



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

**EXECUTIVE BOARD (EB) MEETING MINUTES**  
**Thursday, 7 January 2016, 1100-1100**

**1. Agenda**

- **December Minutes:** Approved

**2. Committees**

- Outreach and Publicity
  - i. Early Careerist Events- Upcoming - Happy Hour- Sine Irish Pub 25 February (5- 7)
- Training and Education Committee-
  - i. Management Concepts-(January Registrations for February 18<sup>th</sup> Course)  
(Terri Noted only 7 members completed the FM connect survey, and asked for VPs to recruit members. Mrs. Anderson supported this effort and reminded everyone that the courses are free.)
- Community Service
  - i. SOME Event- Summary
  - ii. Food Drive for Regional PDI
  - iii. Spring Activities
- The group foot stomped the award nominees due date email sent out by Wendy. Deb and Gretchen also noted National needs Judges for the award panels.

**3. Treasurer – The Board had previously voted to defer approval until Raquel (Treasurer) could present the financials. Approved both October and November’s financials.**

- November Reports- (Yay! November’s Luncheon turned a small profit!)
  - i. Profit and Loss
  - ii. Balance Sheet
- 2015-2016 Budget-
- October Reports
  - i. Profit and Loss
  - ii. Balance Sheet
- - Pets for Vet checked cashed!
- - Montgomery University check for Max Anderson was returned
- -New due date for Form 990 has been extended to 2/15/2016. Need to know when we need to have the form and the audit files ready for the Chapter (Gold Star)- Raquel stated the CPA has requested an extension.
- - Deb Delmar reimbursement - \$250.00
- - Holiday Social Invoice – Received and is undergoing validation procedures by Cynthia.

**4. New Business**

- Holiday Party – Summary – Deb noted she was pleased overall. The only negative comments were there was not enough food and were no desserts.
  - i. photos for Website emailed to Wayne & Gretchen /Camera provided to Secretary
  - ii. good executive presence,
  - iii. 178 attendees,
  - iv. Negative comments:
    - 1. not enough food
    - 2. were no desserts

- Monthly Newsletter- January Publication
- Mailbox/ Scholarship Entries
- (Welcome!) New Audit Chair/Require Scholarship Chair- Gretchen asked USMC to help
- Official Functions of the Chapter's Board members and Committee Chairpersons- Ginger/Gretchen will re-write the roles and responsibilities document. Mats Persson, (incumbent President) likes the idea of chapter officers having to sign a document stating they will perform the functions when they take office. Wayne will provide Gretchen and Ginger the soft (non pdf) copy.
- 5 Star Criteria-
  - i. Annual Audit – within 90 days of new officers' election
  - ii. Meetings and Newsletter information - submitted latest April 10
- Discussed creating business cards for the Washington Chapter that has contact info for each VP.

**Attendance:**

(X - in person / T- by telecon)

Executive Board			Committees		
			T	Ms. Rita Finney	Corporate/Ret Asst Sec
X	Ms. Gretchen Anderson	President	T	Mr. David Zavada	Audit
T	Mr. Mats Persson	President Elect		Ms. Wendy Pouliot	T&E
X	Ms. Ginger Schmid	Secretary		Mr. Edson Barbosa	T&E
	Ms. Raquel Kuhfahl	Treasurer	T	Mr. Jeff Norris	O&P
	Ms. Cynthia Curry	DoD VP		Ms. Veniceza Critton	O&P
	Ms. Hannah Francis	DoD Asst Sec	T	Ms. Millie Thompson	T&E
	Ms. Cynthia Crippen-Black	Army VP	T	Mr. Dan Olden	O&P
	Ms. Dionne Bailey	Army Asst Sec		Ms. Deb Delmar	PDI
	Mr. Robin Farley	Navy VP		Mr. Ramni Abdul-Jalaal	PDI
	Ms. Veronica Trent-Walton	Navy Asst Sec		Mr. Rocky Wilber	O&P
	Ms. Sylvia Chapman	USMC VP		Mr. Mo Kohistani	O&P
T	Mr. Jonathan Newell	USMC Asst Sec		Vacant- Scholarships	T&E
X	Mr. Benjamin Yarish	USAF VP	T	Ms. Terry Placek	T&E
	Major. Michael J Harvey	USAF Asst Sec	T	Mr. Wayne Whiten	O&P
	LT Mark Sanchez	USCG VP			
	LT Andy Youngle	USCG Asst Sec			
T	Ms. Deb Delmar	Corporate/Retired VP			