



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

**EXECUTIVE BOARD MEETING MINUTES**

**Thursday, 15 June, 2021, 1200-1300**

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

In Attendance:

Stephen Herrera	President
RDML Mark Fedor	President Elect
Dr. Ann Tipton	Secretary (Outbound)
LCDR Lewis Motion	Secretary (Inbound)
Cynthia Hufty	Treasurer (Outbound)
Aldi Durrani	Treasurer (Inbound)
Yelena Baker	DOD Assistant Secretary
Shari Ritter	USMC Vice President
Natalie Osgood	Air Force Vice President
LCDR Mark Sanchez	USCG Vice President
SK2 Xavier Palmer	USCG Assistant Secretary
Debra Del Mar	Corporate/Retired Vice President
Jenny Lu	CDFM Liaison
Mario Beckles	Scholarship Chair
Dr. Jennifer Miller	Luncheon Liaison/Host
Terry Placek	Training and Education
Raquel Kuhfahl	Competition
Dan Olden	Membership
Wayne Whiten	Webmaster
Dominick Iacobucci	Alternate Webmaster
Cody Ferguson	Early Careerist

1. Opening Remarks – President

- a. Mr. Herrera welcomed the team and thanked the team for all work over the last year. He apologized for being a “drive by” President, but was pleased with the way the team rallied when COVID hit and were able to keep the Chapter moving forward despite the challenges.

2. Administrative Matters (Secretary)

- a. Monthly Minutes – Distributed to the board on 7 June, 2021.  
Motion to approve – Ms. Placek  
Motion to second – Ms. Kuhfahl
- b. Dr. Tipton reminded Committee Chairs to provide any inputs to the “year in review” for the luncheon on Thursday, 17 June to her by Wednesday 16 June. Mr. Herrera requested instead that all inputs be provided by Tuesday 15 June.

3. Calendar Review (*Secretary*)
  - a. Upcoming in July - RDML Fedor, President 15 July Luncheon
4. EB Updates dates (*Secretary*)
  - a. Officer Vacancies - None
  - b. Committee Vacancies - None
  - c. Service VPs – None (Extended term through June 22)

### **Budget**

5. Treasurer's Report (*Ms. Hufty*)
  - a. Dr. Tipton asked Mr. Herrera if he would like to open the discussion regarding Ms. Delmar's request for reimbursement for a private party and gifts for 12 members of the PDI Committee. Mr. Herrera explained Ms Hufty sent him the request for reimbursement because she did not feel she had the authority to approve the reimbursement since she did not remember the Board approving the expenditure. After reviewing the request Mr. Herrera did not feel he had the authority to approve alone and wanted to put it up for a Board vote. Mr. Herrera stressed that the discussion should not diminish the efforts of the volunteers and he fully support recognizing their efforts. Ms. Delmar indicated this expenditure was part of "miscellaneous expenses" for the PDI in the budget and is something she has done for 15 years. The total request \$1507.01 as itemized below:  
Catered Dinner for 12 including added delivery/tip = \$725.00  
8 Book Gifts = \$106.92  
4 Book Gifts = \$47.00  
3 Gift Cards (2 @ \$250+ activation, 1@ \$50 +activation) = \$558.09  
Additional Dinner items [wine, beer, appetizers, dessert] = \$70.00  
Dr. Tipton cited concerns regarding tax law and giving volunteers any amount of cash or a cash equivalent equates to them being employees for tax purposes and was not comfortable with the gift cards being reimbursed as a result. Ms. Delmar acknowledge if the tax law referenced was true then the Chapter has been out of compliance for decades, as she herself has received gifts of cash/cash equivalents and given them as normal practice. Dr. Tipton agreed the Chapter has not been in compliance, and the practice is putting the Chapter at audit risk, as well as, the individual receiving the gifts. RDML Fedor felt since there was precedence and no policy in place the full amount should be reimbursed. Mr. Whiten asked if there was a threshold, and Ms. Ritter brought up if any individuals were government employees there is a gift acceptance policy. Mr. Herrera asked Dr. Tipton to reread the tax law reference, and acknowledged while the audit will happen while RDML Fedor is President if there is an audit issue it would be on his watch. Dr. Tipton stated while lunch, or a coffee are acceptable gifts, any amount of money or cash equivalent given to volunteers violate tax law. Dr. Tipton also stated if she remembered correctly government gifts were limited to a one \$20 dollar give and not to exceed a total of \$50 a year. Ms. Delmar did clarify

that none of the recipients were government employees. Ms. Placek asked how much the gift cards were in total, and Dr. Tipton provided \$558 as the response. Dr. Tipton reiterated that she could not support the full amount being reimbursed and Ms. Delmar stated she was willing to withdraw the gift cards for reimbursement consideration as it was “her choice” to provide them. Without the gift cards the reimbursement is ~\$950. The Board voted and approved a reimbursement of ~\$950 to Ms. Delmar for the dinner, and non-cash gifts. Dr. Tipton recommended to LCDR Motion they carry this as an open item to allow a policy to be developed and offered her assistance as needed.

- b. Ms. Hufty stated she and, her replacement, Mr. Durrani were doing the end of year reconciliation and needed all budget inputs for next year. It was decided the budget would be presented for Board approval at the July meeting. She specifically asked for the cost on the website modernization efforts (discussion captured in “Website” section of minutes).

6. Audit (*Mr. Zavada*)

- a. NSTR

**Committee Information and Reminders**

7. Training and Education

a. Training (*Ms. Placek*)

- i. NSTR

b. Luncheon (*Ms. Thompson*)

- i. Dr. Tipton asked Dr. Miller if she was prepared to discuss the costs at the venue to adopt a hybrid model going forward since Ms. Thompson was not present. Dr. Miller was not tracking what Ms. Thompson wanted to discuss so it was tabled for the next meeting. Ms. Delmar offered that our luncheon venue prior to COVID did have an increase cost if we used their equipment for presentation. She mentioned that discussion with the venue would have to resume.

c. Scholarship (*Mr. Beckles*)

- i. Mr. Beckles reported scholarship winners were notified and received their \$1000 check.

d. Awards (*Mr. Writer*)

- i. NSTR

e. CDFM (*Ms. Lu*)

- i. NSTR

8. Outreach and Publicity

a. Competition (*Ms. Kuhfahl*)

- i. Ms. Kuhfahl updated the Board that competition award would be announced next month. She also requested a list of awards, current roster and Dr. Tipton said she would provide them. Additionally, Ms. Kuhfahl reminded the team she needed a copy of the budget within 30 days of approval.

b. Community Service (*Mr. Norris*)

- i. NSTR

- c. *Membership (Mr. Olden)*
    - i. Mr. Olden briefed the monthly membership continues to show growth which is normal around the National PDI due to breaks on membership fees, etc. Mr. Olden is also tracking the National membership drive so the Chapter can help generate new members.
  - d. *Newsletter (Mr. Monson)*
    - i. Mr. Monson reminded the group that July is a newsletter month, and requested all inputs by 2 July.
  - e. *Website (Mr. Whiten)*
    - i. Mr. Whiten briefed the Board that the website initiative is “status quo” for the time being, so we can fully capitalize on website modernization of the ASMC National. Mr. Whiten stated that what we were looking at would be somewhere between \$15-20K, and would be similar to the AGA standard. Ms. Delmar stated the biggest consideration is the amount of work required to manage the website. Mr. Whiten and Ms. Delmar agreed the refresh items planned in the interim would not cost anything but they would be a good first step. The timeline for the ASMC National efforts is a year or two so this will need to be revisited by the Board at a later time.
    - ii. Mr. Whiten asked for the calendar for the next year so he could update the website, and Dr. Tipton confirmed it would be provided to him in the coming weeks.
    - iii. RDML Fedor asked to discuss an automatic registration for EB members for each luncheon. Mr. Whiten supported the idea and was happy to do an automatic registration for the team. Ms. Ritter offered that this may skew the attendance numbers, and Mr. Whiten stated the only way to track attendance is registration so it is likely skewed as not everyone who registers attends. Ms. Delmar supported the idea while everything is 100% virtual, however this will need to be revisited when in-person or hybrid models are adopted. RDML Fedor agreed to revisit it by appreciated the automatic registration in the meantime.
  - f. *Early Careerist (Mr. Ferguson)*
    - i. Mr. Ferguson discussed the recent coffee with Mr. Greg Little, and it was successful. Mr. Ferguson notified the team that the committee is working on putting together in-person, such as baseball game. Dr. Tipton informed Mr. Ferguson and LCDR Motion she would incorporate the Early Careerist events in the calendar for next year. Mr. Ferguson appreciated that effort and then informed the Vice Presidents he would like them to be guest speakers at the coffee events over the coming months.
9. *Corporate Update (Ms. Delmar)*
- a. Ms. Delmar briefed there will be a golf tournament on 15 September on Ft. Belvoir using both courses, with registration starting in July. Ms. Delmar notified RDML Fedor that the Chapter President generally has some opening remarks and attends the event.

- b. Ms. Delmar reported there will be an in-person Holiday Party, 9 December.

10. Vice President Reports - NSTR

- a. Army
- b. Navy
- c. USMC
- d. Air Force
- e. DoD
- f. USCG