



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, Dec 6, 2018, 1200-1300

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

1. Opening Remarks – President
2. Approval of Oct Minutes – Distributed to the board on 11/26/2018
 - a. Motion to move – Terry Placek
 - b. Second – Mike Monson
3. Calendar Review 2018-2019
 - a. Holiday Social – December 12th
 - i. Deb Delmar sent notes out to all the front offices
 - ii. Need a back-up for Mr. Norquist possibly.
 - iii. Mark Easton will be there, if need be he could probably do it.
 - iv. Count updated to 91.
 - v. Terry sent out blast to multiple retirees.
 - b. Jessica McClain – Scholarship chair board resignation.
 - i. Nothing formal required. Need replacement and knowledge sharing.
 - ii. Scholarships are usually finalized and done by April and presented at the June luncheon.
 - iii. Chapter Awards have to be completed by end of January.

Budget

4. Treasurer's Report (*Ms. Kuhfahl*)
 - a. Completed conversion from Quickbooks Desktop to Quickbooks Online
 - b. This conversion avoided a \$1300 bill due on 01 March 2019 for an annual renewal for the desktop host. We will also get a \$270 refund from the \$1300 annual fee paid in March 2018.
 - c. Monthly payments for Quickbooks will decrease from \$55 month to \$35 month with the conversion to the online version.

Committee Information and Reminders

5. Training and Education
 - a. Training (*Ms. Placek*)
 - i. Advanced Leadership Skills and Techniques Mini-Course – DoD Level III

1. Rated highly by attendees. Average rating 4.5 out of 5; highest rating 4.9.
 2. Received a lot of comments wanting the course to be longer.
 3. Giving this class again in April.
- ii. Budgeting and Accounting: Making the Connection
 1. Registration Deadline = February 1st.
 2. Popular in the past. Hoping for the same in February. Will have item for the newsletter and flyers for the January luncheon.

6. Outreach and Publicity

- a. Community Service (*Mr. Norris*)
 - i. December 12th - Toys for Tots and food drive at Holiday Social
 1. All set for the Toys for Tots and the food drive. Will confirm again on Monday, but we do have email confirmation.
 - ii. January – Arlington Cemetery Wreath Retrieval and Clean Up – coordinated by Early Careerist
 1. Still haven't posted the date. Will submit to Wayne to get published to the website. Will be sent out this week.
- b. Newsletter Editor (*Mr. Monson*)
 - i. Updates/Inputs due by 4 Jan
 1. Will be released in Jan 19.
 - ii. Looking for FM related articles
 1. Struggle with getting input for FM related articles.
 - a. Setup a possible contest to get people to submit articles.
 - b. Can they reuse articles that were already used for service specific items?
 - i. Already doing this.
 2. Jennifer are you writing these for the Army?
 - a. She's talked to Tony and provided guidance. We should be receiving stuff soon.
 - b. What are the restrictions for the newsletter? Less than a dissertation. Should be limited to 1 – 2 pages (500-1000 max).

7. Vice President Reports

- a. Army
 - i. Nothing to report.
- b. Navy
 - i. All good with the Army/Navy Country Club. Will likely not have the color guard there.
- c. USMC
 - i. Sent email blast last week for the Holiday Social, PDI, and January.
 - ii. Continue to press.
- d. Air Force

- i. Nothing to report. Sent request to participants for the Social. Coordinating with Air Force Senior Leadership.
- e. DoD
 - i. N/A
- f. USCG
 - i. Nothing to pass
- g. Corporate
 - i. PDI website open for registration. Wayne has done a tremendous job. Last count at 314.
 - ii. Urge people to sign up early!!
 - iii. Looking for volunteers.
 - iv. Start working with services to start submitting nominees for Chapter Awards. Wonderful opportunity for acknowledgement.
 - v. Holiday Social – Will have corporate raffle prizes again. Will try to do them all at one time so we are less disruptive. Corporate members have been extremely generous.

Millie – needs to find out from the board what we do regarding our luncheon with the Westin.

Terry – Move forward with contract.

Deb – Seconded.

** Make sure Dr. Farley approves. Millie to come back to the board with proposal before locking in the rates.

Meeting Adjourned at 12:22.

Attendance:

Executive Board			Committees		
	Robin Farley	President		Dick Reed	T&E CDFM
	Leslie Ferguson	President-Elect		Wendy Pouliot	T&E Awards/Essay Chair
X	Raquel Kuhfahl	Secretary		Vacant	T&E Scholarship Chair
	LTC Todd Handy	Treasurer	X	Milford E. Thompson	T&E Luncheon
	Steven Birk	DOD VP	X	Jennifer Miller	T&E Luncheon Host Liaison
	Vacant	DOD Asst Sec	X	Terry Placek	T&E Training & Education
X	Nicole McClenic	Army VP		Beverly Veit	O&P Competition
X	Dai Nguyen	Army Asst Sec	X	Jeff Norris	O&P Community Service
X	Jane Roberts	Navy VP		Dan Olden	O&P Membership
	Veronica Trent-Walton	Navy Asst Sec		Rocky Wilber	O&P Photographer
X	Jonathan R Newell	USMC VP	X	Michael Monson	O&P Newsletter Managing Editor
	Astrid Diaz	USMC Asst Sec	X	Wayne Whiten	O&P Webmaster
X	Benjamin J Yarish	USAF BP		David Zavada	Audit Audit Chair
X	Monique Anneker	USAF Asst Sec			
X	LT Mark Sanchez	USCG VP			
	Stella Whitsell	USCG Asst Sec			
X	Debra Del Mar	Corporate/Retired VP/PDI			
	Rita Finney	Corporate/Retired Asst Sec			