



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, April 6, 2017, 1200-1300

Call-in: 571-372-4600 Participant Pass Code: 76225#

1. Approval of March Minutes
2. Review Calendar for 2016/2017 term – additions to calendar for Honor Flight event
3. Treasurer's Report – (Mr. Birk) (*from notes emailed in advance*)
 - a. As reflected on the Statement of Cash Flows (in the documents emailed on page 4), cash balances increased since the start of the fiscal year by \$63,841 from \$328K to \$392K.
 - i. This increase is due primarily to the collection of NCR PDI sponsor contributions and member NCR PDI registration;
 - ii. This cash increase will be more than offset once final NCR PDI bills are submitted/paid. Based on the budget there are approximately \$104K outstanding NCR PDI bills.
 - b. The budget execution statement (page 1) includes a year-end projected cash balance of \$241K--an \$87K decline from the start of fiscal year balance of \$328K. This projection assumes:
 - i. The "approved" budget is executed as planned and all FY 17 costs are disbursed by June 30, 2017;
 - ii. Collections for FY 18 activities (e.g. July Golf Tournament and Monthly Luncheons) are excluded.
 - c. The approved budget reflects the following adjustments:
 - i. \$1,000 increase for the Honor Flight Donation;
 - ii. Scholarship program increase to \$14K -- adds \$8K for new scholarships to the \$6K PY commitments.
 - d. The \$151K decline from our current cash position of \$392K to the projected cash balance of \$241K is attributable to the following:
 - i. \$104K - Final NCR PDI bills;
 - ii. \$13K - Sponsored Training Events (assumes \$25.8K spent on training - 2 more courses, total 4 courses);
 - iii. \$2K - Final Luncheon Loss;
 - iv. \$14K – Scholarships;
 - v. \$4K - Donations - Silent Auction/Honor Flight;
 - vi. \$2K - Community Service Events;
 - vii. \$10K - Admin and Sundry Other.
 - e. Request: * All bills be submitted promptly.
 - i. LT Sanchez submit Holiday Social guidance recommendations to next year's sponsor
 - ii. Ms. Finney submit final PDI bills and Golf Tournament budget (revenue, expense, net)
 - iii. Mr. Zavada confirm Audit/Tax Prep estimate for next year is \$7K
 - iv. Mr. Whiten ensures Pay Pal tracks GT revenue (like he did for mini pdi).
 - v. Ms. Pouliot - status of buying more ASMC coins?

Committees

4. Training & Education

- a. CDFM and Other Certifications – (*Mr. Reed*) – nothing new to report.
 - b. Awards and Essays – (*Ms. Pouliet*) (*from notes emailed in advance*)
 - i. Chapter Distinguished Service Award nominees are due asap (copy Secretary);
 - ii. Corporate Member of the Year nominees are due by Friday to Ms. Finney.
 - c. Scholarship – (*Ms. Stewart*) (*tabled*)
 - d. Luncheon – (*Ms. Thompson*) (*tabled*)
 - i. Luncheon Schedule
 - 1. April 20 – Corporate – Ms. Bonnie Hammersley, Deputy DoD CIO (Resources and Analysis) – no A/V needed;
 - 2. May 18 – DoD – Mr. David Fisher, Former BTA Director, GAO CFO and IRS Risk Officer;
 - 3. June 15 – Induction of Officers.
 - ii. Corporate tables to aid budget update – (*Ms. Delmar*)
 - 1. Official outreach/launch in July for coming year, with 1-4 seats with discount for advance purchases;
 - 2. Commitment with Westin contract for place/time/day of week needed to enable corporate advance purchases.
 - iii. Luncheon Liaison responsibilities review – (*Ms. Miller*)
 - 1. Photos w/names to be taken at lunches by branch reps if Mr. Wilber is absent;
 - 2. Ms. Delmar reminded all that Mr. Wilber does not participate in the EB Mtgs.
 - iiii. CPE certificates distribution process to luncheon attendees (via a link on the website) – (*Ms. Miller/Mr. Whiten*)
 - 1. Discussion is tabled until new Chapter administration takes office in June;
 - 2. Ms. Delmar opined that the more we can rely on self-service the better.
 - e. Training – (*Ms. Placek*) Survey update; 73 responses – helped to tie in link to NCR PDI:
 - i. 1st question: classroom, seminars, lectures (69 responses);
 - ii. 2nd question: NCR PDI top professional development event; 72 responses (love PDI, free, CPEs earned); if no attendance, is due to work commitments;
 - iii. 3rd question: 66 responses; not attended due to time away from office; work interference; location (preferences for DC, Pentagon, mil bases);
 - iv. 4th question: 64 responses; why not taken training, unaware of mini-courses;
 - v. 5th question: 63 responses; training opportunities, unaware, time/work interference; difficulty in participation for presenters wrt govt/private sponsors (preference of one company over another is an ethical concern);
 - vi. 6th question: 71 respondents, training subject/dates/location;
 - vii. 7th question: 52 respondents, desired better comms, better speakers, other locations.
5. NCR PDI – (*Ms. Delmar*) Report on FY 2017 NCR PDI - thanks to all attendees; event sold-out with over 1550 there; positive feedback (leadership bursts, etc.) on surveys; pleased with results of hard work; final accounting to be completed in May (we are well in the black), despite added expenses in A/V and added rooms; currently firming up the date for FY18 and will attempt to reserve the 2nd Thurs in March.
6. Outreach and Publicity
- i. Competition – (*Ms. Critton*) (*from notes emailed in advance*)
 - ii. Thanks to all who have completed or forwarded info for completion of this year's Chapter Annual Awards (CAA) submission for 5-Star status.

- iii. The total points generated from our group input is comparable to pass years and award of 5-Star status is very favorable to us as we have met the minimum administrative requirements IAW para 6 of the National ASMC Chapter Competition Reporting Rules and Guidelines (R&Gs) (scanned CAA worksheet and R&Gs attached to the email).
 - iv. There are just a few areas (Certification Program, NCR PDI) needing wrap-up and she will engage with the respective AOs accordingly.
 - v. Because of changes to Scholarship ROEs, the timeline did not afford the opportunity to complete submission for this section to add 250 additional points.
 - b. Community Service – (Mr. Norris) (*tabled*)
 - i. Plan of Events Reminder:
 - 1. 8 Apr – Home Improvement Project in Vienna, VA (no cost)
 - 2. 20 May – Honor Flight event, WWII Memorial (\$1K)
 - c. Membership – (Mr. Olden) (*tabled*)
 - i. Early Careerist Activities reminder: Apr 11 – Spring Happy Hour at Sine Irish Pub in Pentagon City
 - d. Newsletter – (*Mr. Monson*)
 - i. Next publication date 28 APR
 - e. Webmaster – (*Mr. Whiten*) nothing to add; no issues
 - f. Audit Committee – (Mr. Zavada) (*tabled*)
7. New Business
- a. For Mats and Krystina, a Pres-elect from USN for 2018-19 should be identified by June;
 - b. Mats – thanks and I am proud of the work we do.
8. Vice President Reports and Write Ups
- a. ARMY (*Cynthia Cooks/ Hairo Ortiz*), nothing to report (invite Al Runnels for June)
 - b. NAVY (*Robin Farley/ Veronica Trent-Walton*) *tabled*
 - c. USMC (*Jonathan Newell/Astrid Diaz*) *tabled*
 - d. Air Force (*Benjamin Yarish/ Chantele Dow*) nothing to report; thanks for support for Honor Flight in May
 - e. DoD (*Cynthia Curry/ Greg Little*) nothing to report
 - f. USCG (*Mark Sanchez/ Stacy Spadafora*); VP nominee/Asst Sec nominees needed due to Ms. Spadafora retirement from the USCG
 - g. Corporate (*Deb Delmar/Rita Finney*); DC Chapter contribution for National PDI silent auction – needs theme, but needs to know funds availability (last year, basket representative of DC was prepared); circa \$250-300 spent last year; motion to spend up to \$300 for silent auction approved.

Attendance:

(X - in person / T - by telecon)

	Executive Board			Committees			
T	Mats Persson	President		T	Dick Reed	T&E	CDFM
T	Krystyna M Kolesar	President-Elect			Wendy Pouliot	T&E	Awards/Essay Chair
T	Stacy Spadafora	Secretary			Jessica Stewart	T&E	Scholarship Chair
	Steven Birk	Treasurer			Milford E. Thompson	T&E	Luncheon
T	Cynthia Curry	DOD VP		T	Jennifer Miller	T&E	Luncheon Host Liaison
	Gregory Little	DOD Asst Sec		T	Terry Placek	T&E	Training & Education
T	Cynthia Cooks	Army VP		T	Deb Del Mar	PDI	PDI Chair
	Hairo Ortiz	Army Asst Sec			Veniceza "Vee" Critton	O&P	Competition
	Robin Farley	Navy VP			Jeff Norris	O&P	Community Service
	Veronica Trent-Walton	Navy Asst Sec			Dan Olden	O&P	Membership
	Jonathan R Newell	USMC VP			Rocky Wilber	O&P	Photographer
T	Astrid Diaz	USMC Asst Sec		T	Michael Monson	O&P	Newsletter Managing Editor
T	Benjamin J Yarish	USAF BP		T	Wayne Whiten	O&P	Webmaster
	Chantele "Bug" Dow	USAF Asst Sec			David Zavada	Audit	Audit Chair
	LT Mark Sanchez	USCG VP					
T	Stacy Spadafora	USCG Asst Sec					
T	Debra Delmar	Corporate/Retired VP					
T	Rita Finney	Corporate/Retired Asst Sec					