



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, Nov 1, 2018, 1200-1300

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

1. Opening Remarks – President
 - a. Great turnout for the luncheon.

2. Approval of Oct Minutes – Distributed to the board on 10/15/18.
 - a. Approved – Terry Placek
 - b. Second – LTC Todd Handy

3. Calendar Review 2018-2019
 - a. New Officers
 - i. Still missing a few roles and responsibilities, separate email will be submitted to pending individuals for their submission.
 - b. Luncheon rotation schedule 2019-2025 submitted to the board for their review. 2024/2025 added to the previous schedule provided.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
2019-2020	Golf Tournament	DoD	Army	Navy	USAF	USMC	USMC	USCG	NCR PDI	DoD	Army	Navy
2020-2021	Golf Tournament	USAF	USMC	USCG	DoD	USCG	Army	Navy	NCR PDI	USAF	USMC	USCG
2021-2022	Golf Tournament	DoD	Army	Navy	USAF	USAF	USMC	USCG	NCR PDI	DoD	Army	Navy
2022-2023	Golf Tournament	USAF	USMC	USCG	DoD	DoD	Army	Navy	NCR PDI	USAF	USMC	USCG
2023-2024	Golf Tournament	DoD	Army	Navy	USAF	Army	USMC	USCG	NCR PDI	DoD	Army	Navy
2024-2025	Golf Tournament	USAF	USMC	USCG	DoD	Navy	Army	Navy	NCR PDI	USAF	USMC	USCG

Budget

4. Treasurer’s Report (*LTC Handy*)
 - a. October financials not yet available.
 - i. Not ready because today was the 1st of November. Will be sent to Ms. Kuhfahl on Monday to distribute.
 - b. Data storage for chapter financials
 - i. Received multiple boxes of historical financial documents going back to 2010. Looking at 2 options:
 1. Digitizing
 2. Reached out to National inquiring about storage, answer he got was maybe but to reach out in November.

- ii. Starting in FY19 all supporting documents are being digitized on Google Cloud (invoices, payments, and all documentation the auditors need). Utilizing supply dollars to purchase an external hard drive.
- iii. How long do we have to retain prior year supporting documentation for? Inquire w/audit chair for information. Mr. Fernandez will provide information for document retention policy.
- iv. Board agrees it makes sense to digitize those past documents.
- c. Transition to Quick Books Online
 - i. Primary financial system is QuickBooks w/software download to use for Quick Books. Transition to QuickBook online - \$60 a month for access to Quickbook desktop (all the bells and whistles, payroll, payroll taxes, any accounting function we would need). There's a lot of features we don't necessarily need. Quick books online - \$40.00 for 1st 6 months, after \$60.00. Possibly downgrade to a lower package down the road, but will pay the same as we do now.
 - ii. Looking for the board's approval to transition to online feature
 - 1. Motion to approve –Raquel Kuhfahl
 - 2. Second – Terry Placek

5. Audit (*Mr. Zavada*)

- a. Marco Fernandez (audit partner)
 - i. Completed audit on a cash basis (basis other than GAAP). Footnoted on financial statements.
 - ii. Clean Opinion received. Highest level of assurance.
 - iii. 10/09/2018 – completed and approved.
 - iv. Cash balance = \$344,114.00, increase of \$9,065 from prior year.
 - v. Notes
 - 1. No significant notes.
 - 2. Concentration of credit risk: The amount over FDIC limit at the EOY = \$95,117.00.
 - 3. Talked about looking into insurance for the board to protect us personally with funds in the Corpus. Recommend that we look into this (Deb Delmar), would be worthy given the corpus that we have at this point. Fiduciary responsibility, look to see who National is doing business with. Deb will get info from her HOA and so will Terry.
 - 4. More in one bank account than what FDIC insures
 - 5. Explore moving funds from one bank account to clear up the FDIC issue.
 - vi. Communication with Board and Management
 - 1. Accounting Standards 2016-14
 - a. All nonprofit organizations need to make some changes. New disclosure will impact our audit next year. Liquidity and availability. How the organization can meet its expenditures in the next year.
 - b. Require to disclose method of allocating indirect expenses.

- c. Terminology change from “unrestricted” to “without donor restriction”.

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

- a. 08:30-11:30
- b. 12:30-3:30 *** Class canceled due to low enrollment ***
- c. 1st time offering level 3 course. We need to continue to get the word out to increase enrollment. Next mini course in Feb, budgeting and accounting.
- d. Reach out to Management Concepts regarding the new contract with National (min class size, population of people that can take courses).

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 – coordinated by Early Careerist

b. Newsletter Editor (*Mr. Monson*)

i. Updates/Inputs due by 2 Nov

- 1. President’s Message – Will be sent tomorrow.
- 2. Chapter News (Holiday Social, Young Careerist, NCR PDI, etc)
- 3. September/October Luncheon recaps
- 4. Featured Article

8. Vice President Reports – President’s call to accept individuals during the year.

- a. Dr. Farley has agreed to accept the new assistant secretary for the Army – Dai Nguyen and Air Force – Monique Anneker
- b. Army
 - i. New Secretary – reviewed constitution and bylaws and there is no language specifying the process to elect a new board member during the year.
- c. Navy
 - i. Start reaching out to the country club to initiate the food request.
 - ii. The country club is already reaching out to Deb, she will provide POC information to Jane. Where are we at getting out the invitations for the executive level?
 - 1. Vice President’s should get POC information to Jane. Previously, we have distributed direct invitations at the Front Office level from the

President to everyone as well as DFAS leadership. We have a list that just needs to be updated.

- d. Air Force
 - i. New Secretary – Monique Anneker to replace Pat Corey in November.
- e. Corporate
 - i. Officially launched planning for NCR PDI. Needs assistance to distribute information. 12/1 registration begins. Expecting good senior participation. Will need support for volunteers.
 - ii. Will be needing next down payment in February, and final accounting in April time frame. Good committee this year and looking to deliver first rate training.
 - iii. Chapter awards held at PDI – submission due to National at end of January. Encourage VPs to start promoting.
 - iv. Monetary (registration) requirements did not change from last year.
 - v. Exploring a mobile app for event.

Meeting Adjourned - 12:37 PM