



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

EXECUTIVE BOARD MEETING
Wednesday, 04 December 2013, 1000-1130
 Commercial: 605-475-4700
 Participant Pass Code: 759138#

1. Attendance: 10:03

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

Executive Board Officers			Committee Chairs		
	Mr. Douglas Bennett	President	T	Mr. Mark Keeley	Audit
	Ms. Ariane L. Whittemore	President-Elect		Ms. Carol A. Campbell	Awards/Essay
	Ms. Wendy Pouliot	Secretary		Mr. Edson Barbosa	CDFM
	CMSgt Kevin Puryear	Treasurer	T	Mr. Jeff Norris	Community Service
T	Ms. Cynthia Curry	DoD VP	T	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
	Ms. Cynthia Crippen-Black	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	T	Mr. Rocky Wilber	Photographer
	Ms. Jane Roberts	USMC VP	T	Ms. Julia A. Vigneault	Publicity
	Capt Henry Creque	USMC Asst Sec		Mr. David Ernest	Scholarship
	SMSgt Rod Lewis	USAF VP	T	Ms. Terry Placek	Training & Education
	SMSgt Kelly Wismer	USAF Asst Sec	T	Mr. Vic Ackley	Webmaster
	LTJG Mark Sanchez	USCG VP			
	Ms. Stacy Spadafora	USCG Asst Sec			
T	Ms. Deb Delmar	Corporate/Retired VP			
	Ms. Johnanna Sears	Corporate/Ret Asst Sec			

2. President's Comments:

- Mr. Bennett welcomed the Board and Committee Chairs. He expressed his gratitude and appreciation for their continued dedication and support to the ASMC Washington Chapter.
- Move to approve November meeting minutes. Motion carried.

3. Secretary and Treasurer Reports:

- Ms. Pouliot shared the feedback received from Capt Creque regarding the November luncheon. There were some logistics issues with the November luncheon since the hotel initially reserved the restaurant. They also did not have the tickets to do the free luncheon drawing; the November luncheon drawing will be conducted at the Holiday Social. Despite these challenges, the luncheon was a success.
- Mr. Ackley stated there is a luncheon checklist located on the website and mentioned that it may needed to be updated after incorporating some of Ms. Delmar's suggestions sent in an earlier email.

- Ms. Thompson has spoken with the Sheraton and asked them to not move the ASMC luncheons from the ballroom to the restaurant in the future; she mentioned that we should remain flexible and adaptive in case this occurs in the future.

4. Service VPs & Secretaries:

- Army: Ms. Fletcher reported the final walk thru with ANCC is scheduled on December 10. The final contract with the ANCC for the Holiday Social has been submitted. There will be an extra table for Toys for Tots and the Food Drive. She confirmed that all VIPs should have received their invites. She is still looking for appropriate music, and is open to suggestions, and will be finalizing the menu next week.

Ms. Delmar requested a table near the podium for the Corporate Raffle.

Mr. Ackley stated his concerns over the registration link in the e-invitations because this link was not the registration link on the Chapter website – how is the money being collected? Ms. Delmar suggested Ms. Fletcher contact Mr. Whitten for assistance. Ms. Fletcher stated that they would be prepared to collect the money at the door.

Ms. Curry mentioned that now is the time to reserve the ANCC for next year. Ms. Delmar suggested since the ANCC had received two deposits for this year, we may be able to ask them to apply one of the deposits towards next year's Holiday Social.

Ms. Fletcher stated that she would follow-up on the table, collecting money at the door, making the suggested food changes and the deposit for next year's Holiday Social.

- Corporate: Ms. Delmar reported that she does not have an update on the corporate internships for the upcoming summer.

The newsletter now features a Corporate Corner which spotlights one of our Corporate members for the month and gives the Corporate Executive a seat at the VIP table for that month's luncheon. KPMG was spotlighted in November's Corporate Corner.

Ms. Delmar submitted her corporate table sponsorship proposal to the Board which would allow Corporate sponsors to purchase half or a full table. If approved, the proposal would go into effect with the incoming Chapter leadership starting July 2014 – June 2015.

Ms. Placek stated the greatest challenge with the proposal would be booking a year's worth of guest speakers and proposed publishing guest speakers quarterly. Ms. Delmar suggested that a six month lead-time would be more ideal to capture more sponsors.

Ms. Thompson raised concerns regarding the possible impact to luncheon attendance. She relayed that current contract covers an attendance of 100 people but our monthly target is 50 people. Ms. Delmar thinks we are looking around at 4 or 5 table sponsorships but is willing to pulse folks.

Mr. Norris mentioned his interests in a possible sponsorship but would prefer not to have an actual table reserved for the company. Ms. Delmar responded that Corporate sponsors would be given the option to either have a table reserved or open seating.

5. Committee Reports:

- Audit: Mr. Keeley reported that the audit should be completed with two weeks, which includes the Chapter's tax filings due March 15, 2014.
- Community Service: Mr. Norris stated that Community Food Drive and Marine Corps will arrive at 4PM at the ANCC to set-up for the Holiday Social.
- Luncheon: Ms. Thompson will be submitting the final contract with the Shelton for 2014. She asked for clarification on our cancellation policy. The Board and Committee chairs agreed with the current cancellation policy – cancellations before Thursday (week of luncheon) will entitle members the option of receiving a refund or a credit.
- Regional-PDI: Ms. Delmar and Mr. Ernest are looking for another honorary chair to host the Regional-PDI since the Honorable Ms. Elizabeth (Beth) A. McGrath is no longer available.
- Photography: Mr. Wilber informed the Board and Committee chairs that he will not be able to attend the Holiday Social and a replacement will need to be found.
- Publicity: Ms. Vigneault reported that December newsletters have not been published since 2007 and asked one needed to be published this year. Ms. Critton stated that newsletters are only required to be published once a quarter. The Board and Committee chairs agreed that a December newsletter will not be published this year.
- Training & Education: Ms. Placek reported the next webinar is scheduled for mid-January which is Army sponsored with our Oracle partners.
- Web Master: Mr. Ackley has updated the website with information and registration for the Holiday Social and PDI. He is waiting to receive information on the January luncheon – speaker and topic.

6. Additional Items:

7. Executive Board and Committee Chair changes: None

8. Adjournment: 10:57