



***Board Meeting
1 November 2017***

Minutes

1. The meeting was called to order at 6:00 p.m.
2. The following board members were in attendance: Marguerite Theisen, Terri Stevens, Christy Cramer Preston, Michelle Funkhouser, Debbie Wehr, Vanessa Joly, Bobby Buxbaum, Lois Cook and Jessica Gregris.
3. President (Launa Klimowicz):
 - Launa was not present at today's meeting. She emailed comments to be shared at the meeting and included in the minutes.
 - I apologize for not attending. I am at a Leadership Conference in Austin Texas. I would have created a Zoom meeting but I will be literally in the air during our meeting and the Zoom account I pay for (so we can go beyond an hour) is on my computer.
 - The Marine Corps Marathon Wear Blue Mile was awesome. It was a beautiful day to be out and honoring our fallen Service Members. Thank you to all who participated. Thanks to Vanessa and Sheila for setting it up.
 - The DC House of Design was wonderful. Thank you Rosemary for setting it all up. Everyone is looking forward to our outing on the 18th to the Heinrick House. The evite will be coming in a few days.

- Next month is cookie exchange at Connie's house on Dec 6th at 1000 am. Remember to bring two dozen cookies with the recipe.
 - Our Memorial Awards are open for business I ask all to get the word out there. Send the link to everyone you know. I am sure Marguerite will tell us all about it later in the meeting
 - Also pass the word on our Wreath fundraiser I think we've made 127.00 so far and our goal is 1000.00 this year. Send that link to all your Facebook friends!!
 - Membership is doing an outstanding job! Our numbers are up! Jackie good work and Sheila for helping out with membership great job!!!
4. Vice-President (Rosemary Davis):
- Rosemary was ill and not present at the meeting.
5. Secretary (Christy Cramer Preston):
- Please review the roster and contact Christy if changes are necessary or if your information is missing.
 - Please email your board reports to Laurel-Lee and Christy. Laurel-Lee creates the agenda for our meetings.
 - The minutes for the 10 July 2017 meeting, which were approved by the board; however had to be revised, will be voted on at our December meeting.
 - The minutes for the October 2017 meeting were reviewed by the board. Jessica Gregris noted one correction that was necessary. The October minutes in section nine, states *Rosemary will be highlighted in the November Castle Gram*. Jessica stated that Kim Houston will be highlighted in the November issue. She requested that the following changes be made: removal of: *Rosemary will be highlighted in the November Castle Gram*. The following shall be included: *Kim Houston will be highlighted in the November Castle Gram*. Christy motioned that the October minutes shall be

approved with the necessary revisions. Lois seconded the Motion. A voice vote was held and the minutes were approved unanimously.

6. Treasurer (Kimberly Sheaffer Oborski):

- Kimberly was not present at today's meeting. Her board report was read into the minutes.
- 30 Oct 2017 - Bank statement, register and General ledger balanced = \$17,777.60.
- Account Balances (as of 30 Oct 2017):
 - BB&T Statement, \$17,777.60.
 - Register = \$17,777.60.
 - PayPal, \$1,119.28 (Of this balance, transferred \$789.11 on 11/1 for memberships processed in month of October. This will be reflected in next month's bank balance. The remaining \$330.17 will be processed in November).
 - Petty Cash, \$200 (in bank).
 - Credit Card, \$0.
- Transferred \$747.25 from PayPal to BB&T on 10/2.
- Transferred \$718.92 from PayPal to BB&T on 10/30.
- Processed 64 total memberships and updated 2017-2018 membership paid tracker.
- Interest earned \$.0 as of 10/30.
- AEMA Checks were deposited and cleared:
 - \$2,680 (For Cocktail Party Donations).
 - \$3,000 (Annual Donation as approved by Board at September meeting).
 - Weebly 2 year subscription of \$337 was paid by credit card and cleared.
- Received email memberships for Tracy Owens and BJ Holman but funds did not come through PayPal. Will email them to confirm no charge hit

credit card and ask they resubmit. They are not included in the 64 total members processed in October.

- Process PayPal transactions for deposit to bank account.
- Submit change of business owner of PayPal to treasurer's name.
- Transfer Etsy account to new Treasurer??
- Confirm way forward with Formstack account used for processing Army Engineer Memorial Awards this past year and pay fees as needed.

7. AEMA Chairperson (Kara Anderson):

- Kara was not present at today's meeting.
- Responded to emails requesting information regarding scholarship date availability.
- Confirmed/finalized AEMA/GKM 2018 application with Marguerite and Bobby.
- October 31, 2017 AEMA Balance Sheet attached.
- Forwarded snail mail membership sheets to Sheila Kelly and checks to Kimberly Oborski.
- Continuing work on ledger for 2015, 2016 and 2017 for all AEMA accounts.
- Audit request upon completion of the ledger creation.
- File IRS 990-N.
- Continue checking mailbox.

8. Memorial Awards (Marguerite Theisen):

- The scholarship applications have been sent to Laura Putnum and should be active online today.
- Marguerite brought Engineer ornaments to share with the Board. The AEA will be selling the ornaments online. We could put the ornaments in the Castle Boutique. They are currently being sold at the Army Engineer store at Fort Leonard Wood. Marguerite needs to speak with Kendra about this. Lois emailed pictures of the ornaments to Kendra. Kendra responded that she wanted to include the ornaments in the Castle Boutique.

9. Castle Gram (Jessica Gregris):

- This month's Castle Gram is going to be a few days late. Lois Cook is the volunteer highlighted this month.
- Jessica went to the Olive Oyl tasting. Connie brought the wine. Appetizers were provided. The group went to dinner afterwards.

10. Circulation (Sheila Kelly):

- Sheila was not present at today's meeting.
- 166 members (30 that are new). This does not include all Fairfax and Knollwood residents. Jackie, (membership) will have all member information.
- Received notice from Jackie to remove Ruth Bond from membership and USPS newsletter mailings, per her daughter request.
- Reached out to a handful of board members to look over mine and the paypal tracker memberships for any corrections.
- Sent current names and email list of local memberships to Launa for evite.
- November and December membership names and birthdays sent to Jessica for Castle Gram.
- Wrote up summary on D.C. design house tour for Castle Gram.
- Reached out to Laura, webmaster, for guidance on continued undelivered mail. I have sent emails from my personal account to the two main returned emails.
- Emails Sent:
 - 2 Nov Yankee Candle Free Shipping.
 - 9 Nov USACE Spouses Holiday Service Project Angel Tree (LOCAL ONLY).
 - 15 Nov Lynch Creek Fundraiser.
 - 20 Nov Castle Boutique Sales Event Volunteers Needed (LOCAL ONLY).
 - 22 Nov Upcoming Lynch Creek Black Friday.

- 24 Nov Lynch Creek Black Friday.
- 30 Nov Yankee Candle 50% Profit.

11. Historian (Lisa Stevenson):

- Lisa was not present at today's meeting.

12. Hospitality/Reservations (Terri Stevens/Lynne Jackson):

- Nothing to report.

13. Knollwood Bake Sale (Priscilla Noah):

- Priscilla was not present at today's meeting.
- Bobby informed the board that Priscilla had knee surgery. Bobby thought that we should send her a card. Christy said that she would contact Laurel-Lee to send her a specialty card. Christy contacted Laurel-Lee and Laurel-Lee stated that she had already sent Priscilla a card.

14. Membership/Red Book (Jackie Caldwell):

- Jackie was not present at today's meeting.

15. Nominations (Bette Meuleners):

- Bette was not present at today's meeting.
- Everyone keep your eyes and ears open for members who might like to be on the board next year. Bette said that she won't be seriously be working on nominations until after the first of the year (2018).

16. Parliamentarian (Roz Riley):

- Roz was not present at today's meeting.

17. Publicity/Facebook (Lois Cook):

- Nothing to report.
- Please let Lois know if she can assist with publicity. Please send her things to post on social media.
- The Livestream received a few positive comments

18. Liaison (Kay Burlin):

- Kay was not present at today's meeting.

19. Ways & Means (Kendra Lewis):

- Kendra was not present at today's meeting.

20. Webmaster (Laura Putnum):

- Laura was not present at today's meeting.

21. Welfare (Vanessa Joly):

- The Mobile District has pictures on their website of work being done by the Corp of Engineers in Puerto Rico.
- Marsha Irwin provided the meal for the Fisher House on 24 October. Kendra Lewis will provide the meal in November.
- The Lynch Creek fundraiser has raised \$127. Debbie Wehr noted that the Lynch Creek link in the newsletter is not working.
- We may need to promote the Yankee Candle fundraiser. No orders yet.
- The Miracle on 23rd Street is 8 December 2017 6:00-8:00 pm. The Santa line needs 2-3 volunteers. The address is: Linden Resources, 750 23rd Street, Arlington, Virginia. Vanessa will follow-up.
- Wreath Laying at Arlington Cemetery December 16, 2017. Vanessa is unable to attend this event. Wreath laying starts at 10:00 am. We will meet at the Fort Myer Chapel at 9:00 am. POC is Kim Houston and Bobby Buxbaum.

22. Corresponding Secretary (Laurel-Lee States):

- Laurel-Lee has nothing to report.
- Make sure to get your monthly reports to Laurel-Lee by the deadline.

23. Honorary President (Connie Semonite):

- Connie was not present at today's meeting.

24. New Business:

- The Cookie Exchange is 6 December 2017 at 10:00 am. at Connie's home.
- Wreath laying at Arlington National Cemetery is 16 December 2017. Need a POC for the event.
- No board meeting in January.

25. The meeting adjourned at 7:11pm.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary