

**September 7, 2016** ARMY ENGINEER SPOUSES' CLUB

September 2016 Meeting Minutes

CALL TO ORDER @ 1017

In attendance: Launa Brown, Laurel-Lee States, Terri Stevens, Sheila Kelly, Bette Meuleners, Lisa Stevenson, , Carolyn Hudson, Vanessa Joly, Marguerite Theisen, Roz Riley, Bobby Bauxbum, Connie Seminite and Laura Putnam by computer.

MINUTES APPROVAL: None were done

**PRESIDENT**: Launa Brown

SPECIAL ANNOUNCEMENTS:

- ❖ Please welcome Vanessa Joly to the position of Services and Welfare.
- ❖ Please welcome Bobby Bauxbum as she steps forward into one of AESC Honorary positions.
- ❖ Please RSVP to meetings either way (yea or nay, yes or no, just please let us know whether or not you are coming) when the announcement goes out before that specific meeting.
- ❖ A beautiful thank you from Connie for the gift she received at her Welcome Tea.
- ❖ Please be prepared to be a volunteer spotlight in Castle Gram if asked!
- ❖ Each month we would like someone to sign up to be the host of the month at our meetings. You may work with another member if desired on the same meeting.
- ❖ Spoke again about the change of title: Honorary President, Honorary Vice President and Honorary Advisor.
- ❖ Thank you so much Sheila for opening your home up to the AESC!

**VICE PRESIDENT**: Carolyn Hudson

TASKS COMPLETED LAST MONTH:

- ♥ Firmed up list of upcoming monthly events

CURRENT ISSUES:

- ♥ COCKTAIL PARTY!

UPCOMING MONTH GOALS:

- ♥ Schedule planning meeting for people who have responsibilities related to cocktail party – Treasurer, Hospitality, AEMA – 1 month prior to event.
- ♥ Work on logistics for cocktail party – decorations, rental, alcohol purchases, etc.
- ♥ Red Book page to Jackie for Annual Events
  
- ❖ Cocktail party pre-event meeting to discuss specifics. The theme will be red and white.
- ❖ September we will have our Newcomer's Luncheon.
- ❖ Start planning for our October Cocktail Party.

**SECRETARY:** Laurel-Lee States

TASKS COMPLETED LAST MONTH:

- ♥ Minutes from August meeting
- ♥ Organized Secretary binder some more
- ♥ Took some pictures at August board meeting
- ♥ Worked on board roster
- ♥ Went to post office!! First time remembering key! (Baby steps!)
- ~See current issue below~

CURRENT ISSUES:

- ♥ Post office key does not work!! Ugh, my life!

UPCOMING MONTH GOALS:

- ♥ Complete board roster
- ♥ Get September minutes out in timely manner
- ♥ Get post office key that works

**TREASURER:** Jessica Gregris

**July 2016**

TASKS COMPLETED LAST MONTH:

Reconciliation:

- 1 August 2016\_ Reconciled the July Bank Statement against the register and general ledger, and it balanced. Current checks outstanding 1679 for total of \$(200.00); current deposits outstanding from 7/31 for total of \$456.44. Credit Card charge of \$828.20 due 8/16/16.

Account Balances (as of 1 August 2016):

- BB&T Statement, \$17,211.38 (Diff \$256.44 from Register/Ledger; see Reconciliation)
- Register and General Ledger, \$17,467.82
- PayPal, 50.00 (\$50.00 always stays in account)
- Petty Cash, \$200 (with Sheila Kelly)

PayPal

- Mobile Card Readers\_ Ordered and received 2 at no charge; PayPal new standard is to issue first mobile card reader at no charge but any additional are \$14.99. Since we have the old blue triangles they gave us new one's at no charge (new triangles are black).
- Chip Card Readers\_ Available for \$149 (can get \$100 rebate if process \$3,000 within 3 months); I continue to monitor the US transition to the Chip Card Readers and believe we are still good for this year with minimal risk. AESC may want to consider budgeting for 1 or 2 in the 2017-2018 year.

#### Membership:

- 9 July 2016\_Reimbursed Martha Kem \$15 for half year membership through PayPal (she signed up and paid for full year membership in July)
- 9 & 10 July 2016\_Processed PayPal and check memberships, updated membership paid tracker and emailed it to Jackie and Kara
- 15 July 2016\_Processed check memberships, updated membership paid tracker
- 31 July 2016\_Reimbursed Julie Bigelow \$25 for full year membership through PayPal (she accidentally paid for two memberships in July)
- 31 July 2016\_Processed PayPal and check memberships, updated membership paid tracker
- 67 total paid Memberships to date for 2016-2017

#### BB&T:

- 16 Jul 2016\_Met with Launa at BB&T to update account paperwork; removed Connie and added Launa

#### Misc:

- 1 July 2016\_Updated AESC Ledger by Category and 2015-2016 Budget
- 7 July 2016\_Presented proposed budget at AESC Summer Planning Workshop
- 9 Jul 2016\_Confirmed with Sheila that two invoices in PayPal could be canceled and updated PayPal

NOTE: All PayPal dates in this report are indicative of the date expense or income was processed by the Treasurer. It may not reflect the actual date of the transaction in PayPal.

#### CURRENT ISSUES:

- Need Financial Review Committee appointed by the Executive Board to review AESC and AEMA financial records (both closed 30 June)

#### UPCOMING MONTH GOALS:

- Finalize 2015-2016 year AAR comments
- Draft donations list for the year
- Finish setting up 2016-2017 books
- Make 1 page PayPal Here Info Sheet

#### MOTIONS: (exact wording for the minutes)

- Accept budget for 2016-2017 year
- Accept amount for donation from AESC to AEMA

## August 2016

### TASKS COMPLETED LAST MONTH:

#### Reconciliation:

- 1 September 2016\_Reconciled the August Bank Statement against the register and general ledger, and it balanced. No checks or deposits are outstanding.

#### Account Balances (as of 1 September 2016):

- BB&T Statement, \$17,409.05 (Diff \$0 from Register/Ledger; see Reconciliation)
- Register and General Ledger, \$17,409.05
- PayPal, \$1,596.94 (\$50.00 always stays in account)
- Petty Cash, \$200 (in Bank)

#### PayPal

- Nothing to report

#### Membership:

- 8 August 2016\_Processed check membership, updated membership paid tracker.
- 70 total paid Memberships to date for 2016-2017

#### BB&T:

- Nothing to report

#### Misc:

- Nothing to report

NOTE: All PayPal dates in this report are indicative of the date expense or income was processed by the Treasurer. It may not reflect the actual date of the transaction in PayPal.

#### CURRENT ISSUES:

- Need Financial Review Committee appointed by the Executive Board to review AESC and AEMA financial records (both closed 30 June)

#### UPCOMING MONTH GOALS:

- Finalize 2015-2016 year AAR comments
- Draft donations list for the 2015-2016
- Make 1 page PayPal Here Info Sheet
- Transfer \$4,000 to AEMA

**CASTLE GRAM:** Allison Chamberlayne

- ❖ Deadline is the Friday after our monthly meetings!

**Hospitality:** Terri Stevens

TASKS COMPLETED LAST MONTH:

- ♥ Greeted guests at Connie's Welcome and distributed name tags
- ♥ Newcomers Welcome - Sept. 14
- ♥ Flyer and information distributed via Engineer Blast courtesy of Bill Arthur
- ♥ Submitted information to Belvoir Eagle Online
- ♥ Sent invitation to newcomers, 911th Eng Co, 249 Eng Bn, and board members
- ♥ Cocktail Party - Oct. 15
- ♥ Created invitation
- ♥ Communicated with USACE Protocol regarding guest list and invitation distribution

CURRENT ISSUES:

- ♥ Submitting new description of Hospitality/Reservations for AESC Bylaws
- ♥ Newcomers Welcome
- ♥ Purchasing 3 items from Castle Boutique for gifts
- ♥ Receiving RSVP's from newcomers
- ♥ Creating nametags
- ♥ Cocktail Party
- ♥ Compiling invitation list
- ♥ Continuing to work with USACE Protocol

UPCOMING MONTH GOALS:

- ♥ Host Newcomer's Welcome
- ♥ Cocktail Party
- ♥ Send invitations and compile RSVP list
- ♥ Nametags

**MEMBERSHIP:** Jackie Caldwell

- ❖ To date, we have 80 +/- memberships confirmed for July:August!!!! This is a record for the vacation month's!!!!
- ❖ Additionally, we do not have AESC mailbox totals to add in!
- ❖ I am pleased to say that 5 of the 6 "late half year" have submitted \$25 for a full 2016-2017 year! Hooray!
- ❖ Once we add in the AESC Snail mail mail box, we may be over the top

**WAYS AND MEANS:** Sheila Kelly

TASKS COMPLETED LAST MONTH:

- ♥ Created volunteer sign up to pass around at newcomers lunch
- ♥ Merchandise giveaways for Newcomers Luncheon
- ♥ Inventory tracking updated sold out items on website
- ♥ Processed and filled orders, not many

CURRENT ISSUES:

- ♥ Submit cost for giveaways for Newcomers Luncheon
- ♥ Next Sales event Cocktail Party: coordinate with Carolyn for tables
- ♥ Research and Order new merchandise
- ♥ Take & submit pictures for Castle Gram

UPCOMING MONTH GOALS:

- ♥ Obtain volunteers for Cocktail party
- ♥ Schedule dates for Holiday events at Headquarters and Humphreys
- ♥ Waiting on new merchandise to update Castle Boutique page in Red Book
- ♥ Research new merchandise & vendors

- ❖ \$1200.00 sold at last sales event!
- ❖ Need to get Castle Boutique information in Castle Gram.
- ❖ Three gifts needed for Newcomer's Luncheon.
- ❖ LEGOS NEEDED! Any ideas on where to get more LEGOS for Castle?
- ❖ There will be no more Essayons or Castle stamps available when gone. The maker is not making anymore.
- ❖ Will be looking into event dates for sales events.

**CIRCULATION:** Kara

TASKS COMPLETED LAST MONTH:

- ♥ Received the August Castle Gram electronically August 17 and distributed
- ♥ Copied and mailed 7 hard copies; copy costs were \$14.16
- ♥ Utilized mailing supplies on-hand
- ♥ Purchased postage at a cost of \$27.20
- ♥ Provided updated email addresses to Terri for the Newcomers Luncheon
- ♥ Updating spreadsheet as members join or rejoin

UPCOMING MONTH GOALS:

- ♥ Continue updating member spreadsheet

**RETIREMENT RESIDENCES:** Kay Burlin

- ❖ Nothing new to report.

**KNOLLWOOD BAKE SALE:** Priscilla Noah

- ❖ Nothing new to report.

**NOMINATIONS:** Bette Meuleners

- ❖ Nothing new to report.

**WEBMASTER:** Laura Putnam

September, 2016

**TASKS COMPLETED LAST MONTH:**

- ♥ Not much as I was going through a PCS move but did manage to get our welcome luncheon on the website.

**CURRENT ISSUES:**

- ♥ Password: I'm not confident all of our members have received or are receiving the password to the Members only website. We had that glitch when we first announced membership was open and now I think our Presidents welcome email is going to members spam folders and therefore they are never getting them. Can Kara send out a message to the membership reminding them of the password? It is Castle1902

- ♥ Events Tab: it was recommended to me to create an events tab. In the past we have called our events, "Programs" and I have posted pics and a write up our programs in the DC Programs tab on the website AFTER they have happened. When I first started in this role I posted upcoming programs and I was cautioned not to due to security reasons. So then the work around was to post the flyers of events in the members only section with a link pointing to it from the homepage. So I need guidance on two things here: do we call them programs or events? And should I post program or events that have yet to happen? ~Thank you J

- ♥ Please remember to send me a write up and pictures from the luncheon on the 14th J thank you

- ♥ Any Volunteer opportunities I can post in that tab?

**UPCOMING MONTH GOALS:**

- ♥ Received info on AEMA winners last week and will get them on the website.
- ♥ Update the Contact us page with the new board and contact emails.
- ♥ Will post events or programs on website as I receive guidance from discussion at this meeting.

**PARLIAMENTARIAN:** Roz Riley

TASKS COMPLETED LAST MONTH:

- ♥ Continued to review of C&B
- ♥ At July planning session, introduced proposal to change C&B, particularly Bylaws regarding Honorary positions

CURRENT ISSUES:

- ♥ Current C&B is dated September 2, 2015 and is in the back of the RedBook. Do not use on any previously dated copies, if accuracy is desired.
- ♥ Current AEMA Articles of Charter is 5 Aug 2015
- ♥ Current GKM Award Criteria is 5 Aug 2015
- ♥ Reviewed C&B from 2008-present for inclusion/title of honorary positions. Current Bylaws does not address Honorary Positions, only Honorary Members. In Constitution, Honorary Advisors are identified. Bylaws do not address adversarial roles or titles.
- ♥ NEED board member proposed changes to Bylaws ASAP to have Board approval prior to submission to RedBook for publishing.

UPCOMING MONTH GOALS:

- ♥ Complete revision of 2016-2017 C&B
- ♥ Conduct email voting for Board approval of Bylaws changes
- ♥ Submit revised, approved C&B to Board and Membership for inclusion in RedBook
- ♥ Assist Membership as needed for RedBook sections

MOTIONS: *(exact wording for the minutes)*

I make a motion that we revise the Bylaws, 1. Membership, to ADD the following paragraph as C:

*Honorary Officers/Advisors*

- 1. The spouse of the Chief of Engineers will serve as the Honorary President of the club. The spouse of the Command Sergeant Major will serve as the Honorary Vice President of the club. The spouses of the Directors will serve as Honorary Advisors to the club.*
- 2. Should any of those in the Command Leadership (Chief, CSM, SES) positions not have a spouse able to serve in an Honorary position, the President, with Board approval, may invite an appropriate individual to serve until there is a spouse, ~~able and willing,~~ to serve.*
- 3. Honorary members are not required to pay annual dues and, if not paying dues, shall have all privileges of membership except voting and holding office.*

**\*\*\*Developing and discussing this Motion above.**

**Chairman:** Erica L. Shaw

<b>Position:</b>	Award Chairman
<b>Name:</b>	Erica Shaw
<b>Date:</b>	07 September 2016
<b>Past Month:</b>	<ul style="list-style-type: none"> <li>▪ Totes were labeled and binders have been updated with records for 2015-2016.</li> <li>▪ Binders updated for the 2017 year</li> <li>▪ Currently scanning documents to an external hard drive for easy access and viewing of scholarship records</li> <li>▪ On a "Go Green Initiative" to minimize cost of requiring paper.</li> <li>▪ Notification was extended to the AESC members of additional packs of paper to be provided to another chair/committee</li> <li>▪ PenFed Statements are now paperless</li> </ul>
<b>Current Issues:</b>	<ul style="list-style-type: none"> <li>▪ Award Application requires revisions to include the T. Bostic Award. Chair requires criteria information for the award.</li> <li>▪ Notification of AESC/AEMA Awards on the AESC website and Castle Gram: If at all possible, please pass information along to our Engineer friends and families to look forward to the Award applications being available by 1 November 2016 to 1 March 2017.</li> <li>▪ The AEMA Chair has received emails and phone calls requesting for information to be sent about the various awards. Please refer anyone inquiring to review the AESC Spouses Club website: <a href="http://www.armyengineerspouses.com">www.armyengineerspouses.com</a> as well as our Facebook Page: <b>Army Engineer Spouses Club</b></li> <li>▪ Ladies due to End of the Government Fiscal Year 2016 (1 Oct 2015 – 30 Sept 2016), I am unable to attend events in August &amp; September held before 8:00PM as I am working mandatory overtime until 1 October. Therefore, if you need to reach me, contact me on my Cellular (573) 528-6717 or email me at <a href="mailto:mrsericalshaw@gmail.com">mrsericalshaw@gmail.com</a></li> <li>▪ AmazonSmiles – When you shop online at AmazonSmiles, Amazon donates 0.5% of the purchase to the Army Engineer Memorial Award. Bookmark the link <a href="http://smile.amazon.com/ch/23-7444863">http://smile.amazon.com/ch/23-7444863</a> and support us every time you shop. Additionally, please add the link to our Website, Facebook and Twitter pages.</li> </ul>
<b>Upcoming Month:</b>	<ul style="list-style-type: none"> <li>▪ Working with Hospitality/Reservations to create and invitation list for the Cocktail Reception</li> <li>▪ Providing advertising information for advertising of the Award Application dates</li> </ul>
<b>Motions to make:</b>	<i>None</i>

**OLD BUSINESS:**

- ❖ Ongoing- New Member Welcome, Facebook updates, Honor Flights
- ❖ Newcomer's Luncheon

**NEW BUSINESS:**

- ❖ AEMA Advisor, continued...
- ❖ Cocktail Party preparation

**THANK YOU FOR ALL YOU DO!**

- ❖ Thank you Sheila for opening your home and being so welcoming!
- ❖ Thank you Sheila for providing us with such delicious food! Bigger thank you is that you graciously shared the recipe!!

**DATES TO REMEMBER:**

- ❖ 5 October, 10am Board Meeting  
Connie Semonite's home, Fort McNair
- ❖ 15 October, Cocktail Party, 5-7pm  
The Semonite's home, Fort McNair
- ❖ 1 Nov 6pm Board Meeting, Memorial Chapel JBHH-M
- ❖ 7 Dec 10am Board Meeting and Cookie Exchange, Fort McNair

**Next Board Meeting:**

Connie Semonite's Home  
5 October, 10-12pm  
Quarters 7, Fort McNair  
Washington DC  
Hostess: Laurel-Lee States

ADJOURN @1245  
September 7, 2016

Prepared and Submitted by,

Laurel-Lee States  
AESC Secretary 2016-17

**ARMY ENGINEER SPOUSES' CLUB MONTHLY REPORT**

