



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, October 5, 2017, 1200-1300 (*participants marked with x*)

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

1. Approval of September Minutes
 - a. Minutes approved by Mr. Birk
 - b. Second by Mr. Olden

CHAPTER OVERVIEW

2. 90 Day Perspective of 2017-2018 ASMC Chapter Calendar Events
 - a. Next scheduled luncheon Oct 19th.
 - b. 2 DoD FM Level II Certification Mini Courses held at Management Concepts on Nov 2nd
 - c. Following luncheon is Nov 16th.
 - d. ASMC Holiday Social is scheduled for Dec 7th from 5:30pm-8:30pm
 - i. Website open for Holiday Social on Oct 1st.
 - ii. Flyer and e-vites will be distributed soon.
 - iii. Cost \$25 members & guest; \$30 non-members & guest

FINANCE

3. Treasurer's Report
 - a. Cash balance declined by \$14k since September primarily due to:
 - i. Erroneous KPMG deposit of \$9,841. The intended recipient is ASMC National
 - ii. Luncheon expense of \$4k for August and September hosted events posted in September

COMMITTEES

4. Training & Education
 - a. CDFM and Other Certifications
 - i. List of Chapter members completing CDFM is provided by Dick Reed. Service VPs are encouraged to review the list and acknowledge CDFM completion by your service members. This is an opportunity to invite them out to the monthly luncheon to earn CPE/CETs.
 - b. Scholarship
 - i. Currently advertising ASMC Washington Chapter Scholarships. Information is listed on Chapter website. Deadline is Nov 30, 2017.
 - c. Luncheon
 - i. October luncheon meeting hosted by Navy is scheduled for Thursday, Oct 19, 2017. Our guest speaker is Mr. Joe Marshall, Acting Assistant Secretary of the Navy (FM&C)
 - ii. November luncheon meeting is scheduled for Nov 16th hosted by Air Force. Scheduled guest speaker is Mr. Steve Herrera, Executive Director, AFSOC and Chief of Budget Operations.
 - iii. Luncheon venue selection has been narrowed down to two options, Residence Inn and Double Tree. A brief synopsis of the venue benefits will be sent to each board member. Board members are asked to submit their vote on or before Monday,

Oct 9, 2017.

1. The change in venue is designed to give the Washington Chapter the ability to expand our scope of attendees;
2. Depreciate the overall luncheon attendance cost by reducing or eliminating the parking expense since the luncheon cost is currently fairly reasonable;
3. New venue must be more strategically positioned to establish better proximity to the nucleus of many Senior Leaders, which most Senior Leaders are located at the Pentagon.

e. Training

- i. ASMC Washington Chapter's #1 focus is on education and development. Please share the information about:

1. Two DoD Level Certification II Mini Courses scheduled Nov 2, 2017 at Management Concepts Washington, DC Training Center, 919 18th Street NW, Suite 800 Washington, DC 20006. Registration deadline for the 2 courses below is Oct 20th.
 - a. Accounting Concepts, Policies and Principles – 1.5 hours (PL3)
 - b. Budget Concepts, Policies and Principles – 1.0 hours (PL3)CLPs/CPEs: 2.50

5. Outreach and Publicity

a. Competition

- i. Our new Competition Chair is Ms. Beverly Veit will be reaching out to various Executive Board members in an effort to complete the ASMC requirements for 5 Star Chapter status. Please provide Ms. Veit your under divided cooperation as she has filled out vacant Competition Chair seat.

b. Community Service

- i. Reminder of remaining events
 1. Dec 7, 2017 – Toys for Tots Drive and Capital Area Food Bank Food Drive conducted during Holiday Social.
 2. Jan 8, 2018 – Wreath clean-up for Wreaths Across America at Arlington National Cemetery (\$500 for coffee/donuts). Seeking volunteers, please contact Mr. Jeff Norris.
 3. Mar 8, 2018 – Capital Area Food Bank Food Drive
 4. April/May 2018 Honor Flight Volunteer Support (\$1,000 Donation)

c. Membership

- i. Membership updates will go out quarterly. Services VP/Ass't Secretaries make certain to share Holiday Social flyers with your ASMC Chapter service members.

d. Newsletter

- i. Next newsletter edition will publish November 2017
 1. The following items are needed before Oct 31st:
 - a. Need Nov speaker information (name and bio)
 - b. FM related article from host service (AF)
 - c. Short write up on Oct Luncheon Discussion (Navy)
 - d. President's message
 - e. Washington Chapter members that recently acquired CDFM
 - f. Updated training courses
 - g. Upcoming service projects

- ii. A list of the next 9 luncheon hosts will be provided to Mr. Mike Monson. Once he gets the list a schedule will be created to outline monthly requirements and due dates.
- e. Webmaster
 - i. Our Chapter has begun to fall off of the blocked list. This is allowing our chapter members to access the Washington Chapter website from their .mil computers. If you are unable to access the website there is a work around:
 - 1. Utilize Firefox or Google Chrome browser, instead of Internet Explorer
 - 2. A decrease to the number of announcements we are sending out is allowing our messages to no longer be blocked by the firewalls.

CLOSING NOTES

6. President's Closing Remarks:

Thanks everyone for your hard work and dedication. Please keep in mind that our efforts today creates our Chapter footprint for tomorrow and because of that, it is important that we determine what we want our Chapter's future to look like.

7. Meeting adjourned at 12:44pm

Attendance:

Executive Board			Committees			
X	Krystyna M 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
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	X	Beverly Veit	O&P	Competition
	Hairo Ortiz	Army Asst Sec	X	Jeff Norris	O&P	Community Service
	Jane Roberts	Navy VP	X	Dan Olden	O&P	Membership
	Veronica Trent-Walton	Navy Asst Sec		Rocky Wilber	O&P	Photographer
X	Jonathan R Newell	USMC VP	X	Michael Monson	O&P	Newsletter Managing Editor
	Astrid Diaz	USMC Asst Sec	X	Wayne Whiten	O&P	Webmaster
X	Benjamin J Yarish	USAF BP		David Zavada	Audit	Audit Chair
X	Patricia Corey	USAF Asst Sec				
	LT Mark Sanchez	USCG VP				
	Stella Whitsell	USCG Asst Sec				
X	Debra Del Mar	Corporate/Retired VP/ PDI Chair				
X	Rita Finney	Corporate/Retired Asst Sec				