  |
| Parliamentarian | **35** | 0 |  |
| Secretary | **25** | 0 |  |
|  |  |  |  |
| **TOTAL EXPENSES** | **16,900** | $10,466.59 |  |
|  |  |  |  |

1. Petty Cash \*\*not included in Ways and Means Budget Line $200.00

2. PayPal Contingency \*\*not included in Ways and Means Budget Line $ 50.00

There amounts are already dispersed to Castle Boutique and included in PayPay account.

3. AEMA Donations \*\*not included as AEMA Income $3,398.93

|  |  |  |
| --- | --- | --- |
| **AEMA FINANCIAL REPORT** |  |  |
| **February 2016** |  |  |
|  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| Statement Balance as of February 08, 2016 |  |  |  |  |  |  |
| **AEMA Account** |   | Total | Minimum Suggested | **Funds Available** |  | Total Dividend Credits |
|   |  |   |   |   |  |   |
| PFCU Regular Share Account: 4-01-5 | $5.01 | $5.01 | $5.00 |   |  |   |
| Money Market Savings: 5-0-36 | $354.30 | $354.30 | $25.00 | $329.30 |  |   |
| PFCU Checking Account: 2-02-9 | $11,614.62 | $11,614.62 |   | $11,614.62 |  |   |
| 1 Year Money Market Certificate: **MD 01/06/2017**1-56-1; Annual PY 1.21%, Dividend Rate 1.20%, Renew 12 Months | $12,012.20 |   |   |   |  | $12.20  |
| 1 Year Money Market Certificate, **MD: 10/14/2016**1-56-2; Annual PY 1.21%, Dividend Rate 1.20%, Renew 12 Months | $13.037.20 |   |   |   |  | $13.25  |
| 1 Year Money Market Certificate, **MD: 5/30/2016** 8-56-0; Annual PY 1.06%, Dividend Rate 1.05%, Renew 12 months | $10,008.89 | $22,021.09 |   |   |  | $8.89  |
|  |   |  |   |   |  |   |
|   |   |   |   |   |  |   |
| **Total AEMA** | $33,995.02 |   |   |   |  |   |
| **Maintain 35K min. in Money Mkt Certificates**  |   |   | $35,000.00 |   |  |   |
| **Funds Available for Scholarships** |   |   |   | **$11,943.92** |  |   |
|  |   |   |   |  |  |   |
| **GKM Account** |   |   |   |   |  |   |
|   |   |   |   |   |  |   |
| PFCU Money Market Savings: 6-03-9 | $631.59 | $631.59 |   |   |  |   |
|   |   |   |   |   |  |   |
| Total GKM  |   |   |   | **$631.59** |  |   |
|   |   |   |   |   |  |   |
|  |   |   |   |   |  |   |
|  |  |  |  |  |  |  |
| Date: March 2, 2016 |  |  |  |  |  |  |