



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

EXECUTIVE BOARD MEETING AGENDA

Thursday, August 1st, 2019, 1200-1300

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

1. Approval of July Minutes – Distributed to the board on 7/9/2019.
 - a. Motion to Approve – Ms. Placek
 - b. Motion to Second – Mr. Morse

2. Calendar Review (*Secretary*)

- a. August luncheon – moved to August 8th.
- b. Luncheon/Holiday Social Calendar

	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Past Luncheon Recap		DoD	Army	Navy	USAF	USMC	USMC	USCG		DoD	Army
Luncheon Sponsor/Host	DoD	Army	Navy	USAF	Holiday Social	USMC	USCG	NCR PDI	DoD	Army	Navy
Speakers	Mr. Mark Easton					LtGen Jansen (tentative)					Elections

- c. Dr. Jennifer Miller requests VPs and Vice VPs contact her ASAP if they foresee an issue securing a luncheon speaker when it's their turn. Best way to reach her is by email: jammrellim@yahoo.com
 - i. Ms. Delmar suggested we consider finding non-FM speakers, but influential individuals. Topics could include business transformation, among other current issues. She will contact the Army board members to provide assistance.
 - ii. Ms. Roberts has provided a speaker for October, Mr. John Adams from ASN(FM&C) FMO.

3. EB Updates (*Secretary*)

- a. Executive Board vacancies
 - i. President-Elect – USCG unable to fill position this year.
 - ii. USCG Assistant Secretary
- b. Committee vacancies
 - i. Awards/Essay Chair
 - ii. Scholarship Chair
 1. All board members need to take responsibility in assisting to fill these positions. We will address this again next month.
 2. Holiday social – Mr. Cimorelli, USMC, will schedule a meeting next week to start planning.

Budget

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

- a. Resolve pending issues for FY20 Budget:
 - i. We did not have a budget for scholarships in FY19, so we didn't spend any money there. Will that continue for FY20?
 1. The Scholarship Chair (currently vacant) needs to start moving on getting things set up for re-initiating this program. The last time this

chapter issued scholarships was 2 years ago. Per Ms. Delmar, the chapter previously awarded single multi-year scholarships which were difficult to manage. Recommend future scholarships be awarded for single years.

2. Actions: Need to determine target awardees. Awards for high school kids were not tracked well. The incoming Scholarship Chair needs to identify criteria for the EB to consider.
 3. Recommendation: Set aside \$2,500 as placeholder. Consider professional certifications, such as, PMI or PMP, etc., if the costs are not covered by the government.
- ii. We did have a \$2,500 budget in FY19 for Young Professionals/Early Careerist, but we didn't spend any of it. Do we want to budget something for FY20, or kill the program?
1. Mr. Olden, Membership Chair, will continue to be responsible for the Early Careerists. If we want to make Early Careerists a separate committee, we will need to define the responsibilities. We have a special rate for Early Careerists for the monthly luncheons, is anyone taking advantage of it?
 2. Recommendation: Put out a call to see if there is any interest in a committee chair position for Early Careerists. Ms. Delmar is willing to assist. The AGA has a great model. We will involve National ASMC in this effort.
- b. We successfully negotiated two year Ronald Reagan contracts holding prices steady for food/beverage, with slight increases in several rooms and service fee. The largest increase in 2019 was the AV cost - which is critical to ensure our attendees can see and hear. *(Ms. Delmar)*
- c. Young Careerists are VITAL to our future as a chapter/professional association as well as DoD FM discipline. Recommend appointing a young ASMC member to lead this area - similar to what AGA Washington Chapter does - will go far to increasing the number of those individuals and better engaging them in our chapter events. For the NCR PDI 2020 we are having a special part of program oriented to their interests and talents. *(Ms. Delmar)*
- d. Scholarship program is integral to our mission of training and education. A good "pilot" concept that was developed two years ago could be validated/modified to distribute portions of the chapter's large corpus to our government members to further their professional development. This could mean paying for continuing education at community colleges, initial degree programs, etc. *(Ms. Delmar)*
- i. Ms. Ferguson will discuss possible options with National.
- e. Vote for EB approval of FY20 Budget
- i. The cash balance is \$361,956 as of the end of June. The FY20 budget has a surplus of about \$5K.
 - ii. Motion to Approve – Ms. Placek
 - iii. Motion to Second – Mr. Monson
- f. FY19 Closeout and audit of financial statements
- i. The fiscal year 2019 started with \$344,144. COL Handy is in contact with auditors to begin audit of financial statements.

5. Audit (*Mr. Zavada*)
 - a. Mr. Zavada is working on the engagement letters to initiate the audit.
6. President Remarks – Ms. Ferguson extended appreciation for all the hard work on a great golf tournament. She expressed concern about luncheon speakers that have yet to be scheduled. She will contact each of the Service Vice Presidents to encourage them to identify speakers as soon as possible.

Committee Information and Reminders

7. Training and Education
 - a. Training (*Ms. Placek*)
 - i. Once the FY 20 Budget is approved coordination will begin with Management Concepts to schedule mini-courses with the first offering in November 2019. Announcement flyers will be developed for our newsletter and website.
 - b. Luncheon (*Ms. Thompson*)
 - i. Request Mr. Whiten provide the projected attendance for the 8 August luncheon to the full committee. Mr. Whiten sends an announcement for the luncheon to all member who elect to receive notifications from the chapter.
 - c. Scholarship (*comments from Ms. Kuhfahl*)
 - i. Believe the award was changed from high school students to current ASMC active members pursuing a degree in any field related to financial management (i.e. accounting, business admin, economics etc.). We typically proposed a deadline for essays submissions. Due to low participation, generally those that submitted an essay received a scholarship.
 - ii. Recommend discussion on essay topics, along with requirements (essays, transcripts, registration schedule?), due dates, award amounts, award policy (do we send the funds to the member or to the school?), and when we would provide the award.
 - d. Awards (*Vacant*)
 - i. Nothing to report
8. Outreach and Publicity
 - a. Competition (*Ms. Kuhfahl*)
 - i. Has access to the new competition website and is in the process of updating it with the 2019-2020 Officers and Chairs.
 - b. Community Service (*Mr. Norris*)
 - i. July 17, 2019 - We had a successful food drive at the ASMC/AGA Annual Golf Tournament raising over 250 pounds of food.
 - ii. September 17, 2019 - DC Central Kitchen Community Service Event –
 1. This event will be publicized in the upcoming newsletter and on the website. Potential costs would be if anything needs to be purchased for care packages or donations, if requested, such as for the food bank.
 2. Ms. Delmar mentioned a DC program to help high school kids as a possibility for the future.
 3. To qualify as a community service event, we need to have 5 or 6 people sign up.

- c. Newsletter (*Mr. Monson*)
 - i. The next newsletter will be published in September. Articles are due by the end of August or the first week in September. We need more people to write articles. Previously, the Service responsible for the luncheon was responsible for writing an article of 300-500 words. We should consider going back to this practice.
 - d. Website (*Mr. Whiten*)
 - i. Nothing to report
9. Corporate Update (*Ms. Delmar*)
- a. Golf Tournament Update, 17 July
 - i. This was another successful golf tournament. There were 180 golfers. Expressed appreciation for attendees, corporate sponsors, and the many volunteers. –
 - b. September is the official kick off for the NCR PDI Committee –
 - i. Need to start looking for volunteers for the 2020 NCR PDI.
 - ii. Corporate payments are completely closed out for the 2019 NCR PDI.
 - iii. Future discussion about a pilot for getting corporate tables at luncheons
10. Vice President Reports
- a. Army
 - b. Navy
 - c. USMC
 - d. Air Force
 - e. DoD – Mr. Birk will check to see if Mr. Easton needs any audio-visual support. If so, he will notify Ms. Thompson.
 - f. USCG

Attendance:

Executive Board			Committees			
X	Leslie Ferguson	President		Dick Reed	CDFM	T&E
X	Shari Ritter	Secretary		Vacant	Awards/Essay Chair	T&E
X	COL Todd Handy	Treasurer		Vacant	Scholarship Chair	T&E
X	Steven Birk	DoD VP		Milford E. Thompson	Luncheon	T&E
X	Charles Morse	DoD Asst Sec	X	Dr. Jennifer Miller	Luncheon Liaison/Host	T&E
	Nicole McClenic	Army VP	X	Terry Placek	Training & Education	T&E
	Myrna Medina	Army Asst Sec		Raquel Kuhfahl	Competition	O&P
X	Jane Roberts	Navy VP	X	Jeff Norris	Community Service	O&P
	Veronica Trent-Walton	Navy Asst Sec	X	Dan Olden	Membership	O&P
	Robert Cimorelli	USMC VP		Rocky Wilber	Photographer	O&P
	Sylvia Chapman	USMC Asst Sec	X	Michael Monson	Newsletter Managing Editor	O&P
X	Benjamin J Yarish	Air Force VP		Wayne Whiten	Webmaster	O&P
	Angela Flowers	Air Force Asst Sec		David Zavada	Audit Chair	Audit
	LT Mark Sanchez	USCG VP				
	Vacant	USCG Asst Sec				
X	Debra Del Mar	Corporate/Retired VP/PDI				
	Tim Kohlrus	Corporate/Retired Asst Sec				