



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, March 5th, 2020, 1200-1300

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

1. President Remarks – Ms. Ferguson expressed there is still a need for additional government volunteers to support the NCR PDI.
2. Approval of February Minutes – Distributed updated minutes to the board on 2/13/2020
 Motion to approve – Ms. Placek
 Motion to second – Mr. Monson

3. Calendar Review (Secretary)

- a. NCR PDI is 12 March and is currently sold out! Need volunteers
- b. Luncheon/Holiday Social Calendar

	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Past Luncheon Recap	USMC	USCG		DoD	Army
Luncheon Sponsor/Host	USCG	NCR PDI	DoD	Army	Navy
Speakers	RADM Thomas Allan Resources/CFO	NCR PDI	Mr. Stephen R. Herrera, ASAF(FM&C)		Elections

- c. Mr. Tom Constable, PDASD (ASD(R)) will be our speaker for May.

4. EB Updates (Secretary)

- a. President approved position
 - i. Treasurer – Capt Alexander (Zander) Newcome, USAF
 - ii. Air Force Vice President – Ms. Natalie Osgood
- b. Executive Board vacancies
 - i. DoD Assistant Secretary
 - ii. USCG Assistant Secretary
- c. Committee vacancies
 - i. None

Budget

5. Treasurer's Report (*COL Handy*) – Todd is TDY and unable to dial in.

- a. Feb 2020 Budget Highlights:
 - i. Paid \$3101 for Training
 - ii. Paid \$779 for Awards
 - iii. Paid \$55.8K for 2020 Mini-PDI 3rd Venue Deposit
 - iv. Received \$46.3K in 2020 Mini-PDI Revenue (\$26.9K in Registrations and \$19.4K in Corporate Sponsorship)
 - v. Pending Corporate Sponsorship deposits in the amount of \$3875

- b. Chapter Treasurer Continuity Book:
 - i. Attached Word Document ("ASMC - DC Chapter - Treasurer Duties v5") provided for review and input. Please use tracked changes and return NLT EOM February 2020 if anyone has feedback.
 - ii. Attached .pdf ("ASMC - DC Chapter - Treasurer - DRAFT") is draft of what finished product will look like.
 - c. Treasurer Transition:
 - i. Capt Alexander Newcome (USAF) has been selected to be the next treasurer.
 - ii. Intent is to fully transition Capt Newcome NLT 31 May 2020.
6. Audit (*Mr. Zavada*)
- a. Nothing to report

Committee Information and Reminders

7. Training and Education

a. Training (*Ms. Placek*)

Registration is open for one free mini-courses for our chapter members:

- i. Internal Controls: Meeting Federal Requirements for Accountability—April 16, 2020
 - a. Two sessions: 8:30-11:30 am (13 registered) and 12:30-3:30pm (8 registered)
 - b. Registration deadline: April 3, 2020

- ii. Last week a CFO Academy instructor contacted me about a training opportunity for our chapter. The CFO Academy is working with FASAB to host a training seminar on FASAB accounting standards. The one day seminar would be offered at no cost to 40-50 of our government members. Currently the instructor is researching dates in June and logistic specifics.

b. Luncheon (*Ms. Thompson*)

- i. Nothing for March luncheon since the PDI is being held. Continuing to work the contract schedule for the rest of the year with the Westin Hotel.

c. Scholarship (*Mr. Beckles*)

- i. Nothing to Report

d. Awards (*Mr. Writer*)

- i. Winners will be announced at NCR PDI
2019 ASMC Washington Chapter Individual and Team Achievement Award Winners.

Individual Award – Accounting

Ms. Jamie Fecher, Air Force

Individual Award – Acquisition/Cost Analysis

Ms. Kristin M. Clark, Coast Guard

Individual Award – Auditing

Ms. Dara Rosenfeld, Army

Individual Award – Budgeting

Major Allen Dismuke, Air Force

Individual Award – Resource Management

Dr. Ann Tipton
Team Award – Small Team
Headquarters Marine Corps, Programs and Resources
Team Award – Large Team
U.S. Army Corps of Engineers

8. Outreach and Publicity

a. Competition (*Ms. Kuhfahl*)

i. Date for Rita's award. She received it in June, which can be counted as part of this year's competition, but if the actual award was in March, along with our other awards I can't count it.

ii. If any of our members submitting articles for publication outside our newsletter and the Comptroller magazine are due April 10, 2020.

b. Community Service (*Mr. Norris*)

i. Recent Community Service Events

1. DC Kitchen – January 28, 2020 – the volunteers enjoyed the event and we are preparing a summary to include on website and in newsletter

ii. Upcoming Community Service Events

2. Food drive – March 12, 2020 – NCR PDI

c. Newsletter (*Mr. Monson*)

i. Newsletter produced every odd month, coordinating to get March edition out by mid-month. Chapter newsletter inputs for the March edition due by February 28, 2020, including the following:

1. President's message
2. FM related article (USCG to provide)
3. CDFMs
4. Training/Education
5. Chapter news
6. Community events
7. Jan luncheon meeting recap/summary (USMC)
8. Feb luncheon meeting recap/summary (USCG)

d. Website (*Mr. Whiten*)

i. Ms. Delmar - We need a volunteer from the EB to review website content and validate/update for Mr. Whiten. We were made aware that the membership info was dated. Mr. Olden has already updated it. There are probably other sections would benefit from a thorough review.

e. Membership (*Mr. Olden*)

i. Membership Report has been shared with details. In order to make the EB aware of our membership numbers, the "Membership Report" will be provided on a monthly basis. This was a document we used previously for distribution with our Monthly materials and we have gotten away from. (February report is attached)

- f. Holiday Social (*Ms. Delmar*)
 - i. Deposit has been paid and the contract has been signed for the 2020 Holiday Social at ANCC. She will send paperwork to Todd for reimbursement.

- 9. Corporate Update (*Ms. Delmar*)
 - a. NCR PDI status – We are a week away from the event and excited that it is sold-out with 1600 registered attendees. There is still a need for additional volunteers. We are at least 12 under from last year. Corporate sponsors has done a great job sparking interest and providing 50 volunteers. Therefore, requesting additional workers needed come from government services asking each to provide at least 2-3 volunteers. Volunteers will help with providing a sense of urgent calm surrounding the Coronavirus and each individual is responsible for their personal health. The event will take place unless the government closes. There is limited insurance to cover the event but do not know the protection amount. However, the Ronald Reagan Building is taking great precaution to ensure the building is clean and will be providing hand sanitizer throughout the facility.

 - b. Early Careerist update – Launching next week Early Careerist responsibilities and they will be participating at the PDI along with senior personnel at the speed mentoring table.

 - c. Corporate Awards are needed by the April meeting for the May timeframe.

- 10. Vice President Reports
 - a. Army – May luncheon topic being finalized
 - b. Navy –
 - c. USMC –
 - d. Air Force –
 - e. DoD –
 - f. USCG –

Attendance:

Executive Board			Committees			
	Leslie Ferguson	President	X	Dick Reed	CDFM	T&E
	Stephen Herrera	President-Elect	X	John Writer	Awards/Essay Chair	T&E
X	Shari Ritter	Secretary	X	Mario Beckles	Scholarship Chair	T&E
X	COL Todd Handy	Treasurer		Milford E. Thompson	Luncheon	T&E
X	CAPT Zander Newcome	Treasurer (New)		Dr. Jennifer Miller	Luncheon Liaison/ Host	T&E
	Charles Morse*	DoD VP		Terry Placek	Training & Education	T&E
	Vacant	DoD Asst Sec		Raquel Kuhfahl	Competition	O&P
X	COL Clay Pettit	Army VP		Jeff Norris	Community Service	O&P
	Myrna Medina	Army Asst Sec		Dan Olden	Membership	O&P
X	Jane Roberts	Navy VP	X	Rocky Wilber	Photographer	O&P
X	Veronica Trent-Walton	Navy Asst Sec		Michael Monson	Photographer	O&P
X	Janice Hill	USMC VP		Wayne Whiten	Webmaster	O&P
	Sylvia Chapman	USMC Asst Sec	X	David Zavada	Audit Chair	Audit
	Natalie Osgood	Air Force VP				
	Angela Flowers	Air Force Asst Sec				
X	LCDR Mark Sanchez	USCG Asst VP				
	Vacant	USCG Asst Sec				
	Debra Del Mar	Corporate/Retired VP/PDI				
X	Tim Kohlrus	Corporate/Retired Asst Sec				

**Service Secretary moved to vacant VP role*