



***Board Meeting
6 June 2018***

Minutes

1. The meeting was called to order at 10:29 am.
2. The following members were in attendance: Launa Klimowicz Brown, Teri Stevens, Connie Semonite, Lois Cook, Jackie Caldwell, Vanessa Joly, Deb Wehr, Kim Houston, Cathy Hansen, Sheila Kelly and Christy Cramer Preston.
3. President (Launa Klimowicz):
 - Thanked everyone for attending the meeting and for their hard work on the Board. Welcomed new Board members. Thanked Connie for welcoming us into her home.
4. Vice-President (Rosemary Davis):
 - Rosemary was absent and did not submit a report.
 - Connie saw Rosemary at the Ball at Fort Leonard Wood.
5. Secretary (Christy Cramer Preston):
 - The May Minutes were emailed to the Board. A revision was suggested and the Minutes were revised and emailed to the Board. Christy Preston motioned that the May Minutes be approved by the Board. This Motion was seconded by Sheila Kelly. Launa took a vote and the Motion was approved unanimously.

6. Treasurer (Kimberly Sheaffer Oborski):

- Reconciliation - Account Balances (as of 1 June 2018):
 - BB&T Statement, \$21,000.48.
 - Register = \$ 20,256.67 (\$60.00, \$211.19 and \$472.62 checks are outstanding).
 - PayPal, \$140.09 (\$50 remains at all times).
 - Petty Cash, \$200 (in bank).
 - Credit Card, \$0
 - PayPal: Will transfer \$90.09 to BBT this month.
- Membership: Memberships received in mail (will process once received).
- BB&T: Interest earned \$.16 for May
- Misc:
 - Check for Fairfax \$211.19 was given to Launa at May board meeting. Amount is 25% of the total funds raised via fundraising efforts.
 - Yankee Candle sent another check for \$14.00.
 - All AEMA luncheon costs have been paid or reimbursed.
- Current Issues:
 - Please send me any outstanding 2017/18 expenses ASAP.
 - Please review budget and let me know any line items that need to be discussed or adjusted for next year.
- Upcoming Month Goals:
 - Draft next year's proposed budget.

7. AEMA Chairperson (Kara Anderson):

- Tasks Completed Last Month:
 - Celebrated our winners at the brunch at the Ft. Belvoir Officers Club on April 30.
 - Thanks to everyone for their support and assistance at the brunch.
 - Sent packets to awardees not able to attend the luncheon.
 - Filed for reimbursements.
 - Sent awardees information to Laura Putnam for the website.
 - Received Morris family funds to award three winners.
- Current Issues:

- Received a request from Ashton Cloud she was going to not pursue a nursing degree. In mid-May, Ashton reached out and had a change of heart and would like to be reconsidered for her award. I would appreciate any feedback/thoughts regarding how we want to handle this. I did not request funding from the Morris family for her two years while she was on her mission trip. We would have to request those funds from the Morris family.
 - Update the scrapbook with award winners names (AEMA) and the 2018 GKM winner in book
 - Upcoming Month Goals:
 - Finalize finance records.
 - Set up an audit so the IRS filing can be made.
8. Memorial Awards (Marguerite Theisen):
- Marguerite was absent and did not submit a report
9. Castle Gram (Jessica Gregris):
- Deadline is the first FRIDAY after scheduled monthly meeting.
10. Circulation (Sheila Kelly):
- Tasks Completed Last Month:
 - May Castle Gram emailed and mailed COST stamps: \$4.30; copies \$12.30
TOTAL \$16.90.
 - June and July Membership birthdays sent to Jessica.
 - Kimberly & my membership counts are not matching up. I have compared my list with hers and emailed her the discrepancies waiting for more to follow from her.
 - Christy will need to contact Caron Whitby to arrange admittance to the GAO building and parking for the Castle Boutique on 20 June. Sheila emailed information to Christy. Christy followed up with email to Caron. Launa, Lois and Christy will be at the Castle Boutique.
 - Emails Sent:

- May Info for zoom.
- May AOSCGWA Tour of homes (local members).
- May Ballot voting for 2018 -19 Executive Board.
- 10 May Castle Gram.
- May MG Yenter passing.
- 31 May MG Yenter memorial service and Memorial Fund
- 31 May Food for Noah's.

11. Historian (Lisa Stevenson):

- Lisa was absent and did not submit a report.

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

- Tasks Completed Last Month:
 - Prepared an AAR for end of year records.
 - Prepared a Standard Operating Procedure for new Hospitality chair.
 - Met with Michelle Funkhouser and briefed her on Hospitality/Reservations duties, software, documents, etc.
- Upcoming Month Goals:
 - Assume new role as AESC website chair and discuss responsibilities with Laura.

13. Knollwood Bake Sale (Priscilla Noah):

- Priscilla was absent and did not submit a report.

14. Membership/Red Book (Jackie Caldwell):

- Membership Report (June 3).
- No new actions to report this month.
- The 2017-2018 membership year ends June 30, 2018.
- The 2018-2019 membership year begins July 1, 2018 and ends June 30 2019.
- Jackie stated that she was taken by surprised that it was listed in the May Minutes that she would be co-chairing Membership with Laura. Christy responded that she sent Jackie an email on 20 May 2018 addressing the

issue and did not receive a response. Jackie stated that she would think about the situation and let Christy know how she would like to proceed.

15. Nominations (Bette Meuleners):

- Unfortunately I won't be able to attend the meeting. I had hoped to be able to be there, but, as I mentioned in my RSVP, I have to take my 94 year old mother to The Fairfax for a luncheon.
- I really have nothing in particular to report as my "job" on the board was completed when I turned in all the nominations for next year's board – both to the members via email and the Castle Gram. Roz Riley as the Parliamentarian took over from there. Thankfully we had a successful election and next year's board should be great and we should have a wonderfully successful year.
- Hope the meeting Wednesday goes well and the luncheon has great food and fun visiting!
- Vanessa Joly volunteered to serve as Nominations for the next month year, with Bette staying as the Membership Emeritus or mentor. Christy will address the issue with Bette and report back to the Board.

16. Parliamentarian (Roz Riley):

- Roz was absent and did not submit a report.

17. Publicity/Facebook (Lois Cook):

- 617 likes on Facebook.
- Connie said that she loved what Lois was posting. Lois thanked Sheila for her assistance.

18. Liaison (Kay Burlin):

- Kay was absent and did not submit a report.

19. Ways & Means (Kendra Lewis):

- Kendra was absent and did not submit a report.
- Connie has all of the items for the Castle Boutique and she will be inventory the items (with Kim's assistance).

20. Webmaster (Laura Putnum):

- Laura was absent and did not submit a report.

21. Welfare (Vanessa Joly):

- May 22 Cathy Hansen provided meal to Fisher House.
- Set up Sign-up Genius for meals for LTG Max and Priscilla Noah and helped divide meals.
- Prepared AAR for Cathy Hansen.
- Wreaths Across America is a possible fundraiser for the next Board year. Our club would receive \$5 for each wreath that we sold (later to be placed on a grave at Arlington National Cemetery).

22. Corresponding Secretary (Laurel-Lee States):

- May monthly agenda completed and forgot to hit send on the email to the board members. I apologize, we have a new baby in the family.
- Cards made for Engineer families.

23. Honorary President (Connie Semonite):

- Kim will assist Connie with inventory for the Castle Boutique.
- Connie thanked everyone for their dedication. It is so obvious that the Board is passionate about Army Engineers. Every member of the Board has a positive outlook. Kim and Connie stated that they were both overwhelmed by every Board member.
- We are still receiving Castle Boutique orders. They have to go out in a timely manner. We have a great reputation and we want to keep it.

24. Honorary Vice-President (Kim Houston):

- Thanked everyone for their hard work.
- Excited about the upcoming Board year.

25. New Business:

- Connie and Kim gave a gift to each Board member. The gift was a beautiful Polish Pottery house with "AESC" on the side.

- Launa gave each Board member a gift with a card.

26. The meeting adjourned at 11:10 am.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary