



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

**EXECUTIVE BOARD MEETING MINUTES**

**Thursday, 6 August, 2020, 1200-1300**

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

In Attendance:

Stephen Herrera	President
Dr. Ann Tipton	Secretary
Cynthia Hufty	Treasurer
Yelena Baker	DoD Assistant Secretary
Col Clay Pettit	Army Vice President
Jane Roberts	Navy Vice Secretary
Shari Ritter	USMC Vice President
Sylvia Chapman	USMC Assistant Vice President
Natalie Osgood	Air Force Vice President
Angela Flowers	Air Force Assistant Vice President
LCDR Mark Sanchez	USCG Vice President
Debra Del Mar	Corporate/Retired Vice President
Chris Stockel	Corporate/Retired Assistant Secretary
Mario Beckles	Scholarship Chair
Milford Thompson	Luncheon
Dr. Jennifer Miller	Luncheon Liaison/Host
Terry Placek	Training and Education
Raquel Kuhfahl	Competition
Jeff Norris	Community Service
Dan Olden	Membership
Michael Monson	Newsletter Managing Editor
Wayne Whiten	Webmaster

1. Opening Remarks – President

- a. Communications: Mr. Herrera held a meeting with the communications team, to discuss possible changes to improve notification delivery and general communications with members. Wayne Whiten and Ann Tipton participated. The meeting determined there are many technical challenges with pushing information to government networks. Wayne offered the solution to create a .pdf file and then have the Vice Presidents help disseminate it to their respective Service members. Additionally, we will rely heavily on Vice Presidents to spread the word on Chapter events and updates via email. Item closed.

2. Administrative Matters (*Secretary*)

- a. Monthly Minutes – Distributed to the board on 3 August 2020.  
Motion to approve – Ms. Placek  
Motion to second – Ms. Ritter
- b. Roles and Responsibility Acknowledgement: Notified team there a few individuals owe an acknowledgement response and they would be contacted directly. Item closed.
- c. Legal Disclaimer/Waiver: Legal disclaimers and waivers will be incorporated in products as required, specifically in the events with video or pictures. Item closed.
- d. Government Email Usage: Received a legal opinion from ASMC counsel, after verifying it is consistent with Defense Department policy. Once confirmed Mr. Herrera will send out an email reference for the team. **Open Item.**

3. Calendar Review (*Secretary*)

- a. August Luncheon - 19 August virtual, featuring Ms. Spangler
- b. Golf Tournament – There will be no golf tournament in October.
- c. Community Service Events - Mr. Norris is looking in to virtual opportunities.
- d. Holiday Party - Decision Point, Ms. Delmar will speak with the venue. **Open Item.**

4. EB Updates dates (*Secretary*)

- 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. The next year budget was presented in June before the Executive Board changeover, documentation will be provided to Ms. Hufty for her records. Given the impacts of Corona Virus, Mr. Herrera did request she review the approved budget and recommend changes, as appropriate. **Open Item.**

6. Audit (*Mr. Zavada*)

- a. NSTR

**Committee Information and Reminders**

7. Training and Education

- a. Training (*Ms. Placek*)
  - i. Ms. Placek reported of the 50 individuals registered for the last mini-course only 18 individuals attended virtually.
  - ii. Reported Last Meeting: FASAB Training Webinar: September 3, 2020
  - iii. Team is working with the CFO Academy and ASMC National to provide this training, ASMC National has the lead and will use their platform.

- b. Luncheon (*Ms. Thompson*)
    - i. Ms. Thompson inquired on whether virtual luncheons will continue through the end of the calendar year; we are required to give advance notice of cancellations even during the pandemic. Confirmed the remaining luncheons in 2020 would be virtual.
    - ii. Ms. Thompson also confirmed we would need to enter in an agreement for the luncheon venue in 2021. The team discussed provisions in the agreement regarding pandemic restrictions, possibly getting a larger room and if live streaming was possible. Other considerations, which will need working out, are food service and accommodation of walk-ins in the future. **Open item.**
  - c. Scholarship (*Mr. Beckles*)
    - i. Scholarship Program Expansion: Decided the Chapter would offer five \$1000 individual scholarships for professional development courses and continuing education. Mr. Beckles will work on developing the selection criteria for presentation to the team for consideration. **Open Item.**
  - d. Awards (*Mr. Writer*)
    - i. NSTR
8. Outreach and Publicity
- a. Competition (*Ms. Kuhfahl*)
    - i. ASMC National closed last year, and the Washington Chapter won awards for Absolute Membership Growth and Community Service Excellence.
    - ii. Ms. Kuhfahl requested copies of the current Board members, the calendar and our budget. **Open Item.**
  - b. Community Service (*Mr. Norris*)
    - i. There will be a virtual event in September and he is looking into another during the winter months, with Operation Gratitude being a possibility. Mr. Norris will send out a flyer of the upcoming virtual event on 24 September, volunteering for the Smithsonian Institute by transcribing pictures of documents. **Open item.**
    - ii. Ms. Delmar recommended tutoring in Washington D.C. since this could be done virtually; tutors are needed in reading and math. Ms. Delmar will provide information regarding tutoring to Mr. Norris.
  - c. *Membership (Mr. Olden)*
    - i. Sponsorship Drive: Mr. Olden discussed membership sponsorship but recommended the Chapter offer a raffle or drawing for new memberships and/or for individuals who renew their memberships, especially given the economic impacts some may be feeling due to the pandemic.
    - ii. Ms. Delmar noted per the last survey the value of membership is not monetary, but the relationships and interactions that come as part of the luncheons and events. Given the limitations of the virtual environment, she recommended also exploring other non-monetary incentives (i.e. mentor-mentee relationships) for a multi-faceted approach to improving membership.

- d. Newsletter (*Mr. Monson*)
  - i. Mr. Monson reminded the team the September newsletter requirements are due by the end of August. Mr. Herrera reiterated to the team that volunteers should be solicited first, and each Service should participate throughout the year.
- e. Website (*Mr. Whiten*)
  - i. Mr. Whiten gave the team an overview of the limitations of emailing from the website, namely having issues with links and format getting through the firewall. Mr. Whiten is working to format the website updates into a .pdf, to be sent out via email by Board member versus automatically being sent from the website. Mr. Whiten also noted if we completely depart from website-generated emails, it would save \$600-\$700 a year.

9. Corporate Update (*Ms. Delmar*)

- a. Ms. Delmar asked an update on reinvigorating early careerist program be added to the September meeting agenda.

10. Vice President Reports - NSTR

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