



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, November 7th, 2019, 1200-1300

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

1. President Remarks
 - a. Ms. Ferguson encouraged all Services to identify and schedule speakers well in advance of their assigned month in order to be able to properly advertise and build interest for both government and corporate attendance. We currently do not have speakers for February, April, or May.
2. Approval of August Minutes – Distributed to the board on 10/16/2019
 - a. Motion to approve – Ms. Kuhfahl
 - b. Motion to second – Mr. Yarrish

Budget

3. Treasurer's Report (*COL Handy*)
 - a. Financials for September (attached)
 - b. FY19 Audit Update provided by Marco Fernandes, Partner at Halt, Buzas, & Powell
 - i. Audit is being performed on the financial statements for FY19. The final opinion has not yet been received. The independent auditors report expects to provide a clean opinion. Any major concerns or issues with the audit would be included in letter back to management which does not yet exist. Information has been received in timely fashion. This statement is different from prior statements due to new accounting standards for non-profits. Footnotes will be provided.
 - c. Currently working with Halt, Buzas, & Powell on tax submission
 - d. Unexpected \$3600 deposit from ASMC National for 2019 PDI Volunteers
 - i. Ms. Delmar is working with National to set up more control over funds that should be coming to the chapter after PDI.
 - e. OCT 2019 Monthly Luncheon income was triple that of SEP
 - f. Next big financial event: 2019 Holiday Social in DEC
 - i. We are already getting registrations and a few expenses.
4. Audit (*Mr. Zavada*)
 - a. Nothing to report
5. **Calendar Review** (*Secretary*)
 - a. October luncheon – 21 November. Speaker is Mr. Grant McVicker, Associate Deputy Assistant Secretary for Cost and Economics, Office of the ASAF (FM&C).
 - b. Luncheon/Holiday Social Calendar

	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Past Luncheon Recap	Navy	USAF	USMC	USMC	USCG		DoD	Army
Luncheon Sponsor/Host	USAF	USMC	USMC	USCG	NCR PDI	DoD	Army	Navy
Speakers	Mr. Grant McVicker, ASAF(FM&C)	Holiday Social	LtGen John Jansen, DC P&R		NCR PDI			Elections

c. Need to identify speakers for February, April, and May.

6. EB Updates *(Secretary)*

- a. President approved position
 - i. Awards/Essay Chair – Mr. John Writer, Kearney & Company
- b. Executive Board vacancies
 - i. Army Vice President
 - ii. USCG Assistant Secretary
 1. Ms. Delmar stated, in the past if the VP position is empty, then the Assistant Secretary would step up to be the VP.
- c. Committee vacancies
 - i. Scholarship Chair

Committee Information and Reminders

7. Training and Education

- a. Training *(Ms. Placek)*
 - i. 14 November - Advanced Leadership Skills and Techniques mini course; 21 registrants in the am (8:30-11:30) session; there will be no pm mini course.
 - ii. Two new mini-courses. The flyer will be posted to the website after 14 November and will be included in the newsletter. Please distribute this information in order to fill the classes, so we don't have to cancel them.
- b. Luncheon *(Ms. Thompson)*
 - i. Nothing to report
- c. Scholarship *(Vacant)*
 - i. Nothing to report
- d. Awards *(Mr. Writer)*
 - i. Nothing to report

8. Outreach and Publicity

- a. Competition *(Ms. Kuhfahl)*
 - i. Nothing to report
- b. Community Service *(Mr. Norris)*
 - i. Recent Community Service Events
 1. Special Olympics – 27 October 2019 – event was cancelled due to weather
 - ii. Upcoming Community Service Events

1. Toys for Tots & Food Drives at the Holiday Social – 11 December 2019
2. DC Kitchen - January or February 2020

c. Newsletter (*Mr. Monson*)

- i. Reminder to submit newsletter inputs ASAP for the November edition
- ii. The following items are needed:
 1. Navy: October luncheon recap/summary
 - a. Ms. Delmar will assist in drafting a summary.
 2. Air Force: FM related article
 3. Community events -- anything more beyond the Holiday party and food drive?
 4. Training -- I think I have it but just want to double check

d. Website (*Mr. Whiten*)

- i. Currently registered 21 for the Holiday Social. Last year we had 40 registered at this time.
- ii. It is very important to get government attendees which will drive corporate attendance.

e. Holiday Social (*Ms. Hill*)

- i. Finalizing menu; coordinated with Mr. Norris for Toys for Tots and canned food drive; identified photographer (deb will provide name of photographer)
- ii. Upcoming – site visit and purchasing cake
- iii. Ms. Delmar will be reaching out to corporate members for door prizes
- iv. Mr. Olden is looking into the Engage platform which was recommended by Mr. Runnels as another option for communications

9. Corporate Update (*Ms. Delmar*)

- a. Young Careerists intend to brief at the December EB meeting
 - i. This group is comprised of 3 government and 2 industry personnel. They intended to provide their recommendations at this meeting, however, due to audit activity, they requested a reprieve until the meeting next month.
- b. NCR PDI Committee
 - i. The website registration opens on 1 December. Encourage early registration as it fills up quickly. She believes it will be exciting program. There will be a plenary session produced by the Young Careerists. The NCR PDI will be 12 March 2020.
- c. Corporate Sponsorship Table Pilot (*Mr. Kohlrus*)
 - i. This program will be run in January, February, and April and is an option for corporate members to register in advance, to avoid a monthly registration. They can reserve 2 or 4 seats; with a reduced rate; to encourage people to see what ASMC is about; and to get more people to come. Mr. Whiten is working to make it user friendly on the website. Specific advertising will be sent to corporate members. We need to have speakers identified in advance in order to attract more attendees.

10. Vice President Reports

- a. Army –
- b. Navy –
- c. USMC –
- d. Air Force – Mr. Yarish has article for newsletter.
- e. DoD –
- f. USCG –

Attendance:

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