



***Board Meeting  
30 August 2017***

***Minutes***

1. The meeting was called to order at 6:22 p.m.
2. The following board members were in attendance: Rosemary Davis, Launa Klimowicz, Vanessa Joly, Jessica Gregris, Kimberly Sheaffer Oborski, Kendra Lewis, Lois Cook, Marguerite Theisen, Kim Houston, Terri Stevens, Sheila Kelly, Bobby Buxbaum, Roz Riley, Lisa Stevenson, Christy Cramer Preston, Kara Anderson, Connie Semonite, and Lynne Jackson.
3. President (Launa Klimowicz):
  - Welcome back . Kim's "Welcome" went beautifully. Pictures have been posted online and will be in the Castle Gram.
  - Introduced Lois Cook to the board.
  - Passed around a beautiful "thank you" card from Kim Houston.
  - Peter Goioa is a scholarship recipient and he sent a "thank you" letter to Launa, which will be included in the Castle Gram.
  - Please contact Christy to update the roster.
  - Twilight Tattoo, which was hosted by Lieutenant General Semonite, went very well.
  - The Army Officer's Spouses' Club of the Greater Washington Area (AOSCGWA) is hosting their super signup on 21 September 2017 at the

Spate Club at Fort Myer. Other clubs and vendors will be present. The AESC will also have a table at the event. It was requested that our club make a donation valued at \$10.

4. Special guest speaker for the evening is David Theisen from the Army Engineer Association (AEA):

- The fundraising letters that were sent out last year, had a very poor return. Received 250 responses. 1,000 had bad addresses. A total of 5,000 were sent out. Prefer to do this: stuff less envelopes and relay on social media and electronic communication. Will write letters to prior donors.
- The AEA needs more volunteers (manpower) to serve as, including but not limited to, slide flippers, assist with the Engineer Ball setup (tables).
- The Fort Leonard Wood Regimental Room (Essayons Room). The AEA would like to turn the ceiling (which is coffered) into a historical record of the Regiment and its units. He had a prototype mock-up of the panels. The ceiling will be dedicated during Regimental Week. Battalion and Brigades are redoing their planks. Mr. Theisen has been working with a vendor that can redo the planks and we can sell for \$90. If we would like to have the US Army Engineer Corp's redone. Mr. Theisen can assist our organization with accomplishing this task. We can sell the planks through the Castle Boutique. The manufacture can create one at a time and mail the item for us. Launa suggested that we put a link on the AESC's website
- Mr. Theisen also passed around a drawing that encompassed the history of the unit. The drawing could be reduced to cards/stationary. The artist creates only 20-30 per year.
- His commission fee is \$1,500. The small drawing retails for \$50 and the larger drawing retails for \$80. The artist will ship the drawing in a mailing tube.
- Kendra suggested that the drawings could be reduced to a calendar to promote the artwork (e.g. 12 months of the 82nd).

- Connie inquired why military spouses/family members were not included in the artwork. Military spouses/family members are integral parts of the army. Also why female soldiers were not included.

5. Vice-President (Rosemary Davis):

- 80-100 people are expected to attend the cocktail party. It was suggested that our organization order more beer this year, since last year we ran out.
- Rosemary asked if she could drop items off the weeks prior to the party. Connie said that she could. She would have to call ahead to verify that someone would be home. Typically Sgt. Strait is at the house during the duty day (hours).
- Will there be set-up assistants? No. Board members will be needed to assist with set-up.
- Traditionally, Sgt. Strait is given a gift card at the end of the evening. It is required that he be paid per the norm of the area, which is \$9 per hour. Last year, he was given a \$50 gift card. The board decided to give him a \$100 gift card this year.
- Rosemary stated that children (teenagers) of board members are needed as volunteers to assist at the cocktail party (e.g. remove dishes).
- Each board member must bring food for the cocktail party. Even if you are not attending, you must send food.
- Engineer napkins must be ordered. The cost is \$2.50 for a package of 50. Connie has one packet available. Someone suggested stamping regular napkins. Unsure if the ink would run. The board agreed that the napkins should be ordered.
- Luminaries must be set up on the day of the party.
- Some gentlemen have volunteered to be bartenders.
- Need tables for awardees.
- Passed around sheets of tentative events. The following revisions were made: AR workshop was pushed back to 2018; the Olio Olive Oils event

was tentatively scheduled for 5 October 2017 at 7:00 pm. It was also suggested that we participate in the Design House tour in Potomac, Maryland tentatively scheduled for 25 October 2017.

6. 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 is still responsible for creating the Agenda for our meetings. Please send the Board Reports by Sunday (prior to the meeting) at 5:00 pm. If you do not send your board report by the deadline, it will not be included in the Agenda.
- Please make sure to sign the sign in sheet.
- The Minutes for the 10 July 2017 meeting were taken by Laurel-Lee and distributed by Christy to the board. The Motion was made by Lois to approve the Minutes. The Motion was seconded by Vanessa. The board voted unanimously to approve the Minutes. After the vote, Sheila brought to the board's attention that there was an error in the Minutes. Roz proposed that we address the issue at the next meeting. Christy will make the necessary revision and the board will vote on the revision at the October meeting.

7. Treasurer (Kimberly Sheaffer Oborski):

- The Financial Review Committee met in July and had a few suggestions.
- Received two memberships with no checks and no PayPal payments. The individuals were contacted and stated that checks were included with the membership applications. So two checks are missing. Will call Jackie and check with her regarding checks.
- Cocktail Party. Prior years donations to AEMA and can donate to GKM.
- The Motion to approve the budget was made by Lisa and seconded by Kara. The budget was approved unanimously.

8. AEMA Chairperson (Kara Anderson):

- Putting together a ledger for 2015, 2016 and 2017 for all AEMA accounts. This should have been done the entire time. An audit needs to be done.
- Marguerite has been working on the scholarship application. The application will be available online on November 1st.
- On the scholarship application, an applicant must indicate which scholarship they are applying for and may indicate that they are applying for both scholarships. If they are applying for both applications, they must write two different essays. Many on the board did not agree with this and it was determined that the scholarship application would be revised to eliminate this requirement.
- Working on how to distribute the mail.
- Kara will not be attending the cocktail party due to a prior family commitment.

9. Castle Gram (Jessica Gregris):

- Jessica has a draft of the September Castle Gram. The Castle Gram will go out on September 1st.

10. Circulation (Sheila Kelly):

- It was discovered that no board member had received the email regarding the cocktail party, that Sheila previously sent out. Sheila was unsure what happened, but will look into it and resend the email immediately.
- Started excel membership spreadsheet for my records
- Received binder, files, and email password form Kara on 2 August
- Input honorary members into my spreadsheet from Kara's spreadsheet.
- Emailed Jackie to have her verify addresses on a handful of members that have possibly moved
- Shared my spreadsheet with Kimberly for comparison & received hers
- Sent out email to local members regarding happenings in the area

- Emailed Terri a list of new local members for Newcomers Lunch
- Sent out email to all members regarding changes to National Parks senior pass, also posted on Facebook
- As of 27 August I am tracking 70 members (2016-17 Red Book had 146) (past spreadsheet 206)

11. Historian (Lisa Stevenson):

- Nothing to report.

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

- An Honor Flight from Kentucky will be arriving on 6 September at 9:30 am. Terri will be attending.
- **Newcomer's Welcome - Sep. 5**  
Reserved fireplace room at Sine Irish Pub for Tuesday, September 5th, 11:00-1:00. Created flyer/invitation. Provided flyer to Castle Gram and AESC website. Sent invitations to AESC board members. Sent 12 invitations to new members and new Engineer spouses in the area. Submitted flyer to Bill Arthur (OCE) to publish in Engineer Blast. Submitted information to Belvoir Eagle Online. Receiving RSVP's and creating guest list. Purchased small gifts for attendees. Everyone should have received the Newcomers Luncheon email. The luncheon is for newcomers and board members.
- **Cocktail Party - Sep. 16**  
Created invitation. Communicating with USACE Protocol regarding the invitation distribution. Mailed formal invitations to VIP's Sent AFIT auto-open invitations to AESC members. Receiving RSVP's and creating guest list.

13. Knollwood Bake Sale (Priscilla Noah):

- Priscilla was absent from the meeting.

14. Membership/Red Book (Jackie Caldwell):

- Our July/ August membership has been slow as it always is during vacation / pcs months.
- Meredith (Springfield Printing) had baby # 4 in the spring. Her family has moved to a larger home . All is good. Meredith will complete the Red Book during September. Then, we will delay printing until the end of October (open membership deadline).
- If you have a submission required for Red Book , i.e. Castle Boutique, President's Letter, Updated 2017-2018 AESC BD Roster, and so on, please try to email submissions to me by the 2nd or 3rd week of September.

15. Nominations (Bette Meuleners):

- Everyone keep your eyes and ears open for members who might like to be on the board next year. I won't be seriously working on nominations until after the first of the year (2018).

16. Parliamentarian (Roz Riley):

- There is no need to review the Constitution this year. Really redid it last year. Will give Jackie "ok" to publish the Constitution in the Red Book.

17. Publicity/Faceboook (Lois Cook):

- Our social media activity should increase. Slow now.

18. Liaison (Kay Burlin):

- Kay was absent from the meeting.

19. Ways & Means (Kendra Lewis):

- AESC Sale Event was August 4. We earned \$982.50.
- I want to thank all those involved in the big sale event.
- I am looking forward to more successful sales in the future.
- Open to new sale item ideas/products
- Invoice for Twists and Ties
- Retake pictures of inventory for website
- Getting dates for September Cocktail Sale event. Need volunteers
- Figure out how to ship to APO from Weebly
- Establish budget for the upcoming fiscal year.

- Switch blue Tervis cup caps for black caps:
- Contact Joann about a schedule of events at GAO
- Want to purchase Golf balls, tees, and towel with castle logo (4imprints)
- Want to purchase designer writing pens to sell
- Design a T-Shirt different for AEA and USACE
- Think of member incentives
- Find glass etched beer glass mugs, 7.75 glass cutting board
- Design USACE Post-It
- Kendra shared her crafty creations with the board.

20. Webmaster (Laura Putnum):

- Nothing to report.

21. Welfare (Vanessa Joly):

- Set up Lynch Creek Fundraising account. Must be reapproved each year. Will get 20% of our sales. October 1st -wreaths are available to order.
- Received information for Yankee Candle fundraiser. We will receive 40% of our sales through January.
- Pam Smallfield provided dinner to Fisher House on August 22nd.
- Have dates for Fisher House Meals through May.
- Need volunteers for Fisher House Meals.
- Vanessa will consult with the Galveston office regarding what our organization can do for those military personnel devastated by Hurricane Harvey.

22. Honorary President (Connie Semonite):

- Connie is excited for the upcoming year.
- Please reach out to your Engineer friends and invite them to the cocktail party.

23. Final thoughts.

- Launa wanted the board to take a moment to think of all the people in Texas, Louisiana and Florida. What can our club do? Fundraiser? Support a charity? We could put the link for a charity on our website.

24. The meeting adjourned at 8:50 pm

Minutes prepared by:

Christy Cramer Preston  
AESC Secretary

