



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. 2nd – 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. 1st 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 26th 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 17th, 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 17th. 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 | | | | |