



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

**EXECUTIVE BOARD MEETING MINUTES**

**Thursday, Oct 4, 2018, 1200-1300**

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

1. Approval of Sep Minutes – Distributed to the board on 9/14/18.

- a. Motion to approve – Ms. Pat Corey
- b. 2<sup>nd</sup> – LTC Todd Handy

**Budget**

2. Treasurer's Report (*LTC Handy*)
  - a. Current cash position is \$341,878
  - b. September net position is \$2,259, and fiscal year-to-date net position of (\$3,238)
  - c. Key transactions during the month
    - i. Closed out Golf Tournament
    - ii. 1<sup>st</sup> payment for Management Concepts Training
3. Audit (*Mr. Zavada*)
  - a. Audit completed, awaiting finalization and tax preparation
    - i. Putting report together should be receiving the draft tomorrow (10/5) or early next week.
  - b. Board approval to increase audit budget to \$9150; approved via email on 24 SEP
    - i. Confirm budget increase \$1200. From last year it was only \$200. Will move forward to sign the engagement letter.

**Committee Information and Reminders**

4. Training and Education
  - a. Training (*Ms. Placek*)
    - i. Advanced Leadership Skills and Techniques Mini-Course – DoD Level III
      1. 11/8/2018 (October 26<sup>th</sup> suspension) and 4/11/2019
        - a. 08:30-11:30
        - b. 12:30-3:30
      - ii. Budgeting and Accounting: Making the Connection Mini-Course – DoD Level II
        1. 2/14/2019
          - a. 08:30-11:30
          - b. 12:30-3:30
          - c. Flyers were emailed to the board. Ask for assistance to provide information to respective organizations.

- b. Luncheon (*Ms. Thompson/Ms. Miller*)
  - i. Reminder to the board that the luncheon date has been changed to October 17<sup>th</sup>, please pass on the information.

5. Vice President Reports

- a. Army
  - i. Service secretary has been selected. Do we need to do anything as a board to have them added as a board member?
    - 1. Fill position by elections of members during election time.
    - 2. Ms. Kuhfahl will review Chapter constitution for additional guidance.
- b. USMC
  - i. Set for the 17<sup>th</sup>. Newell won't be able to attend. I'll take notes for the newsletter.
- c. USCG
  - i. Summary from the September luncheon will be sent to Mike.

Meeting adjourned at 1214.

**Attendance:**

Executive Board			Committees			
	Robin Farley	President	X	Dick Reed	T&E	CDFM
	Leslie Ferguson	President-Elect		Wendy Pouliot	T&E	Awards/Essay Chair
	Raquel Kuhfahl	Secretary		Jessica McClain	T&E	Scholarship Chair
X	LTC Todd Handy	Treasurer		Milford E. Thompson	T&E	Luncheon
	Steven Birk	DOD VP	X	Jennifer Miller	T&E	Luncheon Host Liaison
	Vacant	DOD Asst Sec		Terry Placek	T&E	Training & Education
X	Nicole McClenic	Army VP		Beverly Veit	O&P	Competition
	Vacant	Army Asst Sec		Jeff Norris	O&P	Community Service
	Jane Roberts	Navy VP	X	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
	Benjamin J Yarish	USAF BP	X	David Zavada	Audit	Audit Chair
X	Patricia "Pat" Corey	USAF Asst Sec				
X	LT Mark Sanchez	USCG VP				
	Stella Whitsell	USCG Asst Sec				
	Debra Del Mar	Corporate/Retired VP/PDI				
	Rita Finney	Corporate/Retired Asst Sec				