



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

EXECUTIVE BOARD MEETING MINUTES
Thursday, January 4, 2018, 1200-1300 (*participants marked with x*)
Call-in: 571-372-4600 Participant Pass Code: 76225#

1. Approval of November Minutes
 - a. Minutes approved by Ms. Corey
 - b. Second by Ms. Placek

2. Calendar review
 - a. Next scheduled luncheon, Jan 18, 2018 hosted by Marine Corp.
 - i. CPE/CET certificates are distributed by Service Host. Template forwarded to Host (see attached sample).
 - b. Next scheduled luncheon, February 15, 2018 hosted by Coast Guard.
 - c. ASMC NCR PDI is scheduled for March 8, 2018. The registration window is open, please encourage your members to sign up and attend. Currently there are over 900 registrants. Please remember if you **SIGN UP, SHOW UP**.
 - d. ASMC 2018 Holiday Social date has been scheduled for Thursday, December 12, 2018.

Budget

3. Treasurer's Report
 - a. Cash balance as of December 31, 2017 is \$342,935. This is an increase of \$7,883 since the start of the fiscal year.
 - b. Cash balance increased during the month of December by \$28,730 primarily due to cash receivables for mini-PDI. Significant collections/disbursements that account for this change are as follow:
 - i. Mini-PDI receivables \$42,318.
 - ii. Chapter incurred a luncheon net loss of \$1,767 (this includes November Westin bill offset in party by luncheon receivables).
 - iii. Holiday Social net loss of \$11,144 (current loss balance is \$8,893 compared to last month's positive balance of \$2,251) which this loss does not include \$210 paid for cake reimbursement.
 - iv. Community Service Event expense of \$78.
 - v. Miscellaneous operating expenses of \$599.
 - c. Washington Chapter is on track to execute its FY18 budget as planned. The slightly higher losses on the Audit/Tax preparation and Holiday Social were offset by the slightly higher gains at the Golf Tournament and Membership Rebates.

Committee Information/Reminders

4. Training & Education
 - a. Training
 - i. As a result of the survey new training opportunities at DAU have been established.

1. Ms. Placek signed a support agreement with DAU on December 28, 2017.
2. Under the agreement, DAU will offer four 1-1 ½ hour workshops that are presented at the National PDI to Washington Chapter members at no cost.
 - i. Budget Execution
 - ii. Earned Value and the Acquisition Program
 - iii. Financial Management and Program Management: Integration and Intersections
 - iv. Shaping Future Program Success: Cost, Budget and Opportunity Consideration in the Acquisition Strategy
3. Workshops will be conducted at the DAU located at Fort Belvoir, VA
4. Training dates are currently being negotiated.
- ii. Reminder of future Budget and Accounting mini courses being conducted in April and May 2018. Courses assist with achievement and sustainment of FM Certification Level II.
- iii. Ms. Placek is still working with CFO Academy and Management Concepts on future opportunities in the spring.

b. Luncheon

- i. Westin Hotel cannot accommodate the luncheon date of October 18, 2018. Based on the options presented and the fact that Monday, October 8, 2018 is a holiday the Training Chair recommended and the board voted to move the luncheon to the 4th Thursday, Oct 25, 2018. Lots of advance notice will be presented to our members.
- ii. Board voted to have Ms. Milford sign the Westin contract to lock in the remaining 2018 luncheon dates.

5. Outreach & Publicity

a. Community Service

- i. Jan 20, 2018 – Wreath clean-up for Wreaths Across America at Arlington National Cemetery sponsored by Early Careerist from 8:00am – 12:00pm. Seeking volunteers.
- ii. Mar 8, 2018 – Capital Area Food Bank Food Drive
- iii. April/May 2018 Honor Flight Volunteer Support

b. Membership/Early Careerist

- i. Membership report provided to all Service VPs

c. Newsletter

- i. January is a newsletter month, suspense was December 31, 2017.
 1. President's Message
 2. Luncheon Recap (Air Force VP)
 3. Future Luncheon Speaker Bio (Marine Corp VP)
 4. Featured Article (Marine Corp 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.

Meeting adjourned at 12:37pm

Attendance:

Executive Board			Committees			
	Krystyna Kolesar	President		Dick Reed	T&E	CDFM
	Robin Farley	President-Elect		Wendy Pouliot	T&E	Awards/Essay Chair
X	Cynthia Cooks	Secretary		Jessica McClain	T&E	Scholarship Chair
	Steven Birk	Treasurer	X	Milford E. Thompson	T&E	Luncheon
	Gregory Little	DOD VP	X	Jennifer Miller	T&E	Luncheon Host Liaison
	Vacant	DOD Asst Sec	X	Terry Placek	T&E	Training & Education
X	Nicole McClenic	Army VP		David Zavada	Audit	Audit Chair
	Hairo Ortiz	Army Asst Sec		Beverly Veit	O&P	Competition
	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
	Benjamin J Yarish	USAF BP	X	Wayne Whiten	O&P	Webmaster
X	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				