



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, 04 February, 2021, 1200-1300

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

In Attendance:

Stephen Herrera	President
Dr. Ann Tipton	Secretary
Cynthia Hufty	Treasurer
Charles Morse	DoD Vice President
Yelena Baker	DOD Assistant Secretary
Myrna Medina	Army Assistant Secretary
Shari Ritter	USMC Vice President
Natalie Osgood	Air Force Vice President
Norma Perez	Air Force Assistant Secretary
LCDR Mark Sanchez	USCG Vice President
SK2 Xavier Palmer	USCG Assistant Secretary
Debra Del Mar	Corporate/Retired Vice President
Chris Stockel	Corporate/Retired Assistant Secretary
Jenny Lu	CDFM Liaison
John Writer	Awards/Essay Chair
Milford Thompson	Luncheon
Dr. Jennifer Miller	Luncheon Liaison/Host
Terry Placek	Training and Education
Raquel Kuhfahl	Competition
Jeff Norris	Community Service
Dan Olden	Membership
Mike Monson	Newsletter
Wayne Whiten	Webmaster
Dominick Iacobucci	Alternate Webmaster

1. Opening Remarks – President
 - a. Mr. Herrera welcomed the team and new member Norma Perez. He also mentioned he is working with Service FM's on a PDI brief and would reach out for help as needed.

2. Administrative Matters (Secretary)
 - a. Monthly Minutes – Distributed to the board on 1 February 2021.
 - Motion to approve – Ms. Placek
 - Motion to second – Ms. Kuhfahl

3. Calendar Review (*Secretary*)
 - a. February Luncheon - 18 February, Ms. Jenkins, Navy
 - b. Community Service Events - 9 February Transcription Event
4. EB Updates dates (*Secretary*)
 - a. Officer Vacancies - None
 - b. Committee Vacancies - None
 - c. Service VPs – None (Extended term through Jun 22 in response to pandemic)

Budget

5. Treasurer's Report (*Ms. Hufty*)
 - a. Ms. Hufty will provide financial reports via email when available. Ms. Kuhfahl reminded Ms. Hufty she will need the completed form 990 for competition by 31 March 2021.
6. Audit (*Mr. Zavada*)
 - a. NSTR

Committee Information and Reminders

7. Training and Education
 - a. Training (*Ms. Placek*)
 - i. Ms. Placek is looking for Board support to disseminate flyers for mini-courses in calendar year 2021, and promote training through outreach. The next courses will be 25, February with an enrollment suspense of 12 February and 22 April with an enrollment suspense of 9 April. Enrollment stats provided (24 Feb 30 a.m./12 p.m. and 22 Apr 28 a.m./13 p.m.). Mr. Herrera asked what the class limitations were, and Ms. Placek believes it is between 35-40 per class.
 - b. Luncheon (*Ms. Thompson*)
 - i. NSTR
 - c. Scholarship (*Mr. Beckles*)
 - i. NSTR
 - d. Awards (*Mr. Writer*)
 - i. Mr. Writer requested the team reengage with members to generate interest and to submit nominations if there are any. Mr. Herrera acknowledge the Air Force was finishing up the packages it planned on submitting.
8. Outreach and Publicity
 - a. Competition (*Ms. Kuhfahl*)
 - i. Ms. Kuhfahl reminded the team the competition year is 1 April - 31 March. The requirements were updated due to COVID-19 forced changes but include the virtual events we have been doing (luncheons, community service and PDI). Additionally, she mentioned again the completed 990 form is needed as part of the package. Mr. Herrera confirmed we would include out outreach to other chapters to join us at our monthly luncheons. Ms. Kuhfahl recommended we invite the Norfolk Chapter to our February luncheon because Ms. Jenkins is speaking and the group concurred.

- b. Community Service (*Mr. Norris*)
 - i. The next volunteer opportunity will be the 9 February Transcription Event, with 15 people currently signed up. In March in connection with the PDI, we will conduct a food drive with a weblink for donations on our webpage and the PDI webpage. Ms. Delmar mentioned we generally collect for “Pets for Vets” and offer a live donation link on the registration page as well.
 - c. Membership (*Mr. Olden*)
 - i. Mr. Olden briefed the monthly membership decreased in February, predominately represented by private sector withdrawal. He expects there will be an increase in the next month because of the later PDI registration. Since the PDI is free the hope is non-members will attend and lead to generation of new members.
 - d. Newsletter (*Mr. Monson*)
 - i. Mr. Monson requested March newsletter inputs by 26 February, aiming to release the newsletter 5 March.
 - e. Website (*Mr. Whiten*)
 - i. NSTR - website upgrade discussion remains open.
 - f. Early Careerist (*Mr. Ferguson*)
 - i. NEW ADD - Discussed having an Early Careerist update at our monthly meetings with the Board and all agreed, Ms. Delmar would reach out to Mr. Ferguson to let him know the expectation for future meetings.
9. Corporate Update (*Ms. Delmar*)
- a. Ms. Delmar provided an update on the PDI, website registration was going to open shortly. She mentioned the keynote address would be given by Mr. Norquist and General Perna of Operation Warp Speed was also on the docket. Additionally there would be digital transformation breakouts and an early careerist round table. Ms. Delmar requested everyone assist in making sure the registration information gets to members, noting there are still many firewall and .mil issues. Ms. Delmar also noted that during the PDI there would have to be strict participation standards in regards to training. Lastly, since the team did an out-of-cycle vote to extend the scholarship deadline there would be no announcement at the PDI. Mr. Herrera asked if Mr. Norquist would be pre-recorded and it was confirmed he would be, however there will also be a question and answer record.
10. Vice President Reports - NSTR
- a. Army
 - b. Navy
 - c. USMC
 - d. Air Force
 - e. DoD

f. USCG