



***Board Meeting
7 March 2018***

Minutes

1. The meeting was called to order at 6:13 pm.
2. We met at the George Washington Community Center on Fort Belvoir. Zoom was available.
3. The following board members were in attendance:
Christy Cramer Preston, Bobby Buxbaum, Kimberly Sheaffer Oborski, Sheila Kelly, Roz Riley, Kara Anderson, Lois Cook, Terri Stevens, Wendy Owen, Kendra Lewis, Marguerite Theisen, Jessica Gregris, Launa Klimowicz, Michelle Funkhouser, Leonard Gant, and Kathy Hansen.
4. President (Launa Klimowicz):
 - April's meeting will be on 4 April 2018 at 10:00 am at Knollwood. Zoom will not be available.
 - May's meeting will be on 2 May 2018 at 6: 00 pm at the Community Center (Fairfax) on Fort Belvoir. Zoom will be available.
 - June's meeting will be at Connie's home. The date and time are TBD.
 - The January minutes were emailed to the Board and due to a requested revision, was not submitted to the Board at the February meeting for approval. Christy Cramer Preston motioned that the January minutes be

approved by the Board. The motion was seconded by Leonard Gant. After a vote, the January 2018 minutes were approved unanimously.

- The February minutes were emailed to the Board on 7 February 2018. Jessica Gregris motioned that the February minutes be approved. The motion was seconded by Kendra Lewis. After a vote, the February 2018 meetings were approved unanimously.
- Leonard Gant joined the meeting via Zoom. Launa requested that he introduce himself. Leonard stated that he was a math teacher and was from Kansas City, Missouri. His wife is the commander of the Louisville District.

5. Vice-President (Rosemary Davis):

- The egg painting event is this Saturday. There is a few spots remaining (maximum of 12 participants).
- Terri will be hosting the April event.

6. Secretary (Christy Cramer Preston):

- Please make sure that you send in your Board report by the deadline.
- Christy provided Kendra with pictures of items that Kendra may want to include in the Boutique. Theresa Webb make various military items. She lives at Fort Leonard Wood. Theresa is a military spouse. Christy told the Board that the quality of Theresa's creations are exceptional.

7. Treasurer (Kimberly Sheaffer Oborski):

- Reconciliation:
 - Account Balances (as of 28 February 2018):
 - BB&T Statement, \$21,662.03 (outstanding check for \$400 for AEMA luncheon).
 - Register = \$ 21,262.03.
 - PayPal, \$200.55 (\$50 remains at all times).
 - Petty Cash, \$200 (in bank).
 - Credit Card, \$0

- PayPal: Will process and transfer current balance of \$150.55 to BB&T this month.
- Membership: - 7 new members this month (1 check, 6 via PayPal).
- BB&T: Interest earned \$.15 for February.
- - Provided Kara with \$400 check for Fort Belvoir Officers Club to reserve room for AEMA Luncheon.
- USPS PO Box is due March 31, 2018. Annual Fee of \$112.00.
- Totaled earned from Lynch Creek and Yankee Fundraisers = \$845.19.
- How should we divide the money raised from the fundraisers? Last year it was divided as follows: 50% to AEMA = \$423.00, 25% to Knollwood = \$211.00 and 25% to the Fairfax = 211.19. There was discussion and input from Launa and Jessica. Launa stated that this division percentages were voted on last year and will be the division for this year. It was suggested by Jessica that we have a check presentation to Knollwood on the day of the bake sale. We will have a check presentation to The Fairfax when we have our meeting there.
- Process PayPal transactions for deposit to bank account

8. AEMA Chairperson (Kara Anderson):

- Met with the Ft. Belvoir Officers Club, filled out the paperwork and made the deposit for our 2018 scholarship luncheon. (The Fairfax is being renovated necessitating the change). The date of the scholarship luncheon is 29 April 2018.
- Sent reminder emails to all School Liaison Officers about the AEMA awards application/deadline.
- Requested Sheila send a reminder email to membership regarding the application deadline.
- Consulted with Marguerite, Roz, Laura and Connie regarding eligibility questions (retired USACE employees), and application scoring questions.

- Met with Marguerite as the scholarships finally started arriving!
- Work with Marguerite on any application questions.
- Assist getting the applications copied/readied for committee grading and send to essay graders.
- Work on the final amounts available for scholarships.
- Put together a tentative timeline for the luncheon.
- Work with Marguerite to put together a scoring table and recommended scholarships to be given.
- Thank you for Sheila for circulating the scholarship deadline and getting the word out.
- There was discussion regarding how much money will be available for distribution to scholarship recipients.

9. Memorial Awards (Marguerite Theisen):

- 20 applicants.
- Made folders for each application.
- Waiting for GPA, SAT and ACT documentation to come in.
- One GKM applicant looks good.
- Will set up scoring committee.
- The general membership can serve on the committee (the Executive Board members cannot).
- Sheila suggested that where the parents (of scholarship recipients) work should be included in the brochure. Kara agreed with this and stated that even though this is the student's achievement, the parents make the student eligible for the scholarship program.

10. Castle Gram (Jessica Gregris):

- Deadline is the first Friday after scheduled monthly meeting. Jessica will strive to have the Castle Gram out by Saturday (NLT Sunday).
- Every other/each month a letter from a different board member.

- Jessica contacted Lisa and had her look over historical items. Jessica plans on including a historical article/blurb in each Castle Gram.
- Michelle Funkhouser is the new Co-Editor of the Castle Gram.
- Kim Oborski is the volunteer spotlight for the March Castle Gram. Jessica stated that she takes liberal license when writing the spotlight.
- Christy Preston suggested that Jessica include a trivia tidbit (Army Engineer related) in each Castle Gram. Christy provided the trivia question to Jessica (at the meeting) for the March Castle Gram.
- Jessica took on a side project. Currently using Drop Box. Also looking into other options (including Google Drive). Has briefed the issue and will deliver to the Board at a later date.
- Jessica inquired whether the AESC could donate the fabric for the blanket hearts. The blankets will be donated to The Fairfax. Launa said that the AESC cannot. All of our fundraising efforts should go to the scholarships. Donating to Jessica's daughter's girl scout troop would set a bad precedent.

11. Circulation (Sheila Kelly):

- As of March 1st, 2018, 198 members. This does not include all Fairfax and Knollwood residents. Jackie, membership, will have all member information.
- Membership names sent to Marguerite per request. To verify the membership status of the parent of scholarship applicants.
- February Castle Gram emailed and mailed (with minor hiccup). March Membership birthdays sent to Jessica.
- Laura contacted hostmonster in regard to returned emails. It's not our end it's the members email server (i.e. EarthLink, Verizon, outlook, AOL) I emailed each person from my personal account, and all returned to me! Next step will need to phone each member.

- Sheila had a question regarding the Amazon Smile fundraiser. Kara replied that all monies from the program are deposited into the AEMA account.
- Emails Sent:
 - 6 Feb Information for online zoom meeting.
 - 11 Feb Memorial Awards Reminder.
 - 20 Feb Castle Boutique volunteers needed (local members only).
 - 23 Feb Memorial Awards Reminder.
 - 26/27 Feb Castle Gram sent.

12. Historian (Lisa Stevenson):

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

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

- Save the date regarding luncheon.
- In reference to hospitality, everything is on hold until the AEMA luncheon.
- Will be hosting the April event: The French Market in Georgetown on 27 April 2018.
- Cherry Blossom event tentatively scheduled for 16 March 2018. Will meet at Fort McNair and walk over to the Tidal Basin. Be on the lookout for an evite.

14. Knollwood Bake Sale (Priscilla Noah):

- Make wonderful things for Knollwood.
- The bake sale is 4 April 2018.
- "Happy Hour" type food sells the best (e.g. mini sandwiches, nuts, savory finger food).

15. Membership/Red Book (Jackie Caldwell):

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

16. Nominations (Bette Meuleners):

- Remind everyone to keep members you meet in mind for being on next year's AESC Board and let me know about them!

17. Parliamentarian (Roz Riley):

- Participated in ZOOM meeting (7 Feb 2018 at 1030).
- Responded to inquiry of changing the name of Welfare and Services position title from Welfare and Services to Support and Services “as the position no longer gives Welfare grants, but does raise funds to support our Memorial Awards, Fairfax, and Knollwood.” Email discussion with Welfare and Services (VJ) concerning all aspects of that action. Decision was made to change the job description in the Bylaws only (change that does not require voting from the general membership, but may be approved by Executive Board voting).
- Was consulted (via email) by Awards Chairman (MT) regarding scoring of certain sections of student application (GPA-AP Classes, Certifications (CPR), Jobs (years worked or number of jobs). Clarification of what the awards committee needs to see for voting (whole application or just the spreadsheet).
- Was consulted (via email) by AEMA Chairman for advice/concurrence for/with location of AEMA awards luncheon. Concurred with other individuals.
- Coordinating with Nominations for publication of Proposed Executive Board Nominations and development of ballot for virtual voting.
- Be active participant in board meetings.
- Assist Nominations Chairman for the voting for Executive Board 2018-2019.
- Assist Castle Gram Editor with article when needed for the Virtual Voting for the 2018-2019 Executive Board.
- Act as voting teller when Virtual Voting occurs.
- Prepare Parliamentarian binder for year’s closeout/after action report.

18. Publicity/Facebook (Lois Cook):

- Thanks to everyone that sent in links to post.
- We have 605 likes on Facebook.
- Per Launa, get your event pictures to Lois.
- Lois did a great job getting the AEMA scholarship information out on Facebook.

19. Liaison (Kay Burlin):

- Per Launa, on Monday some Board members will be meeting at The Fairfax to have lunch with Kay.

20. Ways & Means (Kendra Lewis):

- Today, we had a wonderful sale event. Thank you ladies that for all the assistance.
- I fixed the expired coupon on the Weebly site.
- 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.
- I'm still trying to figure out how to ship to APO from Weebly or PayPal.
- Castle Boutique will have a Sale Event in April at Kingsman Building.
- Mail 10 coupons to 10 random members of AESC.
- Help select a wonderful replacement for me to take over Castle Boutique.

21. Webmaster (Laura Putnum):

- Added meeting notes, castle grams and the red book supplement to the members only page.
- Updated each page on the website.
- Please continue to provide feedback on the website. Sometimes things go wonky. I welcome the feedback!!!

- Took the AEMA application off the website the day after the deadline.
- Bounced emails.
- Membership email auto letter
- Just a reminder that when the AEMA awardees are announced later this Spring and they have sent in their photos, I will also need a Digital file so I can post to the website. Names and program data is appreciated as well.
- Will continue to update events and pictures of events on website.
- Need AEMA brunch info when available.

22. Welfare (Vanessa Joly):

- The February Fisher House Date was rescheduled for March 6. Vanessa Joly provided the meal. The remaining 3 dates are April 3 (March date was rescheduled), April 24, and May 22. I have volunteers for the remaining 3 dates.
- I shared information about the Honor Flight schedule, wish list for Fisher House, and a few other topics with Lois to share on the Facebook page. This week I plan to double check with our Yankee Candle consultant that our fundraiser is still active and get last check of funds received to Kimberly.

23. Corresponding Secretary(Laurel-Lee States):

- February monthly agenda completed and emailed to board members.
- Two cards made for Engineer spouses.
- Roz told the Board that Steve Perrenot's wife Karen had passed away. Christy emailed Laurel-Lee and requested that she create and mail a card for the Perrenot family.

24. Honorary Vice-President (Kim Houston):

- Kim was absent.

25. Honorary President (Connie Semonite):

- Connie was absent.

26. New Business:

- Nominations per Launa. If you want to keep your position (nonvoting) or put your name in the hat for a voting position please do so now.
- Per Roz: The President, Vice-President and Secretary can serve a total of three (3) years (voted on annually). Treasurer and AEMA chair can serve a maximum of two (2) years (voted on annually).

27. The meeting adjourned at 7:50 pm.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary