



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

EXECUTIVE BOARD (EB) MEETING MINUTES
Wednesday, 5 Nov 2014, 1000-1100

1. Agenda

- **October Minutes:** approved
- **Emails to Members**
 - i. There is no cost to send emails to 1,000 or less addressees; any number over 1,000 results in an additional cost of \$44/month. This is an inexpensive form of advertisement so there was a consensus that the Chapter pay the additional cost. The Treasurer, Ms. Kuhfahl, will coordinate payment with the Website Manager, Mr. Whiten.
- **Outreach and Publicity**
 - i. Ms. Anderson spoke to the AGA's Young Careerists event announcement she had received. The general discussion was that this would be an excellent way for the Chapter to initiate interest and retain membership as well as obtain new members. Ms. Placek spoke to a like event that ICAF Alumni sponsor at Sine's. She believes she has an excellent candidate (a former intern) that would lead this effort to include finding a venue and build relationships with the young careerists. The topic will be included on December's EB agenda.
- **Updates:**
 - i. **Treasurer:**
 1. The Chapter purchased a camera for the Photographer. In his absence, it will be given to the sponsoring service to ensure pictures of the luncheons and other events are taken. This will also be added to the checklist for luncheons.
 2. Ms. Kuhfahl is researching tools that will allow us to be cashless at luncheons since handling cash is an internal control risk. Personnel who do not register in advance will pay with credit card or check the day of the luncheon. The plan is to begin this in January 2015.
 3. The President signed a letter allowing Ms. Kuhfahl to close the PenFed accounts and transfer the funds to Bank of America.
 - ii. **Training and Education:** Ms. Thompson believes she will have a contract with the Westin by the end of the week; she anticipates the luncheons will cost \$25-27 and is working with the Hotel to determine if the guaranteed minimum will continue to be 50. It was requested that she establish a firm parking price for luncheon attendees as there were three different prices charged at October's luncheon.

o **New Business:**

- i. There was some discussion about hosting training for the FM Certification Levels 1, 2 and 3. This could be accomplished by hiring a firm to conduct the training and using its facilities or a Corporate member's facilities.
- ii. Also introduced
 - 1. was supporting other training with webinars and scheduled CDFM instruction and tests
 - 2. becoming more involved in the community by mentoring at schools
- iii. Mr. Newell is researching the use of the InfoNet terminals within the Pentagon to make announcement for our luncheons and other events.
- iv. Mr. Kohistani, Newsletter Managing Editor, updated the EB on the current status of the November newsletter; the plan is to publish on the website prior to the luncheon and to have copies at the luncheon.

2. Attendance:

(X - in person / T- by telecon)

Executive Board			Committees		
	Mr. Ariane Whittemore	President		Ms. Ann McDermott	Audit
X	Ms. Gretchen Anderson	President-Elect		Ms. Wendy Pouliot	T&E
X	Ms. Susan Sweatt	Secretary		Mr. Edson Barbosa	T&E
X	Ms. Raquel Kuhfahl	Treasurer	T	Mr. Jeff Norris	O&P
T	Ms. Cynthia Curry	DoD VP	T	Ms. Veniceza Critton	O&P
	Ms. Hannah Francis	DoD Asst Sec	T	Ms. Millie Thompson	T&E
T	Ms. Cynthia Crippen-Black	Army VP		Mr. Dan Olden	O&P
	Ms. Dionne Bailey	Army Asst Sec	T	Ms. Deb Delmar	PDI
	Ms. Sandra Wright	Navy VP		Mr. Ramni Abdul-Jalaal	PDI
T	Ms. Veronica Trent-Walton	Navy Asst Sec	T	Mr. Rocky Wilber	O&P
	Ms. Jane Roberts	USMC VP	T	Mr. Mo Kohistani	O&P
X	Mr. Jonathan Newell	USMC Asst Sec	T	Ms. Lisa Donahue	T&E
	SMSgt Rod Lewis	USAF VP	T	Ms. Terry Placek	T&E
	SMSgt Kelly Wismer	USAF Asst Sec	T	Mr. Wayne Whiten	O&P
	LT Mark Sanchez	USCG VP			
T	Ms. Stacy Spadafora	USCG Asst Sec			
T	Ms. Deb Delmar	Corporate/Retired VP			
	Ms. Rita Finney	Corporate/Ret Asst Sec			