



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, December 5th, 2019, 1200-1300

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

1. Approval of August Minutes – Distributed updated minutes to the board on 12/4/2019

Motion to approve – Ms. Placek

Motion to second – Ms. Kuhfahl

3. **Calendar Review** (*Secretary*)

- a. Next luncheon is 16 January. Speaker is LtGen John M. Jansen, Deputy Commandant for Programs and Resources, USMC.

- b. Luncheon/Holiday Social Calendar

	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Past Luncheon Recap	USAF	USMC	USMC	USCG		DoD	Army
Luncheon Sponsor/Host	USMC	USMC	USCG	NCR PDI	DoD	Army	Navy
Speakers	Holiday Social	LtGen John Jansen, DC P&R		NCR PDI			Elections

- c. Need to identify speakers for February, April, and May. Please let me know if you need help identifying a speaker.

4. **EB Updates** (*Secretary*)

- a. President approved position
 - i. N/A
- b. Executive Board vacancies
 - i. Army Vice President
 - ii. USCG Assistant Secretary
- c. Committee vacancies
 - i. Scholarship Chair

5. **Corporate Update** (*Ms. Delmar*)

- a. Young Careerists. Joanna Little (OSDCFO), one of our Young Careerist leads, [there are currently 5 group members - 3 government and 2 corporate] reported on initial plans for focused activities. She described the proposals they are developing for EB approval that include:
 - i. getting a survey out [using our survey monkey capability via Wayne] this month to the 462 ASMC young careerists [got the membership list from HQTRS] seeking feedback on training needs/desires, and encouraging outreach/participation in their group and training activities

- ii. having a reserved table at the ASMC Washington Holiday Social for young careerists with collateral, as well as making an announcement about the initiative from the podium
- iii. having exclusive, dedicated time for insights from our monthly speakers for 20 minutes at the conclusion of the luncheons [starting in January] to discuss career paths or other job related topics, and activity with post event social hour
- iv. create a separate mailing list for young careerists
- v. Discussion: Many on the EB stated how much they like these ideas and hope the Survey Monkey will be helpful for long range outreach to other YCs.
 - Ms. Ritter stated we need a statement to describe what a YC is. Recognize that people under 35 are the future; they are not well represented in ASMC. This statement should be included in a flyer, other publications, and the website.
 - Ms. Placek stated that we previously used the term 'early careerist.' She didn't know how it changed to 'young careerist.' Previously, this group was identified as GS-5 to GS-11.
 - Dr. Miller suggested we use colored name tags for holiday social to identify to be able to engage with each other.
 - Ms. Delmar suggested we consider adjusting the luncheon rate of \$10 for GS-11 and lower.
 - Mr. Herrera stated the sooner we start communicating with this group, the sooner we can see where it goes. He suggested that early careerists be those individuals with less than 10 years.
 - Ms. Delmar stated the board will support and approve the efforts recommended by the working group.
 - Ms. Thompson stated that this group should let the EB know what they would like to do to support participation and to support the launch of this new initiative. She recommends Ms. Ferguson send an email to DoD leadership requesting support and use of this program for career planning.
 - Ms. Little agreed to write a statement about the YCs.
- b. Corporate Table sponsorship (*Mr. Kohlrus*)
 - i. An email was sent to corporate members with table costs, \$252 for 4 months. Mr. Whiten has already posted this program on the website. To date, 2 corporate members have signed up. The goal is 4 or 5 tables. Stressed the need for identifying the speakers in advance to gain interest in attending the luncheons.
- c. NCR PDI. The website opened on time. Encouraged early registration to be the smart thing to do in order to a seat before it sells out.

Budget

6. Treasurer's Report (*COL Handy*)

- a. FY19 Audit complete; 2018 taxes complete and submitted; audit was briefed last month; Competition Chair, Ms. Kuhfahl, needs to send the audit to National.
- b. Disposition of historical files captured in Memorandum For Record; converting FY13-FY18 paper files to digital; beginning in FY19 records will all be digital; auditors provided guidance on document retention for non-profit organizations; must retain documents for 7 years; records prior to FY13 will be disposed of; all audit files are permanent and will be retained; looking at several companies to convert to digital; budgeted \$1,000 for conversion.

- c. Cash on Hand trending upwards toward its peak in FY14. There was a decline in the cash balance in FY14 due to paying for government personnel to attend the NCR PDI. This information is provided for situational awareness, in preparation for future discussions for determining the appropriate cash balance to have on hand.
- d. November luncheon ~\$3.3K; about \$1.3K more than last month. Part of the increase was higher head count. The other part was due to a/v equipment cost of \$900. The actual bill was much higher, but the hotel provided a discount due to negotiations. It's not normally this expensive for A/V.
- e. Need to start thinking about Treasurer Transition; PCSing in June; looking for a replacement to transition/overlap with incoming treasurer in April or May. Everyone else needs to help find someone to assume the Treasurer's position.
- f. Ms. Kuhfahl stated she needs tax Form 990 for the Competition Committee. Col Handy is waiting on the public disclosure stamp.

7. Audit (*Mr. Zavada*)

- a. Nothing to report

Committee Information and Reminders

8. Training and Education

- a. Training (*Ms. Placek*). Need help and support in getting the word out about these classes.
 - i. Budgeting and Accounting: Making the Connection—February 6, 2020
 - a. Two sessions: 8:30-11:30 am and 12:30-3:30 pm
 - b. Registration deadline: January 24, 2020
 - ii. Internal Controls: Meeting Federal Requirements for Accountability—April 16, 2020
 - a. Two sessions: 8:30-11:30 am and 12:30-3:30pm
 - b. Registration deadline: April 3, 2020
- b. Luncheon (*Ms. Thompson*)
 - i. She will be negotiating the new contract for the Westin and will brief the EB in the future; she is trying to maintain the same cost.
 - ii. Hosting Service **must** notify Ms. Thompson in advance if a/v services are required for the speaker.
- c. Scholarship (*Vacant*)
 - i. Nothing to report
- d. Awards (*Mr. Writer*)
 - i. He is still trying to get in touch with Wendy to learn from her about this committee's responsibilities. He will send a note to all chapter VPs about the award time frames. He has no information on the essay requirements. He does not have any historical information on how to solicit for awards and essays.
 - Ms. Kuhfahl stated that it is typically discussed this time of year; need to get VPs to notify their Service membership. We haven't had much interest in the last several years. We should have notifications sent out no later than next Friday, 13 December. Need to find a new engraver for the plaques.
 - COL Handy has an old email with categories and other details that he will share with Mr. Writer.

9. Outreach and Publicity

- a. Competition (*Ms. Kuhfahl*)
 - i. Nothing to report

- b. Community Service (*Mr. Norris*)
 - i. Upcoming Community Service Events
 1. Toys for Tots and Food Drives at the Holiday Social Event - Dec 11, 2019
 2. DC Kitchen - January 28 or February 25, 2020 (date to be finalized in the next two weeks)
 3. Will have update for newsletter in the next 2 weeks.
 - c. Newsletter (*Mr. Monson*)
 - i. January is a newsletter month and inputs are due NLT January 3, including:
 1. FM related article: USMC
 2. Training updates
 3. Community Service
 4. CDFMs
 5. President's article
 6. January guest speaker bio: USMC
 - d. Website (*Mr. Whiten*)
 - i. To date, 101 have registered for the holiday social
 - e. Holiday Social (*Ms. Chapman & Ms. Hill*)
 - i. Menu selected. Site visit this morning. Toys for Tots and canned food drive coordinated with Mr. Norris. Photographer selected.
 - ii. Mr. Mark Easton, Deputy Chief Financial Officer (DCFO), Office of the Under Secretary of Defense (Comptroller) will be the Guest of Honor.
 - iii. Someone needs to provide music via mp3. The cash bar will only accept credit cards.
10. Vice President Reports
- a. Army –
 - b. Navy –
 - c. USMC –
 - d. Air Force –
 - e. DoD – Mr. Birk stated he is retiring on January 3, 2020. He is looking for DoD VP.
 - f. USCG –

Attendance:

Executive Board			Committees			
X	Leslie Ferguson	President		Dick Reed	CDFM	T&E
X	Stephen Herrera	President-Elect	X	John Writer	Awards/Essay Chair	T&E
X	Shari Ritter	Secretary		Vacant	Scholarship Chair	T&E
X	COL Todd Handy	Treasurer	X	Milford E. Thompson	Luncheon	T&E
X	Steven Birk	DoD VP	X	Dr. Jennifer Miller	Luncheon Liaison/Host	T&E
	Charles Morse	DoD Asst Sec	X	Terry Placek	Training & Education	T&E
	Vacant	Army VP	X	Raquel Kuhfahl	Competition	O&P
	Myrna Medina	Army Asst Sec		Jeff Norris	Community Service	O&P
	Jane Roberts	Navy VP		Dan Olden	Membership	O&P
	Veronica Trent-Walton	Navy Asst Sec		Rocky Wilber	Photographer	O&P
X	Janice Hill	USMC VP	X	Michael Monson	Newsletter Managing Editor	O&P
	Sylvia Chapman	USMC Asst Sec		Wayne Whiten	Webmaster	O&P
	Benjamin J Yarish	Air Force VP		David Zavada	Audit Chair	Audit
	Angela Flowers	Air Force Asst Sec				
	LT Mark Sanchez	USCG VP		Joannah Little	Young Careerist Representative	
	Vacant	USCG Asst Sec				
X	Debra Del Mar	Corporate/Retired VP/PDI				
X	Tim Kohlrus	Corporate/Retired Asst Sec				