



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

**EXECUTIVE BOARD MEETING MINUTES**

**Thursday, March 2, 2017, 1200-1300**

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

1. Approved February Minutes
2. Review Calendar for 2016/2017 term – no edits suggested; Board members were advised that Jennifer Miller had completed her PhD.
3. Treasurer's Report – *Mr. Birk*
  - a. Feb 2017 Reports – Profit and Loss, Balance Sheet
    - i. Cash balance shows circa \$5.9K in reduction from Jan;
    - ii. Collected \$38K of which \$37K was for NCDR PDI and \$1K for luncheons;
    - iii. Disbursed \$44K consisting of \$31K for NCR PDI, \$6.6K for audit, \$2.3K for BOA Merchant Fees, \$1.3K for Quickbooks SW renewal, and \$3K for miscellaneous.
  - b. Overall projected fiscal year end cash balance, assuming all bills are paid this FY and excluding the Golf Income for next year, remains \$250.5K—a \$77.8K reduction from the BOY balance of \$328.3K.

Committees

4. Training & Education
  - a. CDFM and Other Certifications – *Mr. Reed*
    - i. Should formal congratulatory letters or emails be sent to new CDFMs? Ms. Kolesar stated that the current president should decide his preference; Ms. Delmar stated that the incoming president may act as a deputy;
    - ii. Motion approved for Mr. Reed to supply suggested verbiage to Mr. Persson, copying Ms. Kolesar, and let him determine his preference after discussing with them.
  - b. Awards and Essays – *for Ms. Pouliot* – One DC Chapter awardee will not be at the NCDR PDI to accept the award; motion approved for her to receive her award at the Apr luncheon and receive a free lunch.
  - c. Scholarship – *Ms. Stewart*
    - i. Updated policy nearing finalization to incorporate suggestions from the Board:
      1. Informing winners/non-selectees on application;
      2. Clarifying criteria to add essay, academics, community service;
      3. Change number of awards; membership time requirements removed (in good-standing) for this year (to revisit next year);
      4. Have the preferred degrees focus from front page of ASMC website, plus systems-related to business applications;
      5. Advertise at NCR PDI via visit Chapter exhibit table.
      6. Mr. Birk suggested that any benefits of membership should be mentioned often as a marketing campaign.
  - d. Luncheons – (*tabled*)
    - i. Luncheon Schedule

1. April 20 – Corporate – Ms. Bonnie Hammersley, Deputy DoD CIO (Resources and Analysis)
  2. May 18 – DoD – Mr. David Fisher, Former BTA Director, GAO CFO and IRS Risk Officer
  3. June 15 – Army – New officer induction
  - ii. Corporate tables to aid budget update – *Ms. Delmar* – This will be looked at again in July.
  - iii. Luncheon Liaison – (*tabled*) *Ms. Delmar* suggested that a thank you email be done by the host VP on behalf of the Chapter.
  - iv. CPE certificates – (*tabled*)
- e. Training – *for Ms. Placek* – The survey responses were low (8 received), motion to extend the deadline approved; *Ms. Delmar* suggested adding the link to the survey to be sent to attendees of NCR PDI to broaden the response; *Mr. Whiten* has for action.
5. NCR PDI – *Ms. Delmar*
- a. >1500 registered attendees, with registration still open to cover circa 10% no shows;
  - b. Volunteers needed, especially for day of due to expanded footprint at Reagan;
  - c. *Mr. Birk* will provide a Chapter check for the sponsored charity to *Ms. Delmar*.
6. Outreach and Publicity
- a. Competition – (*tabled*)
  - b. Community Service – *Mr. Norris*
    - i. 9 Mar – Food donations will be collected and delivered to the Capital Area Food Bank;
    - ii. 8 Apr – Community Service Home Project Improvement (no cost); need 12-20 volunteers;
    - iii. Jun – Honor Flight event (approved - \$1000 from budget) date to be advised;
    - iv. Jul – Food donations will be collected at the ASMC Golf event and delivered to the Capital Area Food Bank.
  - c. Membership – *Mr. Olden*
    - i. Update coming regarding Early Careerist event;
    - ii. Monthly emails to VPs is aiding retention and acting as a pilot for National;
    - iii. VPs and Asst Secretaries are asked to provide feedback for that process.
  - d. Newsletter – *for Mr. Monson*
    - i. Next publication date 8 March;
    - ii. List of provided items was noted; missing items should be provided directly to *Mr. Monson*.
  - e. Webmaster – *Mr. Whiten*
    - i. 5-Star requirements for documents to be posted on the website; *Ms. Critton* will be contacting affected Board members;
    - ii. Internet connectivity, working with *Ms. Kolesar* and National looking at modular site with each chapter having a link and move of info would be needed; no cost for maintenance and updates.
  - f. Audit Committee – (*tabled*) For the record, \$7K was approved by the Board during the January meeting for the next fiscal year audit.

## 7. New Business

- a. Elections of VPs for each branch upcoming in May; current VPs asked to solicit nominees; email to follow in regards
  - b. Recognition of Ms. Kuhfahl for her serving two years as Chapter Treasurer; Mr. Birk will coordinate with Jun luncheon host (Army).
8. Vice President Reports and Write Ups –
- a. ARMY (*Cynthia Cooks/ Hairo Ortiz*) – nothing to add
  - b. NAVY (*Robin Farley/ Veronica Trent-Walton*) – (*tabled*)
  - c. USMC (*Jonathan Newell/ Astrid Diaz*) – nothing to add
  - d. Air Force (*Benjamin Yarish/ Chantele Dow*) – nothing to add
  - e. DoD (*Cynthia Curry/ Greg Little*) – nothing to add
  - f. USCG (*Mark Sanchez/ Stacy Spadafora*) – appreciate Westin adjustment to manage the Feb luncheon after the calendar snafu
  - g. Corporate (*Deb Delmar/ Rita Finney*) – nothing to add

**Attendance:**

(X - in person / T - by telecon)

Executive Board			Committees				
	Mats Persson	President		T	Dick Reed	T&E	CDFM
T	Krystyna M Kolesar	President-Elect			Wendy Pouliot	T&E	Awards/Essay Chair
T	Stacy Spadafora	Secretary		T	Jessica Stewart	T&E	Scholarship Chair
T	Steven Birk	Treasurer			Milford E. Thompson	T&E	Luncheon
T	Cynthia Curry	DOD VP			Jennifer Miller	T&E	Luncheon Host Liaison
	Gregory Little	DOD Asst Sec			Terry Placek	T&E	Training & Education
T	Cynthia Cooks	Army VP		T	Deb Del Mar	PDI	PDI Chair
	Hairo Ortiz	Army Asst Sec			Veniceza "Vee" Critton	O&P	Competition
	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			Michael Monson	O&P	Newsletter Managing Editor
T	Benjamin J Yarish	USAF BP		T	Wayne Whiten	O&P	Webmaster
	Chantele "Bug" Dow	USAF Asst Sec			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					