



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

### EXECUTIVE BOARD MEETING MINUTES

Thursday, March 1, 2018, 1200-1300 (*participants marked with x*)

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

1. Approval of February Minutes
  - a. Minutes approved by Mr. Benjamin Yarish
  - b. Second by Mr. Robin Farley
2. Calendar review
  - a. Next Chapter event, Luncheon on April 19, 2018
    - i. Luncheon Speaker is Mr. Michael Powers, Acting Assistant Secretary of the Army (Financial Management & Comptroller).
    - ii. CPE/CET certificates are distributed by Service Host.
  - b. Next scheduled luncheon, May 17, 2018 hosted by DoD.
    - i. Speaker TBA
  - c. All candidates please submit your biographies by April 12, 2018.

### Budget

3. Treasurer's Report
  - a. February financial statement just posted on February 28, 2018. Financial report was not available for the Executive Board Meeting. However, the update information is presented below.
    - i. Cash balance increased by \$343,287 in February. Account ending balance is \$486,198, attributable to:
      1. Income from PDI 2018, \$50,627 derived from sponsors and registration and \$600 from luncheon income.
      2. Expenses incurred are luncheon expense of \$2,561, merchant fees of \$2,030, awards cost of \$766 and monthly operation expenses.
    - ii. In March checks amounting to \$86k for Mini-PDI conference expenses are expected to be presented. This will leave a Mini-PDI conference expense balance of approximately \$100k to be paid and \$1k to be sent to Pets for Vets.
    - iii. Based on the Chapters current posture, after execution of scholarships and training budget, the chapter will close out the year on budget.

### Committee Information/Reminders

4. Training & Education
  - a. Training
    - i. Mini courses to assist with achievement and sustainment of FM Certification Level II is scheduled:
      1. On April 5, 2018, course title: Internal Controls: Meeting Federal Requirement for Accountability;
        - i. 8:30-11:30am
        - ii. 12:30-3:30pm
      - iii. Registration suspense is March 23, 2018

2. On May 10, 2018, course title: Cost Benefit Analysis;
  - i. 8:30-11:30am
  - ii. 12:30-3:30pm
  - iii. Registration suspense is April 27, 2018
3. Flyers sent to the Executive Board and Webmaster. Please encourage the membership to attend.

b. Luncheon

- i. Executive Board voted on a new tiered luncheon payment scale.
- ii. Price proposal is:
 

ASMC Corporate/Retired	\$35
Gov't Non-ASMC Attendee	\$15
<i>NOTE: Cost is \$25 for subsequent meetings</i>	
ASMC Active Gov't Chapter Mem	\$15
ASMC Active Gov't Young Careerist	\$10
<i>NOTE: Young Careerist members are under 30</i>	

  1. Existing concern is on how to differentiate between the membership types.
  2. Dan is checking with National to see if we can use their data to validate our attendee's status.
  3. Proposal of an additional \$10 for non-ASMC Chapter Members after 1<sup>st</sup> meeting attendance, is due to the fact we anticipate being able to track their member validity after 1 meeting.
- iii. Above luncheon pricing schema will be piloted for May/June/August meetings with anticipated implementation as of September 2018.
- iv. Board officers are encouraged to attend luncheons and encourage more member participation.

c. Awards

- i. ASMC Washington Chapter Awardees will be recognized at the NCR PDI on March 8, 2018.
- ii. Cost Analysis Award Winner, MAJ Scot Mras, will not be in attendance at NCR PDI and he will be recognized at April luncheon.
- ii. Luncheon attendance for MAJ Mras and a guest will be at no cost to awardee or guest.

5. Outreach & Publicity

a. Community Service

- i. Mar 8, 2018 – Capital Area Food Bank Food Drive in concert with NCR PDI
  1. Encourage attendees to bring a non-perishable item.
  2. Food drive drop-off will be set up near the registration desk.
- ii. April/May 2018 Honor Flight Volunteer Support
  1. Jeff will work on finalizing the dates.

b. Competition

- i. The Chapter has met the minimum requirements for a 5 Star Chapter. There are areas where we can be more successful and accumulate addition points.
  1. Published works - Please provide information regarding articles written by Chapter members and published in other professional journals (i.e. Armed Forces Journal, etc).

2. Publicity - Additional opportunity to earn points in the area of publicity. Chapter currently has not identified any areas where we have radio announcements or bulletins about our Chapter.

c. Newsletter

- i. March is the next newsletter month, suspense was February 28, 2018.

1. President's Message
2. Luncheon Recap (Coast Guard VP-Feb)
3. Future Luncheon Speaker Bio (Army VP-Apr)
4. Featured Article (Coast Guard VP)
5. Event Schedule (pulled from website)
6. Chapter News (provided by Committee Chairs)
7. Community News/ASMC National News
8. CDFM Corner (CDFM Chair)

If you have not submitted your information, please provide it to Mike Monson.

- ii. Next Newsletter edition will publish May 2018. Information due to Mike Monson by April 30, 2018.

Meeting adjourned at 12:41pm

**Lunch Rotation Schedule:**

<b>Remarks</b>							
	1) No luncheon in March due to Mini PDI						
	2) No luncheon in July due Golf Tournament sponsored by Corporate						
	3) No luncheon in December due to Holiday Social. Holiday Social host service, coincides with service of Chapter President						

**ASMC Washington Chapter Rotation Schedule for Monthly Luncheons**

	2018	2019	2020	2021	2022	2023	2024
<b>Jan</b>	USMC	ARMY	USMC	ARMY	USMC	ARMY	USMC
<b>Feb</b>	USCG	NAVY	USCG	NAVY	USCG	NAVY	USCG
<b>Mar *</b>	No Luncheon	No Luncheon	No Luncheon	No Luncheon	No Luncheon	No Luncheon	No Luncheon
<b>April</b>	ARMY***	USAF	DOD	USAF	DOD	USAF	DOD
<b>May</b>	DOD***	USMC	ARMY	USMC	ARMY	USMC	ARMY
<b>Jun</b>	NAVY	USCG	NAVY	USCG	NAVY	USCG	NAVY
<b>Jul</b>	No Luncheon	No Luncheon	No Luncheon	No Luncheon	No Luncheon	No Luncheon	No Luncheon
<b>Aug</b>	USAF	DOD	USAF	DOD	USAF	DOD	USAF
<b>Sep</b>	USMC	ARMY	USMC	ARMY	USMC	ARMY	USMC
<b>Oct</b>	USCG	NAVY	USCG	NAVY	USCG	NAVY	USCG
<b>Nov</b>	DOD	USAF	DOD	USAF	DOD	USAF	DOD
<b>Dec **</b>	Navy	Air Force	Marines	DoD			

\* Mini PDI

\*\*Holiday Social Host Service

\*\*\*Service switched luncheon dates

**Attendance:**

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