



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, September 1, 2016, 1200-1300

Call-in: 571-372-4600 Participant Pass Code: 76225#

1. Approved of August Minutes
2. Discussed New Committee Members
3. Reviewed Calendar for 2016/2017 term – Luncheon Hosts for calendar year 2016 are to
 - a. Identify and gain speaker commitments
 - b. Provide required information to Luncheon, Newsletter, and Website reps
4. ASMC Functions – Approved clarifying Professional Awards to include USCG employees (p.11)
5. Executive Board Member Changes
 - a. Ms. Kuhfahl will step down as Treasurer after more than 2 years of service
 - b. Mr. Birk will become Treasurer. Functional transfer on or about Oct 1-dependant on audit
 - c. Ms. Spadafora will become Secretary
6. Treasurer’s Report
 - a. July financial statements submitted
 - b. Reiterated need for 2016-2017 budget request from Committees for budget approval
7. Committees
 - a. Audit Committee - Treasurer Support:
 - Obtained approval to hire new CPA firm at a cost of approximately \$7K
 - Board requested recommendations to ensure:
 1. Seamless transition from one Treasurer to next (audit finding)
 2. Timeliness of payments/receipts
 3. Adequacy of financial statements / budget reports (completeness/account structure)
 4. Adequacy of internal controls
 - b. Training and Education Committee
 - Ms. Placek provided 2 training plans for the fiscal year – Management Concepts.
 1. Option A – 5 courses \$30.5K
 2. Option B – 6 courses \$36.6K
 3. Board approved first quarter courses; decision pending approval of 2017 budget
 - Ms. Placek, Ms. Delmar, and Mr. Whiten continue working on alternatives for facilitating easy sign-up and payment for courses and luncheon,
 - c. Outreach and Publicity
 - Membership – Dan Olden confirmed receipt of non-member list from Aug 4 training
 1. Luncheon: August 18th - Speaker: Ms. Alaleh Jenkins, ADCFO
 2. Reiterated host responsibility for solidifying Luncheon speakers:
 - a. September 15 – Army – Carol Spangler, Army PA&E
 - b. October 20 – Navy – John Graveen, ASN FM&C
 - c. November 17 – Air Force – Ricardo Aguliera, USAF SAF-FM
 3. Early Careerist Activities:
 - a. Mr. Olden submitted calendar of events and budget for approval;
 - b. Board approved:

- i. September event 5th Annual Navy-AF Half Marathon and 13th Navy 5 Miler
 - ii. October End of FY Celebration \$500.
 - iii. Holiday Party Toys-for-Tots and Food Drive
 - iv. January 28 Wreaths Across America
- Community Service – Mr. Norris reported that the Golf Tournament Food Drive was a success, 37 volunteers delivered 282 pounds of food to the Capital Area Food Bank.
- Newsletter – Mr. Monson reported that:
 - 1. September is being finalized
 - 2. Sent Newsletter schedule and items due—committee pictures, CDFM corner, etc.
- Webmaster – Mr. Whiten briefed:
 - 1. Sent schedule and items due from specific members, and
 - 2. Holiday Social Cost was finalized at \$25.00 – flyer to post on website
- d. Competition – Send Chapter Competition Reporting Rules and Guidelines to EB members
- e. NCR PDI Committee: Ms. Delmar reported that
 - The FY 2017 NCR PDI Planning Effort has begun.
 - The July 27th Golf Tournament was a great success earning a \$10 thousand dollar profit.
- 8. Vice President Reports - VP and/or Assistant Secretary must be present at EB to represent Service
 - a. ARMY (Cynthia Crippen-Black/ Hairo Ortiz)
 - b. NAVY (Robin Farley/ Veronica Trent-Walton)
 - c. USMC (Jonathan Newell/Astrid Diaz)
 - d. Air Force (Benjamin Yarish/ Chantele Dow)
 - e. DoD (Cynthia Curry/ Greg Little)
 - f. USCG (Mark Sanchez/ Stacy Spadafora)
 - g. Corporate (Deb Delmar/ Rita Finney)
- 9. New Business for October
 - a. Audit Committee:
 - Status of Year End Financial Statements and Audit
 - Recommended back-up for Treasurer position and adequacy of internal controls
 - b. Treasurer:
 - Proposed FY 2017 Budget for review, modification and approval.
 - 2015/2016 Year End Financial Statements
 - 2015/2016 Budget versus Actual
 - c. Training and Education Committee Reports
 - Upcoming events
 - d. Outreach and Publicity Reports
 - Website opportunities for facilitating training and luncheon sign-up
 - Alternatives for making website accessible from government computers to facilitate Newsletter, training, and access to Board document/financial statements
 - e. Competition – Brief what needs to be completed in the second quarter, by whom.
 - f. PDI Chair – Status of PDI planning
 - g. USCG – Status of Holiday Party Planning
 - Mr. Craig Bennett, Deputy CFO, USCG and National President, ASMC, will provide brief remarks at the Holiday Social as the USCG Host

Attendance:

(X - in person / T - by telecon)

Executive Board			Committees			
T	Mats Persson	President		Edson Barbosa	T&E	CDFM
T	Krystyna M Kolesar	President-Elect	T	Wendy Pouliot	T&E	Awards/Essay Chair
T	Steven Birk	Secretary		Jessica Stewart	T&E	Scholarship Chair
	Raquel Kuhfahl	Treasurer	TDY	Milford E. Thompson	T&E	Luncheon
T	Cynthia Curry	DOD VP		Jennifer Miller	T&E	Luncheon Host Liaison
	Gregory Little	DOD Asst Sec	T	Terry Placek	T&E	Training & Education
T	Cynthia Crippen-Black	Army VP	T	Deb Del Mar	PDI	PDI Chair
No	Hairo Ortiz	Army Asst Sec	T	Veniceza "Vee" Critton	O&P	Competition
No	Robin Farley	Navy VP	T	Jeff Norris	O&P	Community Service
	Veronica Trent-Walton	Navy Asst Sec	T	Dan Olden	O&P	Membership
T	Jonathan R Newell	USMC VP		Rocky Wilber	O&P	Photographer
T	Astrid Diaz	USMC Asst Sec	T	Michael Monson	O&P	Newsletter Managing Editor
T	Benjamin J Yarish	USAF BP	T	Wayne Whiten	O&P	Webmaster
T	Chantele "Bug" Dow	USAF Asst Sec	T	David Zavada	Audit	Audit Chair
	LT Mark Sanchez	USCG VP				
T	Stacy Spadafora	USCG Asst Sec				
T	Debra Delmar	Corporate/Retired VP				
T	Rita Finney	Corporate/Retired Asst Sec				

New Officers or Committee Members in blue highlight.