



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, April 2nd, 2020, 1200-1300

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

1. Opening Remarks – (President) Ms. Ferguson expressed she understood the challenges all are having with several cancellations due to COVID-19 and rescheduling the PDI to Thursday, August 20, 2020. Ms. Ferguson thanked Ms. DelMar for the good call to reschedule the PDI. All PDI registrations will move forward to the August 20, 2020 date. The rescheduled PDI date will be monitored, as the timeframe moves closer along with the possibility of having to cancel upcoming luncheons and trainings.

2. Approval of monthly meeting minutes – Distributed to the board on 3/30/2020

Motion to approve – Ms. Placek

Motion to second – Ms. Kuhfahl

3. Calendar Review (*Secretary*)

- a. Cancellations due to COVID-19 emergency

- i. NCR PDI – March 12 rescheduled to August 20

- ii. Luncheon – April 16

- iii. Training – April 16 rescheduled to July 30

- iv. Community Service – March 12

- b. May luncheon - Mr. Tom Constable is prepared to speak if we still have the luncheon.

	Apr-20	May-20	Jun-20
Past Luncheon Recap		DoD	Army
Luncheon Sponsor/Host	DoD	Army	Navy
Speakers	CANCELLED Mr. Stephen R. Herrera, ASAF(FM&C)	Mr. Thomas Constable, PDASD for Readiness	Elections

4. EB Updates (*Secretary*)

- a. Vacancies

- i. DoD VP (Mr. Morse, Assistant Secretary is filling this position)

- ii. USCG Assistant Secretary

5. Elections. (*Ms. Ferguson*)

- a. Given these unprecedented, extraordinary times of hardship and intense mission focus - propose the chapter forego Chapter VP officer elections that are due to be conducted this year per attached Constitution. Under the current circumstances with all ASMC activities on indefinite hold, as well as the many of the current VPs being newly appointed {Army, Air Force, OSD, etc.} and/or planning to re-up for another term.

The EB would approve a one-time occurrence for current VPs to extend and serve for another complete two-year term [2020-2022] without attempting elections at this time. This would permit the Chapter to conduct regular elections for Chapter Assistant Secretaries on schedule next May for their new term [2021-2023]. The EB can approve this exception for this year - as there would be no opportunity to solicit interest, conduct elections, perform transfer of duties, etc. Certainly anyone unable or unwilling to continue serving can opt out and sitting President can appoint volunteers/replacements as required.

This extension of current VP Officer term for another cycle would provide important pattern recognition and continuity of operations for our ASMC Washington Chapter, to support as feasible virtually and quickly pick up activities when it becomes safe and practical. President-Elect Steve Herrera becomes President with appointed Secretary and two year Treasurer from the USAF as on 1 July.

Motion to approve – Ms. Placek

Motion to second – Ms. Kuhfahl

- b. Mr. Herrera can speak at the June luncheon and provide his intent for the chapter.

Budget

6. Treasurer's Report (*COL Handy*)

- a. Received \$23.6K in Mini-PDI Revenue; \$21.3K in Corporate Sponsorship and \$2.3K in Registrations (includes \$600 in cancellations; 5 people including corporate registration)
- b. EOM March Net Cash Position for FY20 is nearly \$108K, and will likely stay constant for the remainder of the fiscal year (1 Jul – 30 Jun)
- c. Completed Treasurer Continuity book (attached)
- d. Starting transition with Cynthia Hufty as new treasurer; goal is to complete transition by EOM May
- e. Additional discussion:
 - i. Will have large surplus due to cancellation of NCR PDI
 - ii. We will continue with the March 2021 NCR PDI, we are already committed with the venue
 - iii. Ms. Delmar - Business insurance for PDI; ASMC GC trying to get assistance to push back if we need to cancel in August; insurance policy talks broadly about pandemic

7. Audit (*Mr. Zavada*)

- a. Nothing to report

Committee Information and Reminders

8. Training and Education

- a. Training (*Ms. Placek*)
 - i. The Internal Controls mini course is rescheduled to July 30, 2020. A new announcement flyer is being developed.
 1. There is no problem if we have to cancel the July date.
- b. Luncheon (*Ms. Thompson*)
 - i. Nothing to report
 - ii. Outstanding question: Is there a penalty for canceling with the hotel?
- c. Scholarship (*Mr. Beckles*)

- i. Received 1 scholarship application for the Elsie Stefany Memorial Award. He will submit the application to National. This is the one and only application received.
 - ii. Ms. Delmar –The National PDI will probably be rescheduled to August or possibly cancelled.
 - d. Awards (*Mr. Writer*)
 - i. Nothing to report

9. Outreach and Publicity

- a. Competition (*Ms. Kuhfahl*)
 - i. Our competition requirements have been submitted, will know the results in May.
 - ii. We need to submit a listing of the new officers within 30 days of installation – n/a
 - iii. We need to submit a calendar with our planned activities within 30 days – Ms. Ritter
 - iv. We need to submit the budget w/the review of financials within 90 days – Col Handy
- b. Community Service (*Mr. Norris*)
 - i. All community service events have been postponed until later due to COVID-19.
 - ii. The soonest we were considering the next event is July.
 - iii. We will have a food drive at the PDI on August 20, 2020
- c. Membership (*Mr. Olden*)
 - i. April 2020 Washington Chapter membership is 3,372. See attached report.
- d. Newsletter (*Mr. Monson*)
 - i. May is a newsletter month so all inputs are due 30 April to Mr. Monson.
 - ii. Army is responsible writing an article for the May newsletter
- e. Website (*Mr. Whiten*)
 - i. Nothing to report

10. Corporate Update (*Ms. Delmar*)

- a. NCR PDI rescheduled to August 20, 2020
- b. Permanently establish an annual corporate table sponsorship plan
 - i. Have more than 12 corporations signed up. Appears to be a value of the corporate members.

11. Vice President Reports

- a. Army - Rescheduled NCR PDI Registration: I had one Army ASMC member ask about registration for the new dates; website is currently showing closed/full. Since there will be people who can now attend with these new dates, and potentially those who can't, when will we be adjusting to accommodate both groups of people?
 - i. Will wait to see what happens

- CDFM Testing: since the testing is postponed, are we able to look at alternate venues such as tele-testing iot complete the test(s), i.e. proctoring via skype-cam, etc.?

- Positive feedback from the March Newsletter from several.
- b. Navy

- c. USMC
- d. Air Force
- e. DoD
- f. USCG

Attendance:

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

**Service Secretary moved to vacant VP role*