



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, August 4, 2016, 1200-1300

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

1. Approved of July Minutes
2. Discussed New Committee Members
 - a. Approved Luncheon Host Liaison. Ms. Curry and Ms. Thompson will
 - i. Finalizing checklist and description for functions doc (to include free lunch)
 - ii. Reached out to Jennifer Miller (volunteer) to finalize expectations
 - b. Audit Committee - Treasurer Support: Mr. Zavada will
 - i. Review/provide alternatives/recommendation for supporting Treasury/budget functions to ensure:
 1. Seamless transition from one Treasurer to next (audit finding)
 2. Timeliness of payments/receipts and
 3. Adequacy of financial statements / budget reports (completeness/account structure)
 - ii. Review adequacy of internal controls to protect Treasurer/Officers to include:
 1. Duplicate signatures on checks
 2. Control of credit card – compromised twice within 6 months
 - iii. Status of audit – 2016 Financial Statements
3. Treasurer's Report – Reiterated urgency of receiving
 - a. From Committee Members: 2016-2017 budget requests for budget approval.
 - b. From Treasurer: Simplified/concise monthly financial/budget reporting formats
 - i. June 2016 Reports
 - ii. Profit and Loss
 - iii. Balance Sheet
 - iv. 2016 Actual results -- line of effort versus the approved budget
4. Reviewed Calendar for 2016/2017 term – Luncheon Hosts for calendar year 2016 are to
 - a. Identify and gain speaker commitments
 - b. Provide required information to Luncheon, Newsletter, and Website reps
5. ASMC Functions – reviewed and approved requirement for:
 - a. Signed Officer/Committee Member Acknowledgement of Roles and Responsibilities
 - b. Updating page 11 Professional Awards – to include USCG employees
6. Committees
 - a. Audit Committee, Chair—addressed above
 - b. Training and Education Committee
 - i. Training and Education
 - a. Aug 4: Budgeting and Accounting: Making the Connection Mini-course – 49 participants – non-members forwarded to Membership chair for recruitment
 - b. Ms. Placek, Ms. Delmar, and Mr. Whiten will review/recommend alternatives for facilitating easy sign-up for courses and luncheon, to include:
 - i. Accurate and complete flyer information and
 - ii. Easy access to a website that facilitates sign-up and payment.
 - ii. New Offerings – non briefed

- c. Outreach and Publicity
 - i. Membership – Dan Olden confirmed receipt of non-member list from Aug 4 training
 - 1. Luncheon: August 18th - Speaker: Ms. Alaleh Jenkins, ADCFO
 - 2. Reiterated host responsibility for solidifying Luncheon speakers:
 - a. September 15 - Army
 - b. October 20 - Navy
 - c. November 17 – Air Force
 - 3. Early Careerist Activities:
 - a. Mr. Olden submitted calendar of events and budget for approval;
 - b. Board approved September event.
 - ii. Community Service – Mr. Norris reported that the Golf Tournament Food Drive was a success, 37 volunteers delivered 282 pounds of food to the Capital Area Food Bank.
 - iii. Newsletter – Mr. Monson reported that:
 - 1. The July was issued in new format – goal 6 Newsletters/year, next issue is September
 - 2. Briefed the Newsletter schedule and items due—committee pictures, CDFM corner, etc.
 - 3. Army to submit Speaker Bio, FM Featured Article
 - iv. Webmaster – Mr. Whiten briefed:
 - 1. Schedule and items due from specific members, and
 - 2. Need to finalize Holiday Social Cost and post to website (November 30)
 - d. NCR PDI Committee: Ms. Delmar reported that
 - i. The FY 2017 NCR PDI Planning Effort has begun.
 - ii. The July 27th Golf Tournament was a great success earning a \$10 thousand dollar profit.
7. New Business – The need for:
 - a. Standard Operating Procedures to facilitate a smooth transition of ASMC Officers/Committees
 - b. FY 2017 Budget – we are already 2 months into the 2016/2017 term.
8. Vice President Reports - VP and/or Assistant Secretary must be present at EB to represent Service
 - a. ARMY (Cynthia Crippen-Black/ Hairo Ortiz)
 - b. NAVY (Robin Farley/ Veronica Trent-Walton)
 - c. USMC (Jonathan Newell/Astrid Diaz)
 - d. Air Force (Benjamin Yarish/ Chantele Dow)
 - e. DoD (Cynthia Curry/ Greg Little)
 - f. USCG (Mark Sanchez/ Stacy Spadaford)
 - g. Corporate (Deb Delmar/ Rita Finney)
9. New Business for September:
 - a. Audit Committee:
 - i. Recommended back-up for Treasurer position and adequacy of internal controls
 - ii. Status of Year End Financial Statements and Audit
 - b. Treasurer:
 - i. 2015/2016 Budget versus Actual
 - ii. 2016/2017 Budget
 - c. Training and Education Committee Reports
 - i. Luncheon Host
 - d. Outreach and Publicity Reports
 - i. Website opportunities for facilitating training and luncheon sign-up
 - ii. Alternatives for making website accessible from government computers to facilitate Newsletter, training, and access to Board document/financial statements
 - e. PDI Chair

Attendance:

(X - in person / T - by telcon)

Executive Board			Committees		
	Mats Persson	President		Edson Barbosa	T&E CDFM
T	Krystyna M Kolesar	President-Elect		Wendy Pouliot	T&E Awards/Essay Chair
T	Steven Birk	Secretary		Jessica Stewart	T&E Scholarship Chair
	Raquel Kuhfahl	Treasurer		Milford E. Thompson	T&E Luncheon
T	Cynthia Curry	DOD VP		Vacant (Proposed)	T&E Luncheon Host Liaison
T	Gregory Little	DOD Asst Sec		Terry Placek	T&E Training & Education
T	Cynthia Crippen-Black	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
	Jonathan R Newell	USMC VP		Rocky Wilber	O&P Photographer
T	Astrid Diaz	USMC Asst Sec	T	Michael Monson	O&P Newsletter Managing Editor
	Benjamin J Yarish	USAF BP	T	Wayne Whiten	O&P Webmaster
T	Chantele "Bug" Dow	USAF Asst Sec	T	David Zavada	Audit Audit Chair
	LT Mark Sanchez	USCG VP			
	Stacy Spadafora	USCG Asst Sec			
T	Debra Delmar	Corporate/Retired VP			
	Rita Finney	Corporate/Retired Asst Sec			

New Officers or Committee Members in blue highlight.

