

October 5, 2016 ARMY ENGINEER SPOUSES' CLUB

October 2016 Meeting Minutes

CALL TO ORDER @ 1030

In attendance: Launa Brown, Laurel-Lee States, Terri Stevens, Lynne Jackson, Sheila Kelly, Lisa Stevenson, Carolyn Hudson, Vanessa Joly, Roz Riley, Kay Burlin, Bobby Bauxbum, Connie Seminite and Erica Shaw by phone..

MOTION TO APPROVE SEPTEMBER MINUTES:

Motion-Roz Riley Second- Lisa Stevenson All Approve

PRESIDENT: Launa Brown

SPECIAL ANNOUNCEMENTS:

- ❖ A huge thank you to Connie for allowing the AESC to hold their meeting at Quarters 7!
- ❖ Introduction of Kay Burlin to all the new AESC board and committee members.
- ❖ Please RSVP to meetings either way (yea or nay, yes or no, just please let us know whether or not you are coming) when the announcement goes out before that specific meeting.
- ❖ Please be prepared to be a volunteer spotlight in Castle Gram if asked!
- ❖ Each month we would like someone to sign up to be the host of the month at our meetings. You may work with another member if desired on the same meeting.

VICE PRESIDENT: Carolyn Hudson

TASKS COMPLETED LAST MONTH:

- ♥ Worked on logistics for Cocktail Party.
- ♥ Held a planning meeting at Connie's to discuss food, set-up and schedule for the party.
- ♥ Began emailing board members to solicit help prior to the event and the evening of.

CURRENT ISSUES:

- ♥ Help needed for Cocktail party – savory dishes, husbands to serve drinks, and teens to help with set-up and clean up.

UPCOMING MONTH GOALS:

- ♥ Have a fun, successful party!
- ♥ Determine where the lunch in November will be.

NEW:

- Cocktail party October 15th.
- There will be decorations outside to let guests know where to go.
- Name tags will be outside in the front of House.
- Donations are to be made just inside the front door.
- Food will be in dining room and drinks will be in the 'Pub' and outside patio.
- Castle Boutique will be located outside on the patio.
- Rain plan will be implemented if needed.
- Coat rack will be on patio or upstairs.
- Decorations will be Engineer colors, red and white.
- No desserts this year. Appetizers only, prepare for about 90 guests.
- Drinks will be purchased right before event.
- Workers arrive at 1600 and board members at 1630.
- Formal presentation on patio.
- **ALL** donations go to AEMA!

SECRETARY: Laurel-Lee States

TASKS COMPLETED LAST MONTH:

- ♥ Minutes from September meeting
- ♥ Worked on Red Book board roster and completed
- ♥ Worked on AESC board and committee roster and completed.

CURRENT ISSUES:

- ♥ Get post office key that works.

UPCOMING MONTH GOALS:

- ♥ Help with cocktail party!!

TREASURER: Jessica Gregris

- Nothing to report

CASTLE GRAM: Allison Chamberlayne

- ❖ Deadline is the Friday after our monthly meetings!

TASKS COMPLETED LAST MONTH:

- ♥ Sent May Castle Gram to distribution on September 11, 2016

CURRENT ISSUES:

- ♥ October Castle gram Deadline is October 7th
- ♥ Please think about what you want to send out to the membership and when they need to know. All AESC club info should be in the Castle Gram. Deadlines are always the Friday after the board meeting and the finished product gets sent to distribution that Sunday following the board meeting. Meeting this deadline reduces the needs for extra emails to club members. We all get so many emails each day, it would be great to do our part to reduce those.
- ♥ Each officer should submit SOMETHING to the Castle gram each month.

UPCOMING MONTH GOALS:

- ♥ October Castle Gram to distribution by October 9th

Hospitality: Terri Stevens

TASKS COMPLETED LAST MONTH:

- ♥ Newcomers Welcome - Sept. 14
- ♥ Emailed invitations to newcomers and monitored RSVP's
- ♥ Created name tags for event
- ♥ Hosted event at Sine Restaurant - 24 guests attended
- ♥ Awarded four door prizes from Castle Boutique
- ♥ Wrote article and sent to Castlegram
- ♥ Cocktail Party - Oct. 15
- ♥ Emailed AESC Member invitations via AFIT system
- ♥ Mailed printed invitations to VIP
- ♥ Information sent to USACE Staff Principals, Leaders Emeritus, HQ personnel, OCE, 249th and 911th units, Ms. Darcy's office
- ♥ Information sent via Engineer Blast
- ♥ Receiving RSVP's - currently 52 attending, deadline Oct. 10
- ♥ Completed adhesive labels for AESC Committee Bins

CURRENT ISSUES:

- ♥ New description of Hospitality/Reservations for AESC Bylaws
- ♥ Compiling RSVP's for Cocktail Party

UPCOMING MONTH GOALS:

- ♥ Cocktail Party
- ♥ Create name tags
- ♥ Greet guests at the door with name tags

New:

- Welcome Luncheon for new Engineer spouses went very well!
- Welcome Luncheon had 24 ladies who attended.
- Cocktail Party has 55 rsvp's with 90 expected.

MEMBERSHIP: Jackie Caldwell

- ❖ Our membership is growing very well as per Kara's report.
- ❖ As for Red Book, I need to receive the following formatted reports for the Red Book:
 - (1) a letter from President for Red Book
 - (2) a formatted list of the board members
 - (3) a revised page(s) for Castle Boutique (if applicable)
 - (4) Any changes to Constitution & Bylaws
 - (5) Any other changes to sections of Red Book

CIRCULATION: Kara

TASKS COMPLETED LAST MONTH:

- ♥ Received the August Castle Gram electronically August 17 and distributed
- ♥ Copied and mailed 7 hard copies; copy costs were \$14.16
- ♥ Utilized mailing supplies on-hand
- ♥ Purchased postage at a cost of \$27.20
- ♥ Provided updated email addresses to Terri for the Newcomers Luncheon
- ♥ Updating spreadsheet as members join or rejoin

UPCOMING MONTH GOALS:

- ♥ Continue updating member spreadsheet

WAYS AND MEANS: Sheila Kelly

TASKS COMPLETED LAST MONTH:

- ♥ Supplied Castle Boutique merchandise for Newcomer's Lunch. Submitted invoice to Jessica (treasurer) & Terri (hospitality)
- ♥ Passed around sign-up at Newcomer's Lunch for anyone interested in helping with Castle Boutique live sales events. Also received a copy of attendees from Terri (hospitality). I have already reached out to a few for the Cocktail party with good response.
- ♥ Asked Jessica to create PayPalHere Logins for new volunteers. DONE
- ♥ Attended planning meeting for Cocktail Party. Tables for Castle Boutique will be provided. If inclement weather will set up on second floor landing, will bring a few smaller tables
- ♥ Attended AOSCGWA event and set up merchandise for display only. Thank you to everyone who helped.
- ♥ Working with Laura (webmaster) & Jessica (treasurer) to resolve ongoing website & paypal issues. SEE CURRENT ISSUES
- ♥ Submitted invoices & check reimbursement for new merchandise to treasurer.
- ♥ Inventory tracking updated sold out items on website
- ♥ Processed and filled orders, not many, however consistent with last year.

CURRENT ISSUES:

- ♥ Have not been receiving email notifications for PayPal orders since the end of August. Laura(webmaster) continues to work on this issue. Also noticed on Sept. 25 website was no longer charging shipping to customers (only one order affected). Laura & Jessica notified. Laura stated she has been in constant contact with Weebly & PayPal. Laura upgraded Weebly. I entered shipping charges on Weebly per price range(Sept. 27) This is the same price range that was created in Feb 2016 when USPS priority flat rate on PayPal increased. NOTE: USPS priority flat rate in PayPal has not changed since.
USPS Flat Rate Charges in PayPal: Flat Rate Envelope \$5.75; Padded Flat Rate Envelope \$6.10, Small Flat Rate Box \$6.10; Medium Flat Rate Box \$11.95; Large Flat Rate Box \$16.95
Weebly Shipping Price Range
\$ 0.01 - \$50 RATE \$ 6.10
\$50.01 - \$75 RATE \$11.95
\$75.01 – and up RATE \$16.35

- ♥ PayPal no longer shows what customers have purchased (Laura aware) I must login to Weebly to view sales then login to PayPal to create and print shipping

UPCOMING MONTH GOALS:

- ♥ Take pictures & upload new merchandise to both website and PayPalHere App
- ♥ Put price labels on all new merchandise for sales events
- ♥ Stamp more brown bags for upcoming sales events
- ♥ With upgraded Weebly site now able to create coupons for single; multiple; or all merchandise with or without expiration date.

- ♥ Submit pictures and/or coupon to Castle Gram
 - ♥ Obtain Petty Cash from treasurer prior to CB sales event at Cocktail Party
 - ♥ Schedule sales event at Headquarters & Humphreys
- NEW Merchandise as of October 1st
- Bottle Opener
- Cutting Board
- Flour Sack Towels
- Candle Holders (arrive end Oct)
- Polish Pottery House Ornament (expected March/April)
- Hoping to have bow ties and scarves by Cocktail Party
- *Stained Glass Vendor fell through, reached out to someone else

New:

One AESC membership collected at AOWCGWA!

PUBLICITY/HISTORIAN/FACEBOOK: Lisa Stevenson

New:

Propose a scrapbook through the years instead of being presented every year.

Welfare Services: Vanessa Joly

TASKS COMPLETED LAST MONTH:

- ♥ Contacted Volunteer Coordinator for the Army 10-Miler – He did not return any details.
- ♥ Greeted a Honor Flight on 9/20
- ♥ Sent an email to Kara Anderson to forward to local members about volunteer and community service opportunities. I asked for the information to also be forwarded to newsletter and webpage chair because I do not have a board roster.

CURRENT ISSUES:

- ♥ AEA Envelope Stuffing – October 3rd and 4th
- ♥ Wear blue Mile at Marine Corp marathon on October 30
- ♥ Honor Flight Greeter – schedule ongoing

UPCOMING MONTH GOALS:

- ♥ Reach out to local Fisher House to see if they have any needs for the holiday season or on a regular basis.

New:

Envelope stuffing dates have changed. Email has been sent out with new information.

WEBMASTER: Laura Putnam

TASKS COMPLETED LAST MONTH:

- ♥ Our forwarder has failed for the email address sales@armyengineerspouses.com for unknown reasons even to hostmonster. Some of you may have noticed that you were not getting payment notifications from paypal for memberships and castle boutique sales. This has been fixed! Everyone should receive a payment notifications again from pay pal for memberships and castle boutique sales. Paypal notifications will specifically state if they are for a membership. Castle boutique paypal notifications will no longer state what items were purchased. You will now receive a separate email from webmaster@armyengineerspouses.com that will state what exactly was purchased. This is not my doing. Paypal has made a host of changes that forced Weebly to pick up some slack which I'll cover in Current Issues
- ♥ Events Tab created. It will contain important dates and photos of past events.
- ♥ Posted Honor flight info on volunteer page.
- ♥ Added Amazon smile info to home page
- ♥ Cocktail party flyer posted to members only page.

CURRENT ISSUES:

- ♥ Website upgrade to Weebly Business package: We had to upgrade to the Weebly Business package. Here's what happened. One day Weebly and Paypal stopped charging our Castle Boutique customers for shipping. Then it dawned on us (Jessica, Shelia and I) that we haven't paid the weebly bill in more than 2 years. Previously we were on a grandfathered weebly Pro account which allowed us to connect with PayPal so we could set our shipping settings in PayPal and have it display on our Weebly orders, even though we did not setup shipping through Weebly. PayPal has since updated it's system, Weebly has made changes accordingly so all shipping must be setup through Weebly; this feature is only a part of the Business plan, not available in our old plan, which is not even offered anymore. So our payment for the 2 year pro account (\$71.80) was applied to the 1 year Business plan (normally \$300/year). I have not committed us to \$300/year. But this was the best option to keep the castle boutique in business under normal operations. This will give us one year to test out the Weebly business package and see if we like it. At the same time over the course of this year I will shop for other website editing services to find the best package for our money as I know \$300 a year is not currently in our budget. I will share my findings with the board in the spring.
- ♥ Perks to the new Weebly Business Package: 1. In 1 Jan 2017, Google will start identifying which sites do not have/use a SSL (Secure Sockets Layer). Under the old package we could not use SSL, now we do/cando. Its an extra layer of securirty that sends encrypted data between our website and the Google. If we didn't have the SSL it may appear to our users that our site is not secure, as Google will identify it as such. But it is now. 2. We can use coupon codes now!!!! 3. I'm still learning about our new super powers and will report back on what else I find J
- ♥ Working with Kara to get her a circulation email account so we can send an emails to the membership

♥ Need electronic copy of the most recent AEMA charter. C&B has been updated on website.

UPCOMING MONTH GOALS:

- ♥ Received info on AEMA winners last week and will get them on the website.
- ♥ Update the Contact us page with the new board and contact emails.
- ♥ See you all at the cocktail Party!!!!

PARLIAMENTARIAN: Roz Riley

TASKS COMPLETED LAST MONTH:

- ♥ Attended monthly meeting
- ♥ Presented the suggested changes to the Honorary Positions in the BYLAWS – changes approved by board members present at meeting
- ♥ Submitted information for CastleGram article on Honorary Positions

CURRENT ISSUES:

- ♥ Add approved changes to Bylaws for 2016-2017 (Honorary Advisors, Job descriptions)
- ♥ Last call for updating Bylaws/Job descriptions.
- ♥ Complete revision of 2016-2017 C&B

UPCOMING MONTH GOALS:

- ♥ Submit revised, approved C&B to board membership
- ♥ Assist Membership as needed for Redbook sections/updating
- ♥ Attend Cocktail Party

RETIREMENT RESIDENCES: Kay Burlin

- ❖ Nothing new to report.

KNOLLWOOD BAKE SALE: Priscilla Noah

- ❖ Nothing new to report.

NOMINATIONS: Bette Meuleners

- ❖ Nothing new to report.

AEMA CHAIRMAN: Erica Shaw

TASKS COMPLETED LAST MONTH

- ❖ During the month of September minimal actions were carried out by the AESC AEMA Chair due to End of Year (EOY) 2016 responsibilities.
- ❖ Invite lists from previous cocktail parties were disseminated to Hospitality/Reservations to create invitations for the Cocktail Party to be held at the Chief of Engineers home
- ❖ The AEMA PayPal account requires updates. Per L. Putnam, the AEMA Chair information must be updated. Treasure to make changes to the account and advised AEMA Chair of changes.
- ❖ Award Application requires revisions to include the T. Bostic Award. Chair requires criteria information for the award.
- ❖ Notification of AESC/AEMA Awards on the AESC website and Castle Gram: If at all possible, please pass information along to our Engineer friends and families to look forward to the Award applications being available by 1 November 2016 to 1 March 2017.
- ❖ AmazonSmiles – When you shop online at AmazonSmiles, Amazon donates 0.5% of the purchase to the Army Engineer Memorial Award. Bookmark the link <http://smile.amazon.com/ch/23-7444863> and support us every time you shop. Additionally, please add the link to our Website, Facebook and Twitter pages.

CURRENT ISSUES

- ❖ Update Award Application & FAQ's for award for AEMA.
- ❖ Updated Award Application to be emailed to board members by 10 October 2016 or revisions.
- ❖ Obtain Board Approval for opening of AESC/AEMA "award season" on 1 November 2016 through 1 March 2017.
- ❖ AESC AEMA Chair to prepare binders for audit review. Date to be determined by Treasurer.
- ❖ Create "thank you" letters for AEMA donations for Cocktail Party attendees.

UPCOMING MONTH GOALS

- ❖ Opening of Award Season 📅 Provide Castle Gram information to Allison Chamberlayne about the updated
- ❖ Free Application for Federal Student Aid (FAFSA) process and latest updates.

MOTION:

I move that the board discusses the Award Application "open season" dates of 1 November 2016 through 1 March 2016.

OLD BUSINESS:

- ❖ Ongoing- New Member Welcome, Facebook updates, Honor Flights
- ❖ Newcomer's Luncheon complete
- ❖ Cocktail Party details complete

NEW BUSINESS:

- ❖ AEMA Advisor, continued...
- ❖ Cocktail Party!

THANK YOU FOR ALL YOU DO!

- ❖ Thank you Connie for opening your home and being so welcoming!
- ❖ Thank you Laurel-Lee (that's me!) for providing us with great decorations and food!

DATES TO REMEMBER:

- ❖ 15 October, Cocktail Party, 5-7pm
Quarters 7, Fort McNair
- ❖ 9 November, 6pm Board Meeting
- ❖ 7 Dec 10am Board Meeting and Cookie Exchange, Fort McNair

Next Board Meeting:

9 November, 6pm, location TBA as soon as possible!

ADJOURN @1218
October 5, 2016

Prepared and Submitted by,

Laurel-Lee States
AESC Secretary 2016-17

ARMY ENGINEER SPOUSES' CLUB MONTHLY REPORT

