



AMERICAN SOCIETY OF MILITARY COMPTROLLERS
ASMC Washington Chapter: P.O. Box 16237, Arlington, VA 22215
Web Page: www.Washington-ASMC.org

EXECUTIVE BOARD MEETING Agenda

Wednesday, 04 September 2013, 1000-1130

Commercial: 605-475-4700

Participant Pass Code: 759138#

1. Attendance: 10:02

(X indicates attended in person, T indicates attended by telecom)

Executive Board Officers			Committee Chairs		
T	Mr. Douglas Bennett	President	T	Mr. Mark Keeley	Audit
	Ms. Ariane L. Whittemore	President-Elect		Ms. Carol A. Campbell*	Awards/Essay
T	Ms. Wendy Pouliot	Secretary	T	Mr. Edson Barbosa	CDFM
	CMSgt Kevin Puryear	Treasurer	T	Mr. Jeff Norris	Community Service
T	Ms. Cynthia Curry	DoD VP		Ms. Veniceza Critton	Competition
	Ms. Audrea M. Nelson	DoD Asst Sec	T	Ms. Millie Thompson	Luncheons
T	Ms. Karen Fletcher	Army VP	T	Mr. Dan Olden	Membership
T	Ms. Cynthia Crippen-Black	Army Asst Sec		Ms. Deb Delmar	Regional PDI
	Ms. Sandra Wright	Navy VP	T	Mr. Ramni Abdul-Jalaal	Silent PDI
T	Ms. Veronica Trent-Walton	Navy Asst Sec	T	Mr. Rocky Wilber	Photographer
	Ms. Jane Roberts	USMC VP	T	Ms. Julia A. Vigneault	Publicity
T	Capt Henry Creque	USMC Asst Sec		Mr. David Ernest	Scholarship
T	SMSgt Rod Lewis	USAF VP	T	Ms. Terry Placek	Training & Education
T	SMSgt Kelly Wismer	USAF Asst Sec		Mr. Vic Ackley	Webmaster
	LTJG Mark Sanchez	USCG VP			
	Ms. Stacy Spadafora	USCG Asst Sec			
T	Ms. Deb Delmar	Corporate/Retired VP			
T	Ms. Johnanna Sears	Corporate/Ret Asst Sec			

2. President's Comments:

- Mr. Bennett will not be able to attend the upcoming luncheon. Ms. Delmar will assume the President's duties at the September Luncheon with the Honorable Ms. Elizabeth McGrath.
- Mr. Bennett will provide the September and October Guest Speaker's topics to the Board once the information has been received.

3. Secretary and Treasurer Reports:

- Approval of August minutes. Motion carried.
- Ms. Pouliot created the action list to help the Board and Committee Chairs keep abreast on the status of action items, please provide updates to her as applicable.

4. Service VPs & Secretaries:

- Army: Ms. Fletcher has received the contract with the Army/Navy Club for the Holiday Party; the deposit is \$1,250.00. The Holiday Party is scheduled for December 19th from 1600 – 2200 and the Chapter website will need to be updated to reflect the correct dates. Mr. Bennett agreed that Ms. Fletcher will sign the contract and pay the deposit with the Chapter credit card or check. Ms. Delmar mentioned that the Chapter will need to start working on invitations.

- Air Force: SMSgt Lewis requested to be copied on any open Treasurer action items that are due; he will be assisting CMSgt Puryear this week in providing a status update. He will also provide the August Luncheon paragraph to the Publicity Committee this coming Friday.
- Corporate: Ms. Delmar has been working on the one page proposal to sell tables to Corporate members starting the next calendar year. Corporate sponsors will be able to purchase half or a full table which provides the Chapter a minimum guarantee of attendees and monthly revenue. She plans to have the proposal updated by the end of next week.

Ms. Delmar will follow-up with Mr. Whiten to see if he needs the Chapter to provide the verbiage for the email blast requesting members to update their email address due to the integration.

She is working on starting the scholarship awardee internship process in October. Ms. Delmar announced that the Honorable Ms. Beth McGrath will be National PDI chair in FY14.

5. Committee Reports:

- Audit: Mr. Keeley requested a copy of the audit engagement letter from Mr. Patrick McGinty.
- Awards/Essays: Ms. Campbell has made contact with the National ASMC office (Fran Machine/Donna Call), whom will post the essay award topic sometime in early September. Once done, Ms. Campbell will announce the topic to the Washington Chapter and make a call for entries. She is working on a blurb for the September newsletter. In October, Ms. Campbell is planning to ask members to volunteer as judges for the achievement/essay award committee. There will be a training session to become familiar with the process.

Ms. Campbell is updating the Chapter achievement award forms and will provide the information to Mr. Ackley to post on the Chapter website. She is working on updating the Award Committee duties for the Chapter Handbook.

- CDFM: Mr. Barbosa reported that one of the new CDFMs expressed interest in receiving their complimentary lunch. He will provide Ms. Thompson with the names of the individuals whom are interest in claiming their complimentary lunch so she may register them for a specific luncheon.

Mr. Barbosa reported that Archway Training Associates will provide an EDFMT class up to 32 attendees for \$23,000.00. Mr. Barbosa and Ms. Placek will reengage with Archway Training Associates to see if a local speaker could possibly lower the cost.

- PDI Auction: Mr. Abdul-Jalaal asked if there would be interest to have a PDI Auction at the National or Local PDI with a predetermined amount of the proceeds used for the scholarship fund; more information regarding the processes involved are needed.
- Community Service: Mr. Norris reported the USO care package event is scheduled for this coming Friday; he already had several volunteers to assist with the event.
- Luncheon: Ms. Thompson requests to be notified immediately about cancellations for the September and October luncheon due to the expected turn-out. She requests to be notified of any VIPs in attendance so she will know how many tables to reserve. Walk-ins will be limited, so

Service counts regarding the number of attendees is critical. She will need to know of any special meal requests in advance and if the speakers will have slide presentations.

- Membership: Mr. Olden updated the Chapter list and reported the loss of 177 members or a 4% reduction in membership – he will look into the potential reasons/causes of the decrease. At the end of this week, Mr. Olden plans to send the respective Service reps their membership roster to review; he is still researching if there is a requirement to review the membership roster.

Mr. Olden will coordinate with Mr. Whitten to reinstitute ASMC membership benefit handouts at the luncheons.

- Photography: Mr. Wilbur reported that his camera will be in the shop for repair and he will not be able to take photos at the September luncheon. Mr. Bennett will engage with Mr. Runnels for assistance in acquiring photography coverage/equipment for the luncheon.
- Publicity: Ms. Vigneault requested Board and Committee members to provide her information on upcoming events for the newsletter. The Board agreed that the sponsoring Service is responsible for providing the paragraph for the newsletter covering their luncheon.
- Scholarship: Mr. Ernest has requested resumes from all scholarship winners for potential internships with our corporate partners by September 6. Upon receipt, the resumes will be forwarded to Ms. Delmar for distribution to our corporate partners.
- Training & Education: Ms. Placek reported the Chapter website contains information on training next week from Innovative Solutions for Real Property AFSAT Accountability.

Ms. Placek is coordinating the next webinar which is scheduled for Wednesday October 2, 2013. The webinar co-sponsored by the Washington Chapter and PwC will feature Margo Sheridan, Comptroller of the US Coast Guard, and G. Scott Hale, Director PricewaterhouseCoopers LLP, speaking on "Innovative Solutions for Real Property Assets Accountability". Registration information will be on the Chapter web site next week.

6. Additional Items: None

7. Executive Board and Committee Chair changes: None

8. Adjournment:11:00