



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, 10 December, 2020, 1200-1300

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

In Attendance:

Stephen Herrera	President
Dr. Ann Tipton	Secretary
Cynthia Hufty	Treasurer
Charles Morse	DoD Vice President
Yelena Baker	DOD Assistant Secretary
Col Clay Pettit	Army Vice President
Jane Roberts	Navy Vice President
Shari Ritter	USMC Vice President
Sylvia Chapman	USMC Assistant Secretary
Natalie Osgood	Air Force Vice President
Angela Flowers	Air Force Assistant Secretary
LCDR Mark Sanchez	USCG Vice President
Debra Del Mar	Corporate/Retired Vice President
John Writer	Awards/Essay Chair
Milford Thompson	Luncheon
Dr. Jennifer Miller	Luncheon Liaison/Host
Terri Placek	Training and Education
Dan Olden	Membership
Mike Monson	Newsletter
Wayne Whiten	Webmaster

1. Opening Remarks – President
 - a. Mr. Herrera welcomed the team and identified that he wanted to make sure he (and the Team) understand what the Executive Board’s role in the PDI this year so everyone is on the same page.

2. Administrative Matters (Secretary)
 - a. Monthly Minutes – Distributed to the board on 7 December 2020.
Motion to approve – Ms. Placek
Motion to second – Ms. Osgood

3. Calendar Review (*Secretary*)
 - a. January Luncheon - 14 January, The Honorable Mr. Edgar, no December Luncheon
 - b. Community Service Events - None for the remainder of the month

4. EB Updates dates (*Secretary*)_ *NO CHANGE*
 - a. Officer Vacancies
 - i. USCG Assistant Secretary
 - b. Committee Vacancies - None
 - c. Service VPs – None (Extended term through Jun 22 in response to pandemic)

Budget

5. Treasurer's Report (*Ms. Hufty*)
 - a. November will show PDI refunds which will be classified as an expense, and a payment to Management Concepts. December will also have refunds. Additionally, Ms. Hufty will reach out to members for information needed for the taxes.
6. Audit (*Mr. Zavada*)
 - a. NSTR

Committee Information and Reminders

7. Training and Education
 - a. Training (*Ms. Placek*)
 - i. Ms. Placek reminded the Board to disseminate flyers for mini-courses in calendar year 2021, and promote training through outreach. The next courses will be 25, February with an enrollment suspense of 12 February and 22 April with an enrollment suspense of 9 April.
 - b. Luncheon (*Ms. Thompson*)
 - i. NSTR
 - c. Scholarship (*Mr. Beckles*)
 - i. Mr. Beckles has not received any scholarship packages to date, and wanted to request everyone disseminate the information to members again. Mr. Herrera wanted to make sure the scholarship information is in the next newsletter but unfortunately it will be too late. Ms. Delmar recommended it be included in the January email to members and we will push out the flyer again early January.
 - d. Awards (*Mr. Writer*)
 - i. NSTR
8. Outreach and Publicity
 - a. Competition (*Ms. Kuhfahl*)
 - i. NSTR
 - b. Community Service (*Mr. Norris*)
 - i. Mr. Olden provided the update in Mr. Norris's absence. There were no volunteer submissions for the volunteer weekend event. The next event will be a transcription event in January. We will also have a letter writing event in February and a March event in correspondence to the PDI which is to be determined.

c. *Membership (Mr. Olden)*

- i. Mr. Olden briefed the monthly membership which is a slight decrease. Mr. Olden then discussed how to data mine demographics to better understand our “early careerist” population, with the limitation being that age is the primary identifier. Per Mr. Olden, ASMC National classifies “early careerist” as anyone under age 35, however as we have discussed we do not want to limit it to age but also include time in government service as well. Mr. Olden is working to better capture information to help grow our membership in a younger demographic and anticipate members we will lose due to retirement. Ms. Delmar interjected that Mr. Runnels is aware we are not limiting “early careerist” to age but also years of service. Additionally, she stated that the Early Careerist committee is looking to do events outside of our normal, such as virtual happy hours, virtual round tables and providing support to an outreach cohort and are excited about the prospects.

d. *Newsletter (Mr. Monson)*

- i. Mr. Monson reported January is a newsletter month, and requested an article from USCG. LCDR Sanchez agreed to provide the article. Ms. Delmar reminded that we should include a section dedicated to Early Careerist discussion, and a PDI update. Ms. Placek also request the training currently scheduled in 2021 be included.

e. *Website (Mr. Whiten)*

- i. Mr. Whiten opened the discussion on adding a CDFM Program Liaison to the Chapter Team. The position would be different from the CDFM Chair, this person would provide tutoring and hands on assistance to members trying to obtain their CDFM. Mr. Whiten is aware of a volunteer and the individual is an early careerist already providing the assistance. Ms. Ritter reminded we have a CDFM Committee Chair responsible for pushing the program and volunteer support so he should be looped in. Ms. Delmar was supportive of the new position.
Mr. Whiten then informed the Team upgrading our websites will be a necessity in the near future and we are looking at anywhere from 12-18K in cost. Ms. Delmar recommends that we lean forward given the current events and our new reliance on the virtual environment. She recommended we stand up a sub-committee to review what we need and explore options. Mr. Monson recommended that we reach out to National to maximize website use available through them. Mr. Whiten noted National has a great idea but will not be able to move out on it in time for the PDI, and piggy backing on their current web capabilities does not provide a platform robust enough for our needs. Mr. Herrera requested that Mr. Whiten, Dr. Miller, Mr. Monson and Ms. Delmar form a sub-committee to review options and report back the Team next meeting. **(Open Item.)**

9. Corporate Update (*Ms. Delmar*)

- a. Ms. Delmar provided an update on the PDI, as previously reported the PDI committee is in negotiation with the venue to close out the contract and avoid a steep penalty for cancelling in 2020. The future of a hybrid model has direct bearing on the contract as the venue agrees to a smaller footprint they will need to provide new types of support. Our goal is to minimize our financial exposure and risk but maintain our good relationship. Most of the individual corporate refunds have been processed, however the corporate sponsor refunds are not being processed right now until we determine what we will be able to retain for 2021. Ms. Delmar reports the PDI Committee is excited and looking at the best platform to support this year's event, this will roll into the Technology Sub-Committee update in January. As for roles and responsibilities' for the Executive Board in regards to the PDI, an update and request for assistance will be provide in January when we have more fidelity on what the virtual format will be. **(Open Item.)**

10. Vice President Reports - NSTR

- a. Army
- b. Navy
- c. USMC
- d. Air Force
- e. DoD
- f. USCG