



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

EXECUTIVE BOARD MEETING MINUTES
Thursday, November 3, 2017, 1200-1300 (*participants marked with x*)
Call-in: 571-372-4600 Participant Pass Code: 76225#

1. Approval of October Minutes
 - a. Minutes approved by Ms. Corey
 - b. Second by Mr. Birk

CHAPTER OVERVIEW

2. Calendar review for 2017-2018 (90 day perspective)
 - a. Next scheduled luncheon, Nov 16, 2017 hosted by Air Force.
 - i. Please share flyer with your service membership.
 - ii. CPE/CET certificates are distributed by Service Host. You can provide names of attendees to Cynthia Cooks and she will return certificates to service host for distribution (see attached sample).
 - b. VPs are encouraged to expand the topics and speakers strategy that is presented during our monthly professional development session. Please encourage new topics.
 - i. DOD FM Certification has a broad range for FM Competencies. This could be a starting point for suggested topics.
 - c. ASMC Holiday Social on Dec 7, 2017 hosted by Army.
 - i. Holiday Social 2017 notification posted on the Chapter website. E-Invitation link <https://einvitations.afit.edu/inv/anim.cfm?i=368687&k=01674A0F7350> sent to EB for distribution to Service FM Senior Leaders and other FM invited guests.

FINANCE

3. Treasurer's Report
 - a. Cash balance increased by almost \$3k. Following items have impacted budget balance:
 - i. Chapter received membership rebate checks for March/April 2017 membership for \$12,483.
 1. Membership rebates of \$12,483 is approximately 1/3 of last year's rebates (\$35,334). Since we are 1/3 of the way through the fiscal year, we are on track to match 2016 rebates.
 - ii. Chapter paid for audit and tax preparation at the expense of \$8,950, which is greater than budgeted. Audit Committee is seeking alternate way ahead at a more reasonable cost.
 - iii. Executive Board approved Army proposed Holiday Social budget request where the chapter will assume a loss of \$7,796. This exceeds the original \$5,910 budget by \$1,886.

COMMITTEES

4. Training & Education

- a. Training
 - i. Budget and Accounting mini courses conducted Nov 2, 2017 were very successful. Both AM and PM courses were full.
 - 1. Future course dates are February 8, April 5 and May 10.
 - ii. Training Chair working on future training opportunities for ASMC members.
 - 1. Working with Dean at CFO Academy.
 - 2. Working with DAU, Professor of RM.
 - a. Conditions of training being offered:
 - i. Must be an existing course
 - ii. Must find DAU staff willing to train the course
 - iii. Courses will be 45 minutes – 5 hours
 - iii. Chapter President suggested that ASMC Chapter establish what the Chapter offer members that members cannot easily get from other sources, as a way of distinguishing ourselves.
 - Value added to Chapter training:
 - 1. ASMC Washington Chapter training does not pull employees away from the work place for extended periods of time.
 - 2. Chapter offers networking opportunities while learning.
 - iv. Executive Board waiting on the presentation of a comprehensive training plan that may include virtual training and/or outside training in addition to the mini-courses.
- b. Scholarship
 - i. ASMC Washington Chapter Scholarship Award Program deadline is Nov 30, 2017
- c. Luncheon
 - i. Service VPs, please be alerted to the increase to parking rate at Westin. Parking cost is now \$17.
 - ii. The following issue occurred with the Residence Inn luncheon contract:
 - 1. Based on a calculation of 40 attendees, Residence Inn is approximately \$800 more than the existing contract with Westin, due to:
 - a. Higher service surcharge
 - b. Increased cost for audio/visual equipment
 - c. Additional charge for room set-up
 - d. Meal cost similar to the cost of Westin
 - iii. Luncheon venue re-voted on and the EB decided to remain at the Westin.
 - 1. New contract with Westin will be signed in December 2017.
 - 2. Cost for government employee attendance will be temporarily reduced to \$20 and Deb Delmar will check with corporate members on absorbing the additional \$5 cost and pay \$30 for attending. Change to begin in January 2018.

5. Professional Development Institute (PDI)

- a. ASMC NCR PDI registration window opens up on Dec 1, 2017
- b. National PDI will be held from May 30 – June 1 in Denver, CO

6. Outreach & Publicity

a. Competition

Full Competition rules are uploaded on the Chapter website.

- i. Chair highlighted the minimum 5 Star Chapter Requirements.
 1. Minimum of 600 points in membership meetings (Sec 2C1)
 2. Minimum of 150 points in Defense FM Topics (Sec 2C2)
 3. Minimum of 100 points in Executive Committee Meetings
 - a. Conduct at least 1 EB meeting each quarter
 - b. Conduct at least 2 monthly general membership meetings each quarter
 4. Minimum of 1200 points in newsletters
 - a. Provide a quarterly newsletter or e-mail to members
 5. Minimum of 500 points in administration
 - a. Submit Chapter Constitution and bylaws before March 31st
 - b. Submit Chapter Officer updated listing with chapter mailing address and all officer's name, positions, e-mail and numbers, due quarterly.
 - c. Submit Chapter's Form 990 to local IRS by March 31st
 - d. Submit an annual audit/review of chapter finances, due by April 10th.
 - e. Submit written meetings and activities plan for the year, due 30 days from installation of new officers, but submitted by March 31st
 - ii. Chapters are graded annually in multiple categories. Each category has a different scoring process. The Competition Chair will be reaching out to Chairs on the scoring criteria for their specific committee.
 - iii. Additional areas where we can earn additional points
 1. New Member Orientation Program
 2. Chapter members submitting articles to Armed Forces Comptroller Magazine
 3. Writing articles in other professional journals/publications such as:
 - a. Armed Forces Journal
 - b. Service FM Publications
- b. Community Service
- i. Reminder of upcoming events
 1. Dec 7, 2017 – Toys for Tots and Capital Area Food Bank Food Drive
 2. Jan 8, 2018 – Wreath clean-up for Wreaths Across America at Arlington National Cemetery
 3. Mar 8, 2018 – Capital Area Food Bank Food Drive
 4. April/May 2018 Honor Flight Volunteer Support
- c. Membership
- i. Washington Chapter successfully recruited 3 new members from the AM Session of the Mini-course conducted on Nov 2, 2017.
- d. Newsletter Editor
- i. November is a newsletter month
 1. November Edition will be out for review this week.
 2. Newsletter will be published before the November luncheon.
 3. Next newsletter will be published in January 2018.

Attendance:

Executive Board			Committees				
X	Krystyna Kolesar	President			Dick Reed	T&E	CDFM
X	Robin Farley	President-Elect		X	Wendy Pouliot	T&E	Awards/Essay Chair
X	Cynthia Cooks	Secretary			Jessica McClain	T&E	Scholarship Chair
X	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		X	Beverly Veit	O&P	Competition
	Jane Roberts	Navy VP		X	Jeff Norris	O&P	Community Service
	Veronica Trent-Walton	Navy Asst Sec			Dan Olden	O&P	Membership
X	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
X	Patricia Corey	USAF Asst Sec					
X	LT Mark Sanchez	USCG VP					
	Stella Whitsell	USCG Asst Sec					
X	Debra Del Mar	Corporate/Retired VP					
X	Rita Finney	Corporate/Retired Asst Sec					