



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, 5 November, 2020, 1200-1300

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

In Attendance:

Stephen Herrera	President
RDML Mark Fedor	President Elect
Dr. Ann Tipton	Secretary
Cynthia Hufty	Treasurer
Charles Morse	DoD Vice President
Col Clay Pettit	Army Vice President
Shari Ritter	USMC Vice President
Sylvia Chapman	USMC Assistant Secretary
Natalie Osgood	Air Force Vice President
Angela Flowers	Air Force Assistant Secretary
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
Raquel Kuhfahl	Competition
Jeff Norris	Community Service
Dan Olden	Membership
Mike Monson	Newsletter
Wayne Whiten	Webmaster

1. Opening Remarks – President
 - a. Mr. Herrera acknowledged he still owed his Presidents message for the newsletter. He also thank everyone for their engagement and reminded us to encourage members to remain active.

2. Administrative Matters (Secretary)
 - a. Monthly Minutes – Distributed to the board on 29 October 2020.
Motion to approve – Ms. Placek
Motion to second – Ms. Kuhfahl

3. Calendar Review (*Secretary*)
 - a. November Luncheon - 19 November virtual, featuring Panel Discussion. Clarified structure of discussion and Ms. Placek recommend adding a military member to the panel.

- b. Community Service Events - 2 December, Operation Gratitude/ 4-6 December, Community Service Weekend
 - c. December EB Meeting - pushed one week due to scheduling conflict for EB members, now on 10 December.
 - d. No December Luncheon, will resume virtual luncheons in January.
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 monthly summary was not available yet, so it will be provided to the group in the December meeting. Ms. Hufty did report we received our annual rebate of \$28K and only had \$369.00 in bills for the month. Additionally, she successfully went through the audit process and received an unmodified opinion.
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, the next courses will be February and April 2021.
 - b. Luncheon (*Ms. Thompson*)
 - i. Ms. Thompson reported that as a premium customer our venue will work with us to negotiate terms of our arrangement in 2021 as we gain more fidelity on the COVID situation.
 - c. Scholarship (*Mr. Beckles*)
 - i. NSTR
 - d. Awards (*Mr. Writer*)
 - i. Mr. Writer asked the members if we should continue to provide plaques and/or trophies to award winners in 2021, given they were mailed to winners last year. After some discussion on the value to award winners it was determined we would provide award winners with a plaque or trophy. Mr. Herrera recommended we try to present or recognize the award winner in our virtual environment. He also recommended that Supervisors be encouraged to do a presentation of some sort given the winners will not get recognized as they would normally.

8. Outreach and Publicity

- a. Competition (*Ms. Kuhfahl*)
 - i. NSTR
- b. Community Service (*Mr. Norris*)
 - i. Mr. Norris requested that members continue to encourage participation in the upcoming community service events, and will resend flyers to Board members for dissemination closer to the dates.
- c. *Membership (Mr. Olden)*
 - i. Mr. Olden briefed the monthly membership which is a net increase, and will continue to watch given there is typically a boost the three months before the PDI. Col Petit asked if he could receive a roster of members quarterly because when he sends out emails he is getting responses from members to be taken off the list, Mr. Olden will provide a new roster but does provide the update as reflected in the system quarterly.
- d. Newsletter (*Mr. Monson*)
 - i. Mr. Monson reported being in “good shape” for the upcoming newsletter.
- e. Website (*Mr. Whiten*)
 - i. Mr. Whiten reported only 35 members were signed up for the upcoming luncheon and requested the Board get the word out and encourage participation.

9. Corporate Update (*Ms. Delmar*)

- a. Ms. Delmar provided an update on the PDI, working with the venue to determine what was in the realm of possible for in person events led to the decision to go 100% virtual. Ms. Delmar identified the next steps, the first being working the refund with the venue, a cancellation comes with a penalty but the Board agreed not to put the money towards the 2023 PDI given that we have no idea what post-COVID looks like. Ms. Delmar is working to negotiate not paying the penalty and simultaneously working with the business insurance to cover the penalty if we do have to pay it. Ms. Delmar also asked the Board for permission to refund corporate sponsors and members registered from 2019, this would be \$143K back to corporate sponsors and \$74K back to corporate members, the Board approve the refunds. Lastly, Ms. Delmar discussed the registration will be later than normal starting in early to mid-January, and she will reach out to Board members as required if issues come up.

10. Vice President Reports - NSTR

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