



**AMERICAN SOCIETY OF MILITARY COMPTROLLERS**  
**ASMC Washington Chapter: P.O. Box 16237, Arlington, VA 22215**

**EXECUTIVE BOARD (EB) MEETING**  
**Wednesday, 6 Aug 2014, 1000-1100**

- 1. President's Comments:** Ms. Whittemore welcomed everyone and began discussion on the Agenda topics
- 2. Agenda**
  - **Treasurer:**
    - i. 2014-15 Budget was reviewed; the motion made to approve was seconded and carried.
    - ii. Monthly charges for PayPal and RHQ were discussed and background information provided by Ms. Finney. Mr. Whiten took the task to explore the rationale for both and possible options.
    - iii. The Treasurer is unable to record payments for individual registrations if a person pays for more than 1 person or event. Mr. Whiten also agreed to explore a mechanism to accomplish this with our current on-line registration form.
  - **Luncheons:**
    - i. Luncheons/alternative events: the consensus was to explore alternates such as breakfasts or evening socials; that info has been passed to Ms. Thompson as she begins negotiations for the CY15 contract.
    - ii. Day change: DoD senior leadership, who are excellent candidates as luncheon speakers, attend DMAG's held on Wednesdays. Shifting to Thursdays in CY15 will enable them to accept invitations to speak. This change was accepted and Ms. Thompson will include this in the luncheon contract negotiation.
    - iii. Proposed Speaker Schedule: The proposal was to invite the proposed speakers early, then to post information on the website to allow interested members to plan ahead and to invite non-members to events in which they might be interested. It is anticipated that attendance will increase. Received concurrence with the proposal to have the President and President-Elect assist with speaker invitations. The schedule has been adjusted to reflect the April 2015 speaker as Rear Admiral Sokalzuk, Assistant Commandant for Resources, CFO, Coast Guard.
    - iv. CY15 Contract: In Ms. Thompson's absence, Ms. Sweatt provided the following:
      1. Guaranteed attendance is more cost beneficial since the Chapter doesn't pay a room charge.

2. During renovation of the Sheraton (and its subsequent change to the Westin), Ms. Thompson negotiated \$35 per meal with the Hyatt.
  3. In informal discussions with the Westin, she has been told the cost will increase from \$25 to \$27.
  4. The Pentagon Conference Center and Crystal City Conference spaces were not deemed viable options as the venue can be cancelled at any time if a DoD office requires the space.
  5. Ms. Thompson will inform the Westin of the day change and explore options for alternate events.
- **Committees:** The proposal to combine the individual committees into actual committees to provide depth was approved.
    - i. The revised committee list was provided to current volunteers and they were asked if any would like to be the Chairman:
      1. Training and Education
      2. PDI
      3. Outreach and Publicity
      4. Audit
      5. Nominating
    - ii. Mo Kohistani volunteered to replace Julia Vigneault as Managing Editor of the Newsletter. The roster has been updated to reflect this.
  - **Publicity:**
    - i. **Newsletter**
      1. If input is received on time, Julia would publish the August version on the website prior to the luncheon; it will include information about the August luncheon panel and new CDFM awardees. [Note: it was placed on the web on 25 August]
      2. The proposal to change the newsletter from monthly to quarterly during the 2<sup>nd</sup> month of each quarter was accepted. The Managing Editor will publish due dates for articles, flyers, and other information in order to meet publication deadlines.
    - ii. Facebook: The Chapter has a page that has not been refreshed since 2013. The general consensus was that this would assist in creating interest among the younger members and should be refreshed. Mr. Whiten believes he has a co-worker who would volunteer to update and maintain the site. [Note: Randi Lee is now an administrator and will begin updating the page]
  - **Holiday Social:** Is the Chapter taking a loss purposely or should we increase the fee to enable the Chapter to put more funds into training/education?

- i. Discussion centered on raising the fee from \$10 to \$20.
  - 1. Ms. Anderson noted that the \$10 fee is nominal.
  - 2. Ms. Vigneault noted that other societies charge \$50 per couple.
  - 3. Ms. Crippen-Black commented that the Holiday Social is a ‘thank you’ for our members and recommended an increase to \$15.
  - 4. After further discussion, it was generally accepted that \$20 was not unreasonable. Ms. Roberts will ensure the flyer reflects this for Mr. Whiten to publish on the website for registration. The flyer will also solicit donations for Toys for Tots and a local food bank.

○ **VP Input:**

- i. USMC: The Holiday Social will be held at the Army Navy Country Club on 4 Dec.
- ii. DOD: Working on the member roster to provide a list of new members for a Welcome Aboard letter.
- iii. Corporate: 173 golfers participated in the Gold Tournament.

○ **Secretary:**

- i. Requested approval of the July Executive Board Meeting minutes. Motion made and seconded.
- ii. Letters received from Pets for Vet, Inc. acknowledging a \$2,500 donation and Companions for Heroes acknowledging a \$489 donation.

**3. Attendance:**

(X - in person / T- by telecon)

Executive Board			Committees	
X	Mr. Ariane Whittlemore	President		Audit
T	Ms. Gretchen Anderson	President-Elect	Ms. Wendy Pouliot	Awards/Essay
X	Ms. Susan Sweatt	Secretary	Mr. Edson Barbosa	CDFM
X	Ms. Raquel Escribano	Treasurer	T Mr. Jeff Norris	Community Service
X	Ms. Cynthia Curry	DoD VP	T Ms. Veniceza Critton	Competition
	Ms. Hannah Francis	DoD Asst Sec	Ms. Millie Thompson	Luncheons
T	Ms. Cynthia Crippen-Black	Army VP	T Mr. Dan Olden	Membership
	Ms. Dionne Bailey	Army Asst Sec	Ms. Deb Delmar	Regional PDI
T	Ms. Sandra Wright	Navy VP	Mr. Ramni Abdul-Jalaal	Silent PDI
	Ms. Veronica Trent-Walton	Navy Asst Sec	Mr. Rocky Wilber	Photographer
X	Ms. Jane Roberts	USMC VP	T Ms. Julia Vigneault	Publicity
X	Mr. Jonathan Newell	USMC Asst Sec	X Ms. Lisa Donahue	Scholarship
	SMSGt Rod Lewis	USAF VP	T Ms. Terry Placek	Training & Education
T	SMSGt Kelly Wismer	USAF Asst Sec	X Mr. Wayne Whiten	Webmaster
T	LT Mark Sanchez	USCG VP		
T	Ms. Stacy Spadafora	USCG Asst Sec		
	Ms. Deb Delmar	Corporate/Retired VP		

T	Ms. Rita Finney	Corporate/Ret Asst Sec		
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**4. Meeting adjourned at 1100.**