



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

EXECUTIVE BOARD MEETING Minutes

Thursday, Mar 7th, 2019, 1200-1300

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

1. Opening Remarks – President
2. Approval of Feb Minutes – Distributed to the board on 2/20/2019, revision distributed to the board on 2/25/2019.
 - a. Motion to approve – Ms. Kuhfahl
 - b. Second – Ms. Placek
3. Calendar Review
 - a. March – Regional PDI - 3/14/19
 - b. Preparations will begin in April for elections in May
 - i. Following Billets are currently vacant
 1. Secretary Elect – No one has been identified to date
 2. DoD Asst Secretary
 3. PDI Raffle
 4. Scholarship Chair
 5. In addition, the Competition Chair will also be vacant in June
 - ii. Oaths to new officials at June meeting including new President Leslie Ferguson [invite Al Runnels to give oath]
 - iii. President Elect to be designated in June - USCG
 - c. Need luncheon speaker for May (Army)
 - i. It was stated that Mr. Powers has spoken to the chapter during a luncheon already. Ms. Placek recommended contacting the ASA FM&C for his availability.

Budget

4. Treasurer's Report (*LTC Handy*)
 - a. FEB Monthly: \$52.7K in revenue, \$7.3K in expenses = \$45.4K positive cash flow
 - i. Primary Revenue drivers for FEB: \$23K in Mini-PDI registration and \$27K in Mini-PDI sponsorship
 - ii. YTD cash flow is a positive \$87.7K
 - iii. Key Expenses that will be reflected in MAR financials: Training (\$6.2K), Mini-PDI Badges (\$179), Chapter Awards (\$429)- won't be seen until March.

- iv. We are pending another installment for Reagan for the 2019 PDI and the deposits for 2020 and 2021. Once additional expenses post it will eat up a majority of the surplus.
- v. 2017 Taxes Filed with Accounting Firm, and submitted to IRS
 - 1. Documentation for tax extension for 2018 is being submitted.
 - 2. Mr. Newell commended LTC Handy on all the Hard work he's put in with the Treasurer updates.
 - 3. The current budget failed to include a line item for the Chapter Awards. LTC Handy will be updating the chapter budget prior to next month's meeting.

Committee Information and Reminders

5. Training and Education

a. Training (*Ms. Placek*)

- i. Advanced Leadership Skills and Techniques Mini-Course – DoD Level III –April 11th 2019
 - 1. Registration Deadline = March 29th.
 - 2. Flyer attached to meeting invite – help publicize course.
 - 3. Ms. Placek will be meeting with Management Concepts in preparation for next year to begin to look for future courses.
 - 4.

b. Awards (*Ms. Pouliot*)

- i. We had 25 nominations (No Army participation)
- ii. We will recognize 6 Individuals and 2 Teams (**Accounting** - Ms. June Lauffenberger, United States Air Force, SAF/FMBOP, **Auditing** - Mr. John Hartke, United States Navy, Naval Sea Systems Command; **Acquisition and Cost Analysis** - Mr. Tyler Bowden, United States Coast Guard, C4IT Service Center ALD-FMB, **Budget** - Mr. Andrew Sakhaee, United States Air Force, SAF/FMBP, **Finance** - CDR Christa O. Heffelfinger, United States Coast Guard, Office of Reserve Affairs (CG-1312), **Resource Management** -CWO Allyson Vaskey, United States Coast Guard, Surface Forces Logistics Center (SFLC), **Small Team** - Air Force Reimbursement Team- SAF/FMBOI, United States Air Force, and **Large Team** - BUPERS FIAR Team, United States Navy)
 - 1. Award winners have not been contacted nor will be notified until Mr. Farley sends an announcement to the Military Secretaries. Mr. Farley has been provided a draft announcement memo for distribution. Once the Secretaries have been notified, I will contact the award winners.
 - 2. Award order placed and invoice provided to Lt. Col Handy for payment. Waiting to provide final proof of order. Trophies should be delivered early next week – Monday.
 - 3. Names of winners provided to NCR committee to print in brochure and reserve seats at PDI.
- iii. Chapter Distinguished Leadership Award

1. It's time to nominate individuals for our annual Washington Chapter Distinguished Service Award by Friday, April 5th. We will honor our award winner at the May luncheon. I submit our Chapter Leadership winner to compete for the National Award Chapter Leadership Award with Mr. Farley's endorsement. I have attached a word document of the information needed to nominate individuals.
 2. Word document attached to meeting invite.

6. Corporate Update (*Ms. Delmar*)
 - a. Ms. Delmar could not participate in the call this week and will provide the 2020/2021 PDI contracts update next month.

7. Vice President Reports
 - a. Army - nothing
 - b. Navy – No one attended
 - c. USMC – nothing to pass
 - d. Air Force – nothing to pass. Topic to be provided for luncheon.
 - e. DoD – No one attended
 - f. USCG – No one attended

8. Competition (*Ms. Veit*)
 - a. Will be reaching out to Committee chairs for the following:
 - i. Articles written by Chapter members
 - ii. New Volunteer events
 - iii. Training events
 - iv. Award information will be taken from the agenda

Action Items

1. Mr. Monson to provide Ms. Veit his favorite newsletter for this year.
2. Ms. Kuhfahl to provide updated calendar to Ms. Veit.

Meeting adjourned at 12:17

Attendance:

Executive Board			Committees		
X	Robin Farley	President	X	Dick Reed	T&E CDFM
X	Leslie Ferguson	President-Elect		Wendy Pouliot	T&E Awards/Essay Chair
X	Raquel Kuhfahl	Secretary		Vacant	T&E Scholarship Chair
X	LTC Todd Handy	Treasurer		Milford E. Thompson	T&E Luncheon
	Steven Birk	DOD VP	X	Jennifer Miller	T&E Luncheon Host Liaison
	Vacant	DOD Asst Sec	X	Terry Placek	T&E Training & Education
	Nicole McClenic	Army VP	X	Beverly Veit	O&P Competition
X	Dai Nguyen	Army Asst Sec		Jeff Norris	O&P Community Service
	Jane Roberts	Navy VP	X	Dan Olden	O&P Membership
	Veronica Trent-Walton	Navy Asst Sec		Rocky Wilber	O&P Photographer
X	Jonathan R Newell	USMC VP		Michael Monson	O&P Newsletter Managing Editor
	Astrid Diaz	USMC Asst Sec		Wayne Whiten	O&P Webmaster
X	Benjamin J Yarish	USAF BP		David Zavada	Audit Audit Chair
X	Monique Anneker	USAF Asst Sec			
	LT Mark Sanchez	USCG VP			
	Stella Whitsell	USCG Asst Sec			
	Debra Del Mar	Corporate/Retired VP/PDI			
	Rita Finney	Corporate/Retired Asst Sec			