



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

**EXECUTIVE BOARD MEETING AGENDA**

**Thursday, Oct 4, 2018, 1200-1300**

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

1. Opening Remarks – President
2. Approval of Sep Minutes – Distributed to the board on 9/14/18.
3. Calendar Review 2018-2019
  - a. New Officers
    - i. All Officers need to submit or renew their commitment with ASMC Washington Chapter, Officer and Committee acknowledgement of Roles. Please submit to Ms. Raquel Kuhfahl.

**Budget**

4. Treasurer's Report (*LTC Handy*)
  - a. Current cash position is \$341,878
  - b. September net position is \$2,259, and fiscal year-to-date net position of (\$3,238)
  - c. Key transactions during the month
    - i. Closed out Golf Tournament
    - ii. 1<sup>st</sup> payment for Management Concepts Training
5. Audit (*Mr. Zavada*)
  - a. Audit completed, awaiting finalization and tax preparation
  - b. Board approval to increase audit budget to \$9150; approved via email on 24 SEP

**Committee Information and Reminders**

6. Training and Education
  - a. Training (*Ms. Placek*)
    - i. Advanced Leadership Skills and Techniques Mini-Course – DoD Level III
      1. 11/8/2018 and 4/11/2019
        - a. 08:30-11:30
        - b. 12:30-3:30
      - ii. Budgeting and Accounting: Making the Connection Mini-Course – DoD Level II
        1. 2/14/2019
          - a. 08:30-11:30
          - b. 12:30-3:30

- b. Luncheon (*Ms. Thompson/Ms. Miller*)
    - i. Date for the luncheon has been changed to October 17<sup>th</sup>.
  
  - c. Awards (*Ms. Pouliot*)
    - i. No updates at this time.
7. Outreach and Publicity
- a. Community Service (*Mr. Norris*)
    - i. December 12th - Toys for Tots and food drive at Holiday Social
    - ii. January – Arlington Cemetery Wreath Retrieval and Clean Up
  
  - b. Newsletter Editor (*Mr. Monson*)
    - i. Updates/Inputs due by 2 Nov
      - 1. President’s Message
      - 2. Training and Development
      - 3. Chapter News (Holiday Social, Young Careerist, NCR PDI, etc)
      - 4. September/October Luncheon recaps
      - 5. Featured Article
  
  - c. Website (*Mr. Whiten*)
    - i. No updates at this time.
8. Vice President Reports
- a. Army
    - i. Service secretary has been selected. Do we need to do anything as a board to have them added as a board member?
  - b. Navy
  - c. USMC
  - d. Air Force
  - e. DoD
  - f. USCG
  - g. Corporate