



Board Meeting 4 October 2017

Minutes

1. The meeting was called to order at 10:09 a.m.
2. The following board members were in attendance: Rosemary Davis, Launa Klimowicz, Kimberly Sheaffer Oborski, Kendra Lewis, Lois Cook, Marguerite Theisen, Kim Houston, Terri Stevens, Sheila Kelly, Christy Cramer Preston, Connie Semonite, Laura Putnum, and Kathy Hansen.
3. President (Launa Klimowicz):
 - Welcome to everyone. Thank you for taking the time out of your busy day to participant in this meeting.
 - Our next meeting will be on 1 November 2017 at 6:00 pm at The Fairfax. Launa will not be at the meeting. Rosemary will chair the meeting.
 - Our cookie exchange will occur at our meeting on 6 December 2017 at 10:00 am at Connie's home. Please bring homemade cookies. If you decide to buy the cookies at a bakery, it better be the best bakery in town.
 - General members are always invited to our board meetings.
 - This forum is good. Laurel-Lee is in Branson and Laura Putnum is in Fort Stewart. Today they are participating in our meeting through Zoom.

- There will be no meeting in January. February will be a day meeting. March we will be meeting at The Fairfax at night. Our April meeting will be during the day. May and June will be evening meetings.
- We had a booth at the Army Officers Spouses' Club signup. Lois and Kendra were there. We had a great time at the event. Launa inquired from Kendra how much money was made at the event. Kendra said that she will address that in her board report. AESC got a few new members. Went to the Capital Area Military Spouses' event . Will put both events in the Castle Gram.
- Approximate 90 people attended the cocktail party. There is wine left over from the cocktail party. Should we return the wine or store it? The consensus from the board was that if we are able to store it, we should. Please give your receipts to Kimberly for funds spend for the cocktail party. Rosemary stated that she would mail the receipts to Kimberly. Launa thanked the board for their help and noted that Connie said that this was the best cocktail party thus far.
- Has everyone received the board roster? Connie stated that she had not. Launa inquired if everyone's information was correct. Lois stated that he email is correct on the rooster, but some board information is being sent to our old email address.
- Michelle Funkhouser and Kay Burlin were at The Fairfax this morning for the meeting. They did not receive the message that the meeting was going to be held electronically. Launa will contact both ladies and apologize.

4. Vice-President (Rosemary Davis):

- Rosemary did not receive any RSVPs for the Olio Olive Oils event which is scheduled for 5 October 2017 at 7:00 pm. Inquired if anyone would be attending. Launa, Marguerite, Kim Houston, Rosemary and Connie will attend. We can purchase wine at the venue or we can take wine. Connie said that she will bring some of the leftover wine. Requested that

Rosemary text her how many bottles of white and red that she will need to bring. The tasting is a 45 minute event. Rosemary inquired if attendees wanted to do dinner before or after the vent. The consensus of the attendees, was that they did not want to do dinner.

- The Design House tour in Potomac, Maryland is scheduled for 25 October 2017. Rosemary has received one RSVP for the vent. Rosemary will resend the flyer out next week. Things to remember if you plan to attend: (1) no high heels and (2) no children. Connie would love to attend. Connie suggested that that the flyer be revised to reflect that this is a group event, that we are meeting at a specific place and can carpool. The current flyer implies that this is not a group event and that you need to go on your own. Rosemary said that she will make the suggested revisions.
- The November event will be a brewery tour. Rosemary is currently pricing the various options and has yet to settle on a location.
- The December event will be a tour of the U.S. Botanical Gardens. Connie did a tour last year. The tour is for 40 people or less. Connie suggested that we park at Pentagon City and metro over to the location. Afterwards, we can have lunch at Pentagon City.
- Rosemary will be at the meeting on November 1st.

5. 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 creates the agenda for our meetings. Please send the board reports by Monday (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.
- The minutes for the 10 July 2017 meeting, which were approved by the board; however had to be revised, will be voted on at our November meeting.

- The minutes for the 30 August 2017 meeting were reviewed by the board. Sheila Kelly motioned that the minutes be approved and Kendra Lewis seconded the motion. The board voted unanimously to approve the minutes and thus the 30 August 2017 minutes were approved.
6. Treasurer (Kimberly Sheaffer Oborski):
- Initially Kimberly's cell phone volume was not working. Launa read Kimberly's board report to the board. We received a few large donations. The Beelers made a donation of \$1,000. They are new to the D.C. area and she is new to her position. Her husband joined the AESC.
 - Kimberly was able to connect to the meeting and was not having further phone trouble.
 - \$3350 was the total of donations received at the cocktail party. \$2680 is the total amount of checks to AEMA. The PayPal donations were sent directly to the AEMA account.
 - Regarding the Don Swygert donation. In a prior year, he made a donation and a scholarship was created in his wife's name and was awarded to a recipient. Does he have the expectation that this will happen this year also? Kimberly was unsure. Mr. Swygert was very emotional and Kimberly thought that it was inappropriate to discuss the issue with him at that time. Kimberly will follow up with Mr. Swygert regarding his expectations for the donation.
 - Everything balances. \$22,000 is currently in the checking account. \$5000 is being sent to the AEMA account this week.
 - Rosemary will mail cocktail party receipts (approximately \$800) to Kimberly this week.
 - Reconciliation: On 29 September 2017, reconciled the July bank statement against the register and general ledger, and it balanced. The 29 September 2017 bank statement, register and general ledger balanced, which totaled \$22,668.68.

- Account Balances (as of 29 Sept 2017):
 - BB&T Statement, \$22,668.68
 - Register = \$22,668.68
 - PayPal, \$1,390.59 (transferred money on 10/2)
 - Petty Cash, \$200 (in bank)
 - Credit Card, \$0
- Transferred \$851.65 from Paypal to BB&T in September.
- Processed 30 total memberships and updated 2017-2018 membership paid tracker. Another 23 memberships were processed 10/2 (will be included in next month's report).
- BB&T: Interest earned \$.15.
- Misc: AEMA Checks to be hand delivered at the October 4, 2017 board meeting.
- \$2,680 (For Cocktail Party Donations).
- \$3,000 (Annual Donation as approved by board at the September meeting)
- Membership submissions via email with no payment via email.
 - Karen Nordai - Emailed
- Memberships credited for 2017-2018 but also gave check at cocktail party. Checks not deposited. Awaiting direction from Jackie.
 - Stephanie Manous
 - Karina Hunter
- Member paid twice. Once in April again in September. Email to confirm.
 - Shelley Hatch
- Reconciled returned check situation
- Approval granted to renew Weebly subscription at discounted rate of \$337 for 2 years (instead of \$300 per year). Has payment been made?

7. AEMA Chairperson (Kara Anderson):

- Kara was not present at today's meeting. Launa read her board report to the board.
- Extra mailbox key was found (so we now have three mailbox keys). Connie was very happy about this.
- Completed and mailed 42 cocktail party donation thank you letters
- Responded to emails requesting information regarding scholarship date availability.
- Created the September 8, 2017 AEMA Balance Sheet.
- Forwarded snail mail membership sheets to Sheila Kelly and checks to Kimberly Oborski.
- Continuing work on ledger for 2015, 2016 and 2017 for all AEMA accounts.
- Working with Terri Stevens to obtain address/contact information for Christine and Dennis Beeler and Shai-Lin Ynacay to mail donation letters.
- Working with Kimberly Oborski to get cocktail party donations deposited into AEMA account.
- Audit request upon completion of the ledger creation.
- File IRS 990-N
- Received a package from Erica Shaw, previous AEMA chair. Letter for board members, extra mailbox key found, thumb drive with assorted files.

8. Memorial Awards (Marguerite Theisen):

- Marguerite has contacted the school liaison officers at JBLM, FLW, Fort. Hood and Fort Bragg.
- The application is complete and ready for publication on November 1st.
- There is nothing in the current Castle Gram. Marguerite will write something up for submission for the next Castle Gram.
- Lois will post information on the Facebook page.

9. Castle Gram (Jessica Gregris):

- Jessica was not present at today's meeting. Launa read her board report to the board. Launa said that the Castle Gram looks great and that Jessica is doing a great job.
- Sheila received the Castle Gram this morning.
- The deadline for submission for the Castle Gram is the Friday after the meeting. Connie is highlighted in the October Castle Gram. Rosemary will be highlighted in the November Castle Gram.

10. Circulation (Sheila Kelly):

- Fixed email glitch. When you receive board related emails from Sheila it will show "AESC Circulation".
- If you would like Sheila to circulate information regarding your event or other item, please write up what you want the circulation to say and email to Sheila.
- Tracking 121 members. There are still over 100 people that have not rejoined. Sheila will send out the list to the board and asked if they could review it. If there is someone on the list that a member knows, Sheila requested that the member contact the person about rejoining.
- Sheila receives a lot of Verizon, AOL and EarthLink kickbacks. Laura Putnum is trying to fix this.
- Sheila stated that she will send Connie a list of former members that have not rejoined so that Connie can identify the honorary members of the club. Connie pointed out that this information is in the back of the Red Book (page 50).
- Emailed Cocktail Party invitation on 8/30; then another reminder on 9/9.
- Emailed and mailed (USPS) September Castle Gram.
- Emailed info regarding Fisher House & ACS to local members.
- Received new membership forms from Kara in the mail. Will give to Jackie at meeting.

- Emailed Wear Blue & Wreaths Across America to all Members.
- Emailed membership renewal reminder to past members that have not renewed (160). Working closely with Jackie to verify and contact those who have not renewed.
- Track memberships and working hand-in-hand with Jackie and Kimberly.
- October Castle Gram will be the last one emailed to past members who have not renewed. Those members will be notified separately from active members.

11. Historian (Lisa Stevenson):

- Not present at today's meeting.

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

- The Newcomer's Luncheon. Received RSVP's and created guest list. Created new name tags. 17 guests attended the luncheon at Sine Irish Pub. Terri welcomed guests, Launa described club and events, Kendra represented Castle Boutique, Vanessa explained outreach, Lois streamed live on AESC Facebook. Gave away door prizes from Castle Boutique.
- The cocktail party had 80 guests. Seven couples attended that were not members. Received RSVP's and created guest list. Created new name tags. Greeted guests on front lawn.

13. Knollwood Bake Sale (Priscilla Noah):

- Priscilla was not present at today's meeting.

14. Membership/Red Book (Jackie Caldwell):

- Jackie was not present at today's meeting. She did not send her report in time to be included in the Agenda. Connie read her board report to the board.
- Connie stated that a mid-November mailing of the Red Book is fabulous.

15. Nominations (Bette Meuleners):

- Bette was not present at today's meeting. Launa read her board report to the board.

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

16. Parliamentarian (Roz Riley):

- Roz was not present at today's meeting.

17. Publicity/Facebook (Lois Cook):

- Lois inquired how the board feels about posting events (i.e. the Olio Olive Oils event and the Design House Tour) on Facebook. The Facebook page is public. The consensus from the board was that it is ok to post that we are having the events, but not to post the dates and times. The specifics can be posted under "Members Only" tab.
- Lois is looking on things to post. Has posted a Castle Boutique item. Lois will continue to post a Castle Boutique item each month. Connie suggested grabbing posts from the Army Officers Spouses' Club and the Capital Areas Spouses' Club.

18. Liaison (Kay Burlin):

- Was present at The Fairfax for the meeting. Nothing to report.

19. Ways & Means (Kendra Lewis):

- Made \$1,170.05 at the cocktail party.
- Thank you for all of the volunteers that helped at the cocktail party.
- Kendra is currently working on taking pictures and getting new products.
- Launa stated that Kendra is doing such a great job.

20. Webmaster (Laura Putnum):

- Laura had to leave the meeting early. Sheila read a message from Laura.
- Host monster is causing trouble. Laura is currently looking for other options.

21. Welfare (Vanessa Joly):

- Vanessa was not present at today's meeting. Launa read her board report to the board.

- Lynch Creek Farms and Yankee Candle fundraisers are up and active. Links to both will be sent out in the Castle Gram, through circulation, and posted on Facebook.
- Vanessa followed up with Erin Zetterstrom (Galveston District). The needs of district families was sent to Wendy Owens. Vanessa contacted Wendy and was told that information had been passed along to Connie Semonite. I spoke with Launa at the Cocktail Party and was told not to take any further action on behalf of the board at that time.
- Christy Preston provided meal to Fort Belvoir Fisher House. Vanessa has volunteers for October and November.
- Wear Blue mile at Marine Corps Marathon on October 22, 2017. Wear Blue needs 350 volunteers to build their largest annual Wear Blue Mile. Please consider volunteering on race day.
:http://www.wearblueruntoremember.org/marine-corps-marathon/
Each volunteer will honor the legacy of an American hero on this powerful stretch of race course. If you register to volunteer, please let Vanessa (jolyvl@yahoo.com) know, and she will coordinate a meeting spot for volunteers from our club.
- Wreath Laying at Arlington Cemetery December 16, 2017. Vanessa is unable to attend either of these events. If there is someone that would like to be the Point of Contact for either of these events, let Vanessa know. Meeting places need to be determined. For wear Blue, volunteers can meet at the Circle of Remembrance. For wreath laying, do you want to meet at the Visitor Center or other location?

22. Corresponding Secretary(Laurel-Lee States):

- Laurel-Lee has nothing to report.
- Make sure to get your monthly reports to Laurel-Lee by the deadline.

23. Honorary President (Connie Semonite):

- Connie received several "thank you" cards from cocktail party attendees. Connie said that the board is amazing and did an awesome job. The cocktail party was a great kick-off to the year. Connie stated that she is very excited for this year.
- Connie stated that she had not spoken to Kim Houston, but will send a letter and information to the Commanders (and spouses), CSMs (and spouses), and FRG liaisons at the Districts, Divisions, Brigades, etc., and would like to include information regarding the AESC and the October Castle Gram. Inquired how the board felt about this. The consensus of the board, was that this was a great idea. Marguerite asked if Connie could include some information regarding the AESC Memorial Awards. Connie thought that this was a great idea. Marguerite will send Connie the text. Marguerite has been reaching out to school liaisons.
- The Castle Keepers is a great club and does amazing things. Great craft projects.
- The Family Readiness Network (FRN) Administrator is no longer a paid position. Andrea Plummer is the POC at Headquarters.

24. Old Business:

- There are so many hurricane victims, who to help? Launa is not sure if we should start a fund or give money from our own fund. Connie stated that we do not need to take money from what we raised. Our purposes is to fund memorial awards. Vanessa contacted Erin Zetterstrom, the spouse of the commander of the Galveston District. Erin was asked how our club could help. Connie stated that now this is a perception that we reached out to Galveston and now we are ignoring Galveston. We should explain the situation to them. Our purpose is to raise funds for memorial awards and we cannot use those funds to supply funds/aid to individuals in the Galveston district or any other District impacted by the hurricanes. Connie stated we should send a letter to the Erin and Wendy stating that

we are thinking of them. Launa stated that we must remember what our mission is. We will best serve families by continuing our mission and raising money for memorial awards. This was concurred by Kim Houston. Connie will email Wendy. Launa will call Erin.

25. New Business:

- The Marine Corp Marathon is Sunday 22 October 2017. They need volunteers for the Wear Blue Mile. This is a great thing. Very Powerful. Very Rewarding. Please wear an Engineer hat if attending.
- Wreath laying at Arlington National Cemetery is 16 December 2017. Need a POC for the event.

26. The meeting adjourned at 11:36 am.

Minutes prepared by:

Christy Cramer Preston
AESC Secretary