



Board Meeting 10 January 2018

Minutes

1. The meeting was called to order at 7:08 pm.
2. The following board members were in attendance:
Marguerite Theisen, Christy Cramer Preston, Bobby Buxbaum, Jessica Gregris, Launa Klimowicz, Kimberly Sheaffer Oborski, Connie Semonite, Kendra Lewis, Sheila Kelly, Rosemary Davis, Kim Houston, Roz Riley, Kara Anderson, Lois Cook, Lynne Jackson, Wendy Owen, Pricilla and Max Noah.
3. President (Launa Klimowicz):
 - The next meeting will be 7 February 2018 at 10:00 am at the Community Center (Fairfax) on Fort Belvoir.
 - Our March meeting will be on March 6, 2018 at 6:00 pm at Fort Belvoir.
 - Thanks to Connie for hosting the holiday party.
 - The New Year's party at the Berwick's home was very nice.
4. Vice-President (Rosemary Davis):
 - Do-It-Yourself party in Old Town, where attendees will make wood planks. There is a 10 attendees minimum.
 - The Museum of the Bible takes more than one day to tour. Rosemary asked if the Board was interested in attending the Museum of the Bible as a club. The consensus was yes. Tentatively scheduled for 31 January 2018

at 10:00 am. 6 or less attendees we can reserve tickets (\$12/ person). If there are more attendees, we can request a docent (\$20/ person).

- February's event is going to be a couple's event (spouse friendly). Options are a brewery or touring a whiskey distillery. Rock Creek Distillery is an option.

5. Secretary (Christy Cramer Preston):

- The December 2017 minutes were reviewed by the Board. Revisions were not requested. Bobby made the motion to approve the December 2017 minutes; which was seconded by Kara. The Board voted and unanimously approved the December 2017 minutes.
- Please email your board reports to Laurel-Lee, Launa and Christy. Laurel-Lee creates the agenda for our meetings.

6. Treasurer (Kimberly Sheaffer Oborski):

- Account Balances (as of 8 January 2018):
- BB&T Statement, \$21,552.77 (2x \$200.00 Checks outstanding. Confirmed they were received but need to be deposited).
- Register = \$21,152.77 (Difference of \$400 from BB&T Statement due to checks).
- PayPal, \$181.49 .
- Petty Cash, \$200 (in bank).
- Credit Card, \$0.
- PayPal: Transferred \$1,672.02 from PayPal to BB&T on 12/22.
- Membership: Processed 10 new memberships and updated 2017-2018 membership paid tracker.
- BB&T: Interest earned \$.15 for Dec.
- Deposited \$979.00 cash from Castle Boutique sales (2 Dec events).
- Deposited \$120.00 check from Yankee Candle Fundraiser.
- \$779.00 in checks for Castle Boutique inventory.

- Process PayPal transactions for deposit to bank account.
- 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):

- Responded to emails requesting information regarding application date availability and other questions.
- December 2017 AEMA Balance Sheet attached.
- Reached out to Connie regarding the luncheon and contacting the Chief's office to ensure his availability. Have not heard back from Connie. Per Connie, Kara must double check the CSM's calendar. Kara must also contact the Chaplain (failed to do last year).
- Continuing work on ledger for 2015, 2016 and 2017 for all AEMA accounts.
- Secure the Chief for the luncheon.
- Get with Marguerite and Bobby to discuss details of the brunch.
- Contacting/securing 4 individuals for essay reading/grading.
- Audit request upon completion of the ledger creation.
- File IRS 990-N.
- Continue checking mailbox.

8. Memorial Awards (Marguerite Theisen):

- Per Sheila, it was a nice surprise to see the AEMA blurb in the Engineer magazine.
- Marguerite has done the second round of outreach for the AEMA scholarship and reached out to additional schools.
- Marguerite has not received any scholarship applications and she is getting a bit nervous.

9. Castle Gram (Jessica Gregris):

- Has received events information and other items for the Castle Gram.

- If you have pictures from the Berwick event or Castle Boutique sales event, please send them to Jessica.
- Nominations information should be included in the Castle Gram. Should touch base with Bette.
- Volunteer spotlight person is needed. It was suggested that Christy Preston be the volunteer and she agreed.
- Launa noted that Jessica is doing a great job.

10. Circulation (Sheila Kelly):

- As of January 8th, 2018, 179 members (38 new) This does not include all Fairfax and Knollwood residents. Jackie, membership, will have all member information.
- Most current AESC Membership Excel spreadsheet sent to Jackie, Launa, and Laura.
- Most current AESC LOCAL Membership emails sent to Rosemary and Launa.
- January Membership birthdays sent to Jessica.
- Per Jackie a red book was returned because of wrong address - typo error. I have corrected this in my spreadsheet, however how do we fix this?
- Emails sent: (1) 6 Dec December Castle Gram; (2) 15 Dec Wreath Laying Arlington; (3) 16 Dec Forward Kim's pictures from Arlington to Jessica.

11. Historian (Lisa Stevenson):

- Lisa was absent and she did not submit a board report.

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

- Nothing to report.

13. Knollwood Bake Sale (Priscilla Noah):

- Nothing to report.

14. Membership/Red Book (Jackie Caldwell):

- Jackie was absent and she did not submit a board report.

15. Nominations (Bette Meuleners):

- Soon I'll be sending a message to all our board members to see who's like to remain on the board for the upcoming year, 2018-2019!!!
- I'll also put an article in the CastleGram letting all of our members know we'll be starting the process of filling the board for the next year and sending an email to the entire membership to find out who might be interested.

16. Parliamentarian (Roz Riley):

- The Constitutional and Bylaws are in good standing.

17. Publicity/Facebook (Lois Cook):

- Per Sheila, something regarding the AEMA scholarships needs to be posted on Facebook. Kara will prepare something and send to Lois.
- Launa noted that Lois is doing a fabulous job. The Facebook posts keep everyone engaged.

18. Liaison (Kay Burlin):

- Kay was absent and she did not submit a board report.

19. Ways & Means (Kendra Lewis):

- Sale Event at Kingman's Building was successful. We raised \$1,230.
- Sale Event at the GAO was a success. We raised \$1220.50.
- I am looking forward to more successful sales in the future.
- Ordering more Tervis cups and water bottles. I'm looking into alternating top colors.
- 2018 top will be red.
- Reimburse Mrs. Connie for embroidered napkins. I need to get a receipt from her.

- Still working on pictures of inventory for website. I have new merchandise to add to site.
- Figure out how to ship to APO from Weebly or PayPal.
- Castle Boutique will have a Sale Event in Feb. or March at Humphrey, Kingsman Building.
- Another Sale event at the GAO in May.
- Contact Military Mom Memories about keepsakes, link up with jewelry maker next door to Kim Oborski.
- Think of member incentives.
- Help select a wonderful replacement for me to take over Castle Boutique.

20. Webmaster (Laura Putnum):

- Laura was absent and she did not submit a board report.

21. Welfare (Vanessa Joly):

- Vanessa was absent and she did not submit a board report.

22. Corresponding Secretary (Laurel-Lee States):

- Laurel-Lee was absent and she did not submit a board report.

23. Honorary Vice-President (Kim Houston):

- Kim Houston gave a short briefing on the Wreath Across America event. Something should be included in the Castle Gram and Kim said that she would get something to Jessica.

24. Honorary President (Connie Semonite):

- Wreath removal at Arlington National Cemetery is 20 January 2018 at 8:30 am. Disseminate this information through Circulation.
- 1 August 2018: General Semonite will host the Twilight Tattoo.
- 3 August 2018: The Castle Ball.

25. New Business:

- Red Book corrections: (1) Mike Buxbaum was the 10th Command Sergeant Major of the U.S. Army Corp of Engineers (not the 11th). This was corrected later in the Castle Gram.
- Launa knows a Polish American woman that can show our club how to hand paint eggs. There was definite interest in this class and Launa stated that she would set it up for March.
- Wendy asked Connie if she received the emails regarding the gift cards? 33 USACE families were affected by the hurricane in Texas. Gift cards through the Chaplain program. The funds were matched by Walmart. This was the first time that most families felt support from the Corp.

26. The meeting adjourned at 8:22 pm.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary