



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

**EXECUTIVE BOARD MEETING Minutes**

**Thursday, 01 July 2021, 1200-1300**

Call-in: (605) 475-4700 Participant Pass Code: 759138#

In Attendance:

RDML Mark Fedor	President
LCDR Lewis Motion	Secretary
Cynthia Hufty	Treasurer
Adil Durrani	Treasurer Elect
Sylvia Chapman	USMC Assistant Secretary
Natalie Osgood	Air Force Vice President
SK2 Xavier Palmer	USCG Assistant Secretary
Debra Del Mar	Corporate/Retired Vice President
Chris Stockel	Corporate/Retired Assistant Sec.
Jenny Lu	CDFM Chapter Liaison
John Writer	Awards/Essay Chair
Milford E. Thompson	Luncheon
Dr. Jennifer Miller	Luncheon Liaison/Host
Terry Placek	Training & Education
Jeff Norris	Community Service
Michael Monson	Newsletter Managing Editor
Wayne Whiten	Webmaster
Dominick Iacobucci	Alternate Webmaster
Matt Ledder	Early Careerist Vice Chair

1. Opening Remarks – President
  - a. Special thanks to Mr. Herrera and Dr. Tipton for all the great work this past year
  - b. Moving forward, looking to work with EB to:
    - i. Transition to in person events, leveraging hybrid meeting model
    - ii. Leverage comms to drive membership, get younger gen involved
    - iii. Use Big data as an opportunity for ASMC to continue moving forward and engaging future ASMC generations
  - c. Recognize that this is a volunteer-run organization and appreciate the selfless effort provided
  
2. Administrative Matters (Secretary)
  - a. Approval of Month Minutes – Distributed to the board on 28 June 2021 (*attached*)
    - i. Motion to Approve – Ms. Placek
    - ii. Motion to Second – Ms. Del Mar
  - b. Luncheon Speaker lead organizations/schedule
    - i. Mr. Herrera and Dr. Tipton provided a great lineup of speakers during this past year

- ii. CG's network is not quite as deep, so luncheons will shift back to a rotation of the Services to provide speakers.
      - iii. Rotation: Army → Navy → USAF → USMC → USCG → Corporate/Retired → DoD
      - iv. CG is providing the July speaker, Army is on deck for 17 August.
      - v. If a great speaker opportunity comes up that occurs out of rotation, then the speaker can be added out of order to accommodate the speaker, bumping the rotation to the right.
    - c. Constitution/Bylaws/Functions (*attached*) review and update initiative
      - i. Governing documents in need of a refresh to reflect current environment, ASMC vision and activities
      - ii. First initiative will be to review and update the guidance for the Functions of the Executive Board and Committee Chairs, which was last updated in 2015
        - 1. Request Executive Board members and Committee Chairs review their respective functional statements and provide input/updates to Secretary by end of July
        - 2. Secretary will consolidate the input for Executive Board review during the August Board meeting
      - iii. Constitution/Bylaws will be addressed later in the year, no sooner than October
    - d. Executive Board Meeting dates
      - i. Discussion regarding holding the Executive Board meetings on the 1<sup>st</sup> or 2<sup>nd</sup> Thursday of the month
        - 1. Second Thursday allows for financial document collection and reconciliation to provide the Executive Board with accurate financial information for the Board meeting
        - 2. First Thursday allows for 2 weeks between the Board meeting and the luncheon, which provides more time to work out logistical challenges before the luncheon should they arise
      - ii. Board Consensus: Move to the 2<sup>nd</sup> Thursday of the month, reassess if not effective
    - e. Roster Verification
      - i. Please provide feedback to Secretary by COB 02 July
      - ii. Updated roster will be provided to the Board the week of 6 July
3. Calendar Review (*Secretary*)
  - a. July Luncheon – 15 July 2021, RDML Fedor
  - b. August Luncheon – 19 August 2021, TBD (Army)
4. Luncheon Update (*Ms. Thompson*)
  - a. Future Luncheon Model Discussion – Initial
    - i. Venue contract up for negotiation, option on current contract to utilize venue September through November
    - ii. Significant additional costs for utilizing venue's IT, which would likely be required for hybrid (in person + virtual) meetings

- iii. Virtual attendance has been great, but need to provide incentives for attending in person in hybrid model (concern: free for virtual + pay for in person, then members may choose the free virtual option and venue costs not offset)
      - iv. Hybrid luncheon considerations
        - 1. Luncheon charge approach:
          - a. Dual price structure – one price for in person attendance, another price for virtual attendance
          - b. Mr. Whiten and team would need at least 1 month advance notice to set up a dual price structure on the website
        - 2. For in person, approximate at 50 people; if demand greater, then have mechanism to force virtual attendance
        - 3. Encourage Board members to attend in person
      - b. Board Consensus:
        - i. If cost not prohibitive, utilize October luncheon as a “hybrid” meeting test, virtual in November, and then move to all hybrid model beginning in January
        - ii. If able, wait to finalize new contract until after February meeting to better understand hybrid meeting logistics for contract negotiation
5. Budget:
  - a. Treasurer presented the FY22 Budget for review
    - i. Discussion of increased costs associated with current environment for things such as event/venue costs (e.g., new COVID cleaning costs, etc) and hybrid meetings
    - ii. New expenses to support Early Careerist initiatives
    - iii. Recommend to increase the expense for the luncheons
  - b. Approval of the FY22 Budget
    - i. Motion to Approve – Ms. Placek
    - ii. Motion to Second – Ms. Del Mar
  - c. Audit
    - i. *NSTR*
6. Committee Information and Reminders
7. Training and Education
  - a. Training (*Ms. Placek*)
    - i. *NSTR*
  - b. Scholarship (*Mr. Beckles*)
    - i. *NSTR*
  - c. Awards (*Mr. Writer*)
    - i. *NSTR*
  - d. *CDFM* (*Mr. Reed*)
    - i. *NSTR*
8. Outreach and Publicity
  - a. Competition (*Ms. Kuhfahl*)
    - i. *NSTR*
  - b. Community Service (*Mr. Norris*)

- i. ASMC Washington Chapter/AGA Washington Chapter Golf Event - Food drive (September 15<sup>th</sup>)
    - ii. Holiday social – food and toy drive (December 9<sup>th</sup>)
    - iii. For USMC reps – request USMC to participate in Toys for Tots event in December
  - c. *Membership (Mr. Olden)*
    - i. Membership Overview since last meeting
    - ii. Service specific rosters to be distributed this week
  - d. *Newsletter (Mr. Monson)*
    - i. Input due COB tomorrow, 02 July
    - ii. Draft
  - e. *Website (Mr. Whiten)*
    - i. Need for a Communications Volunteer from the Executive Board - Discussion deferred to August Executive Board meeting
    - ii. Mr. Whiten and Mr. Iacobucci will be updating/enhancing the website; some website tabs/functions may temporarily be unavailable until updates are complete.
- 9. *Corporate Update (Ms. Del Mar)*
  - a. NSTR
- 10. *Early Careerists (Mr. Ledder)*
  - a. NSTR
- 11. *Vice President Reports - NSTR*
  - a. Army
  - b. Navy
  - c. USMC
  - d. Air Force
  - e. DoD
  - f. USCG